

**Central Washington University
Summer Session 2011
Scheduling Guide**

Prepared by

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Summer Session Policies

CWU policies regarding Summer Session are detailed in Section 5-7.0 of the University Policy manual:
<http://www.cwu.edu/~pres/policies/index.html>

Summer Session Dates 2011

Six-Week Session
June 20 – July 29
(29 days)
Full Session
June 20 – August 19
(44 days)

Important Planning Dates 2010-11

November 19	Departments receive the 1 st draft of the course schedule from Registrar
December 27	Departments submit course schedule (approved by Deans) to Registrar (Note: this first draft of the course schedule will be posted on the Summer Session website for students to review)
February 11	Departments receive 2 nd draft of course schedule from Registrar
March 11	Deadline: Departments submit final course schedule to Registrar (Note: the final draft of the course schedule will be posted on the Summer Session website for students to review)
March 28	Summer Session course schedule on Web via the Registrar's office; the Summer Session website will post a link to this official course schedule and recommend reviewing SAFARI for the most up-to-date class information
March 31	Summer Session Planning Guide w/basic registration and class information will be distributed to students and the general public--detailed information will be located on the Summer Session website
April 22	Departments submit last minute changes to Registrar prior to start of registration
May 2 – 6	Disability Support Services Summer Session registration
May 9–June 19	Open enrollment (registration) for Summer Session 2011
May 13	Deadline: Colleges send faculty names and data regarding teaching assignments to Continuing Education via the Summer Contract Request Form (Note: after this date, only changes to assignments, such as cancellations, pro-rations, and additions, are reported)
May 16–June 22	Review of enrollments by College
June 20	Classes begin: Six-Week and Full sessions
June 20-22	Change of schedule period for Six-Week and Full sessions (NOTE: students who register by June 22 will be eligible for financial aid)

June 22	Deadline: Colleges report to Continuing Education pro-rations, cancellations, additional courses, and change of instructor
July 4	Holiday
July 29	Classes end: Six-Week session
August 2	Six-Week Session Grades due by 10:00 PM (and any INT & WKS grades for classes that end by July 29)
August 19	Classes end: Full session
August 23	All grades due by 10:00p.m.
August 26	Deadline: all outstanding contracts due in the Office of Continuing Education

Registration

Registration will begin on May 9, 2010 and continue through June 19. Change of schedule will begin June 20 and continue through June 22.

Summer Graduation

Students that plan on graduating at the end of Summer Quarter, and who are participating in cooperative education programs, practicum's, or field work must complete and have their final grades submitted to Registrar Services by August 26. If students will not have their final work done prior to August 26, then they must apply for fall quarter graduation.

Course Offerings Guide

In developing the summer curriculum, consider the following:

- Offering courses that help students achieve their general education and degree requirements.
- Courses dropped in the regular school year for lack of enrollment should not be offered unless substantial summer enrollment is assured.
- Alternative scheduling arrangements, such as evening courses.
- Special intensive courses or sequential courses, which deviate from the Six-Week or Full session schedule, will be coded differently than standard offerings.
- Full time credit for undergraduate students for summer session is 12-18 credits. Undergraduates wishing to take 19-20 credits must obtain the approval of their major advisor and major department chair. Undergraduates wishing to take over 20 credits must also obtain the approval of the Dean.
- Full time credit for graduate students for summer session is 5-16 credits. Graduate students wishing to take 17-18 credits must obtain the approval of their major advisor and major department chair. Graduate students wishing to take over 18 credits must also obtain the approval of the Dean.
- Undeclared students can obtain credit overload approval from Academic Advising.

Class Meeting Guide

Classes should be scheduled uniformly from 7:30 a.m. throughout the day, according to the nine 90 minute block periods below. **ALL CLASSES MUST START according to the scheduling guide, but may finish early if the required minutes are met.** Exceptions include graduate courses, DE courses and CWU Centers.

Block course scheduling may not be offered at the start of periods 2 and 3 (*).

1. 7:30a.m.-9:00a.m.
2. 9:10a.m.-10:40a.m.*
3. 10:50a.m.-12:20p.m.*
4. 12:30p.m.-2:00p.m.
5. 2:10p.m.-3:40p.m.
6. 3:50p.m.-5:20p.m.
7. 5:30p.m.-7:00p.m.
8. 7:10p.m.-8:40p.m.
9. 8:50p.m.-10:20p.m.

Any variation from the above time schedule will require Dean's approval.

Lecture Class Scheduling Guide

The charts below list the minimum minutes required excluding breaks.

6 WEEK SESSION					
	1 unit 500 min	2 units 1000 min	3 units 1500 min	4 units 2000 min	5 units 2500 min
1 day/week	85 min/day	-	-	-	-
2 days/week	-	85 min/day	-	-	-
3 days/week	-	60 min/day	85 min/day	-	-
4 days/week	-	-	65 min/day	85 min/day	105 min/day
5 days/week	-	-	50 min/day	70 min/day	85 min/day

For example, a five unit class in the 6 Week Session that meets MTWTh, needs to meet for 105 minutes each day to reach the required 2500 minutes.

FULL SESSION					
	1 unit 500 min	2 units 1000 min	3 units 1500 min	4 units 2000 min	5 units 2500 min
1 day/week	60 min/day	-	-	-	-
2 days/week	-	60 min/day	85 min/day	-	-
3 days/week	-	-	60 min/day	75 min/day	-
4 days/week	-	-	-	60 min/day	70 min/day
5 days/week	-	-	-	-	60 min/day

Intensives and Workshops

Intensive courses are regular approved catalog courses that are taught within a smaller time period, and may have a variety of start and end dates that do not match the six-week and nine-week session dates. These classes may start by June 13, and end no later than August 22. Intensive courses have the same change of schedule deadlines as the six-week and full sessions. An example of an intensive course: SPAN 151, 152, and 153 are each offered for 3 weeks, one after the other is completed.

Workshops are x91, x97, x98, and x99 courses that have a variety of start and end dates throughout the summer. Students may enroll in these courses up until the first day of classes.

The chart below lists the minimum minutes per week for intensive courses, and workshops. To calculate the minutes needed per day, divide the number listed by the number of days per week that the class will meet.

INTENSIVE SESSION AND WORKSHOPS					
	1 unit 500 min	2 units 1000 min	3 units 1500 min	4 units 2000 min	5 units 2500 min
1 week	500 min	1000 min	1500 min	2000 min	2500 min
2 weeks	250 min	500 min	750 min	1000 min	1250 min
3 weeks	170 min	335 min	500 min	670 min	835 min
4 weeks	125 min	250 min	375 min	500 min	625 min