



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.