Summer Term 2021
Session I: May 17 – June 4
Session II: June 7 – July 9
Session III: July 12 – Aug 13
Scheduling for Summer Term 2021
Summer Term Website

summerterm.unlv.edu
Summer Term is a self-supporting program which empowers students to get ahead and graduate sooner. By offering additional opportunities to earn college credit students reap the benefits of attaining up to an additional eighteen credits for undergraduate students, and twelve credits for graduate students, ultimately fast-tracking their degree. Click here to learn more about UNLV Summer Term.
Faculty and Staff Information

Welcome to Summer Term 2020!

Summer I: May 18 to June 5
Summer II: June 8 to July 10
Summer III: July 13 to August 14

Summer Term Forms

Schedule of Standard Times
Summer Term 1 Curriculum Approval Form
Summer Term 1 Curriculum Approved List
Faculty Credit Load Exception Form
Summer Term Department Contact Information
Summer Term 2020 Information Session Sign-Up Form
**Policy**

*Teaching limits*

- UNLV faculty may teach up to (7) seven credits for the entire 13-week term.

- Teaching limits for each instructional period are:
  - One credit in one week
  - Four credits in three weeks
  - Seven credit in five weeks

- These limits will be reviewed at the end of the open schedule build period and when new course requests are submitted.
Policy

Faculty Credit Load

- UNLV Faculty may teach up to (7) seven course credits, exclusive of independent study credits, for the entire 13-week Summer Term.

- Faculty requesting exception must complete the Summer Term Faculty Credit Load Exception form; get approval of the Department Chair and Director/Dean; and forward it to the Summer Term Office for review and approval.

- Please ensure that the faculty member reviews the Extra Contractual Compensation policy to determine whether they need to complete and submit the appropriate ECC forms for review and approval.

- Credit Load Exception forms are due to the Summer Term Office by December 4, 2020.
**Summer Term 2021 Credit Load Exception Form**

UNLV Faculty may teach up to (7) seven course credits, exclusive of independent study credits, for the entire 13-week Summer Term. Exceptions may be requested through Department Chairs. Exceptions will be granted only with the positive recommendation of the Chair and Dean/Director. Request for exception to the credit load apply to classroom instruction only (in person or online). Limits for which instructors can be compensated for non-classroom instruction (independent study, thesis, dissertation, etc.) can be found on the Summer Term website at summerterm.unlv.edu under Faculty/Staff Information. Faculty requesting exception must complete the form, obtain approval of the Department Chair and Director/Dean and forward to the Summer Term Office. (Email: summerterm@unlv.edu or Mail Code 1030). Due Date: December 4, 2020.

Credit overloads will be considered based on student need and demand. Exceptions of one or two credits are approved by the Director of Summer Term. Exceptions beyond two credits must be approved by the Office of the Executive Vice President and Provost.

Please ensure that the faculty member reviews the Extra Contractual Compensation policy to determine whether they need to complete and submit the appropriate ECC forms for review and approval.

<table>
<thead>
<tr>
<th>Instructor’s Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Subject</td>
<td>Catalog Number</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Justification for request of credit load exception:

☐ Approve ☐ Deny Date: 

Department Chair

☐ Approve ☐ Deny Date: 

College Dean

☐ Approve ☐ Deny Date: 

Director, Summer Term

☐ Approve ☐ Deny Date: 

Office of the Executive Vice President and Provost
Procedure

**Independent Study**

• Independent Studies (thesis, dissertation, directed readings, etc.) can be scheduled across the entire thirteen week term or by individual session.

• It is recommended to add any new sections you might need, edit current sections, but not delete any sections unless you are certain they will not be offered.

• Each faculty member instructing an independent study should be assigned their own section.
  • Example: XXX 792 – Independent Study
    • Section 1001: Jane Reb
    • Section 1002: Joe Reb
    • Section 1003: Hey Reb
Procedure

Independent Study

• Please use instruction mode of IS or FS for these classes if they will not be having a scheduled meeting.

• Courses designated as an Independent Study (IS) or Field Study (FS) are categorized as non-classroom instruction and faculty may claim payment, according to guidelines, by submitting an Independent Study Request for Payment form that may be found on the Summer Term website.
Session

• SU1 = Summer Session 1;
  3 weeks from **5/17/2021** to **6/4/2021**
  **Must be on the Session 1 Curriculum Approved List.**

• SU2 = Summer Session 2;
  5 weeks from **6/7/2021** to **7/09/2021**

• SU3 = Summer Session 3;
  5 weeks from **7/12/2021** to **8/13/2021**
Session

• SRG = Summer Regular;  
  13 weeks from 5/17/2021 to 8/13/2021

• SDY = Summer Modular;  
  Dates must be entered manually for this option 
  Please make sure these classes meet contact minutes. 
  Email Summerterm@unlv.edu to assist with the calculations.
Make sure the dates on the ‘Basic Data’ and ‘Meetings’ tabs are the same and match the ‘Session.’
Section Sequence and Dates

• “Class Section” numbers are entered sequentially. They are organized as follows:
  • By session number (i.e. all Session 1, then all Session 2, etc.)
  • By course start time (i.e. 8:00 a.m. first, then 9:40 a.m.)

• Any SDY Summer Modular courses should be organized by their start dates.
  • For example, an SDY course beginning 5/17/2021 that runs through 7/9/2021 (from Session 1 through Session 2) should appear at the end of Session 1 courses.
Section Sequence and Dates

• All SRG Summer Regular courses should be organized after Session 1 courses by their start times.

• The section numbers do not necessarily match their placement in the “Class Sections” tables on the Basic Data page. This is not a problem.
Within each session, the section at the earlier time should come before the section at the later time, and web (WB) sections are to be listed after courses with a meeting pattern.
Associated Class

<table>
<thead>
<tr>
<th>Class Sections</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Session:</td>
<td>SU3 Summer 3</td>
</tr>
<tr>
<td>*Class Section:</td>
<td>1006</td>
</tr>
<tr>
<td>*Component:</td>
<td>LEC Lecture</td>
</tr>
<tr>
<td>*Class Type:</td>
<td>Enrollment</td>
</tr>
<tr>
<td>*Associated Class:</td>
<td>6</td>
</tr>
<tr>
<td>Class Nbr:</td>
<td></td>
</tr>
<tr>
<td>*Start/End Date:</td>
<td></td>
</tr>
<tr>
<td>Units:</td>
<td>3.00</td>
</tr>
</tbody>
</table>

These must match...

<table>
<thead>
<tr>
<th>Class Sections</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Session:</td>
<td>SU2 Summer 2</td>
</tr>
<tr>
<td>*Class Section:</td>
<td>1004</td>
</tr>
<tr>
<td>*Component:</td>
<td>LAB Laboratory</td>
</tr>
<tr>
<td>*Class Type:</td>
<td>Non-Enroll</td>
</tr>
<tr>
<td>*Associated Class:</td>
<td>9999</td>
</tr>
<tr>
<td>Class Nbr:</td>
<td></td>
</tr>
<tr>
<td>*Start/End Date:</td>
<td></td>
</tr>
</tbody>
</table>

...except when there is a non-enroll lab.
## Instruction Mode

<table>
<thead>
<tr>
<th>Instruction Mode</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN</td>
<td>In Person Suplemental Web</td>
</tr>
<tr>
<td>P</td>
<td>In Person</td>
</tr>
<tr>
<td>WB</td>
<td>Web-based</td>
</tr>
<tr>
<td>WM</td>
<td>Web-based w/ on/off campus mtg</td>
</tr>
<tr>
<td>HY</td>
<td>Hybrid</td>
</tr>
<tr>
<td>IS</td>
<td>Independent Study</td>
</tr>
<tr>
<td>FS</td>
<td>Field Study</td>
</tr>
</tbody>
</table>

The instruction mode indicates whether this course is designated as In Person (P or EN) or Web (WB or WM).

During Summer Term this mode also assists us in determining whether a letter of appointment needs to be generated for the instructor. Courses designated as In Person or Web will appear on the respective department’s Employment Document Spreadsheet.
The “Schedule Print” box is checked by default. For any non-published courses, please remember to uncheck this box, otherwise your course will appear in the schedule, on the web, and in class search.
If the topic you need is not listed, you may request a new topic. Topics are limited to 30 characters, including spaces. Please email your request to summerterm@unlv.edu
Facility ID

- Enter **department owned rooms** at this time using the magnifying glass for ‘Facility ID’ to ensure the room is reserved. This will avoid room conflicts during optimization, and ensure your room capacity meets enrollment capacity. If no room is required please use code ‘2123’ for ‘Department Arranged.’

- Please do not enter any General Purpose rooms you want unless you have Priority Access to that room.

- For Summer 2020 Facility ID of 2126 for Remote Learning due to Covid-19. At this time we will not be assigning Remote Learning for in-person classes.
Facility ID

- If you are using another department’s room, please make sure you have permission from that department before assigning the room to your class.

- **Computer teaching facilities** are **limited** during Summer – please make sure to assign those rooms to your classes now.

- **Special accommodations** should be emailed to **summerterm@unlv.edu** for general purpose rooms due to faculty mobility or medical needs.
Facility ID

Basic Data
- Course ID: 100457
- Academic Institution: University of Nevada Las Vegas
- Term: Summer
- Subject Area: ACC
- Catalog Nbr: 201

Class Sections
- Session: SDY
- Class Section: 1001
- Component: LEC
- Class Type: Enroll
- Associated Class: 1
- Units: 3.00
- Campus: MAIN
- Location: WEB

Meeting Pattern
- Facility ID: 2122
- Web BASED

UNLV
## Instructor Role, Print, & Access

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>*Instructor Role</th>
<th>Print</th>
<th>Access</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000000000</td>
<td>Joe College</td>
<td>Prim In</td>
<td>✔</td>
<td>Approv</td>
<td></td>
</tr>
<tr>
<td>50000000001</td>
<td>Jane College</td>
<td>Sec Ins</td>
<td></td>
<td>Approv</td>
<td></td>
</tr>
<tr>
<td>50000000002</td>
<td>Hey Reb</td>
<td>Admin.</td>
<td></td>
<td>Approv</td>
<td></td>
</tr>
</tbody>
</table>

Indicated above, there are 3 people listed. There is a Primary Instructor who will be seen in the schedule, an administrative assistant who will not be seen in the schedule, and an administrator (or could be a department chair, etc.) who will not be seen in the schedule. All of these individuals are set to approve access.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Print</th>
<th>Access</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>✔</td>
<td>Approv</td>
<td></td>
</tr>
</tbody>
</table>

Indicated above, no one is listed as an instructor for the course. The ‘Print’ box is checked and ‘Access’ is set so the course will appear in the schedule with the instructor name listed as ‘Staff.’
Consent (add/drop)

Use add consent to control enrollment.

Drop consent is problematic for students that want to drop the class due to Summer Term drop deadlines. If you intend to use drop consent please be aware of the drop dates for that particular class.
Since capacities were rolled from last summer, make sure they are correct. Rooms will be assigned based on Enrollment Capacity. Please make sure that is as accurate as possible.
Notes were rolled from last summer. Please check the notes to ensure their accuracy and enter any notes specific to each course and section if needed.

If the note is unavailable as a standard note, and will be re-used for other sections, then please notify Summer Term so we may create the note to ensure consistency each time it is used.
THANK YOU!