



INTRODUCTION ON HOW TO SUMMER

Welcome! Use this as your guide for offering summer courses. We are here to help!



What is Summer Sessions?

Summer term is a non-mandatory, open enrollment quarter that brings unique challenges with some policies and procedures differing from the regular quarters.

Summer Sessions (SS) partners with about 50 different academic departments and programs to coordinate the summer quarter – and we are here to help make it as successful for everyone as possible.



Session Dates

Session	Length	Dates	Type
A	5-week session	June 22-July 25	General Main Session
B	5-week session	July 27-August 29	General Main Session
F (Term)	10-week session	June 22-August 29	Special Studies (190 series internships, research, etc.)



Summer Sessions Key Information

- **Authority over what is offered, when it is offered, modality, and who instructs in summer**, rests entirely with the Chairs/Directors of the academic departments. As summer quarter has unique challenges, SS offers advice and support to help ensure the schedule is aligned with what students want.
- **All summer course offerings are scheduled and managed exclusively by SS in Banner** – based on the information provided by the academic departments. All summer course schedules and appointee information should be entered in R'Summer, not Banner.
- **Summer Sessions creates, issues, manages, and funds all summer instructional appointments.** Summer appointment letters and Supplemental Forms are issued by Summer Sessions electronically, via email.
- **The academic departments receive summer indirect support funds based on the number of units enrolled in their classes** – so running a successful summer means more funds for your department!
- **Summer sections must meet minimum enrollment requirements**, or they are subject to cancellation/consolidation.
 - Lower-division undergraduate offerings require 12 students enrolled.
 - Upper-division undergraduate offerings require 8 students enrolled.
 - Graduate level offerings require 4 students enrolled.



Summer Course Proposals and Instructional Nominations

It is a critical responsibility of the academic Chairs/Directors to ensure all summer course proposals and instructional nominations are accurate, complete and submitted via R'Summer, on time. Late submission of information can result in courses not being available for enrollment, instructors not being able to work, delays in compensation, and cancellation of proposed offerings.

The Steps

1. Refer to the course recommendation provided by SS with the "Call for proposals" (which goes out in mid-November) and assemble your schedule.
2. Once the schedule is ready, submit it to SS by the 1/16/2026 deadline.
3. Assign the Instructor of Record nominees to the offerings in R'Summer and submit them by the appropriate deadline (see below).
4. Assign the TA nominees to the secondary sections in R'Summer and submit them by the appropriate deadline (see below).



Key Administrative Dates and Deadlines

11/10/2025	Call for course proposals
1/16/2026	Course proposal submission due date
3/6/2026	Primary instructor appointment proposal submissions for Session A, C1, C2, and F (Group 1) due date
4/6/2026	Primary instructor appointment proposal submissions for Session B, C3, and E (Group 2) due date
4/13/2026	Teaching Assistant names due to Summer Sessions for Sessions A, C1, C2, and F (Group 1) due date
5/18/2026	Teaching Assistant names due to Summer Sessions for Sessions B, C3, and E (Group 2) due date



INTRODUCTION TO R'SUMMER

All information for Summer Sessions is managed through the R'Summer system, not Banner.



It is critical that the academic departments and programs submit the required information to Summer Session via R'Summer by the appropriate deadlines.



Each academic department typically has only one or two authorized people to submit and manage information in R'Summer. Too many people with access creates confusion and errors. Please contact Summer Sessions if your department's access needs to be updated.



Some summer instructors require either Dean and/or CoC approval. The Deans' offices and CoC have submission deadlines.



Open R'Summer at chassintranet.ucr.edu/rs/



CONTACT SUMMER SESSIONS

We're here to help! Visit www.summer.ucr.edu for more information

Student Questions

Please direct all students to Summer Sessions' general contact platforms



951-827-3044



summer@ucr.edu

Staff & Faculty Questions



For questions about the administration of summer quarter:
Leonard Taylor, Administrative Director | Leonard.taylor@ucr.edu



For questions about enrollment management and fees:
Melissa Felix-Smith, Assistant Director, Registrar Specialist | Melissa.felix-smith@ucr.edu



For questions about appointments and compensation:
Katherine Sathornkich, Administrative Analyst | Katsat@ucr.edu



For questions about scheduling and summer EAF forms:
Ramon Rivera, Student Records Assistant | Ramon.rivera@ucr.edu



For questions about payroll:
George Amaya, Administration Analyst | George.amaya@ucr.edu