



Submitting Summer Schedules in R'Summer

- **Course not appearing in the R'Summer inventory?** Please reach out to ramon.rivera@ucr.edu.
- **Have a building or classroom preference?** Use the **Preferred Building Code** and/or **Preferred Room #** boxes. If you leave these fields blank, we will schedule any available general-use classroom.
- **Have a special accommodation you need to request or something else we need to know?** Tell us in the **Notes/Comments** section.
- **You don't need to submit instructor names at the time that you submit your schedules.** If you want to offer a course but aren't sure who will teach it, you can still submit it in R'Summer for it to be published on March 2. Just be sure to assign an appointee before the designated deadlines (beginning in early March).
- **Not ready to commit to a summer course?** Select Save/Un-Submit. The course will stay in **red**, so Summer Sessions knows that the schedule isn't ready to be published yet.
- **Ready for a course to be published to the schedule of classes?** Click Save & Submit. This will turn the course **green**, so Summer Sessions knows that the course is ready to be published.
- **Once Summer Sessions has approved and finalized the offering in Banner,** a CRN will appear and the course will be listed in **black**. No more changes can be made at this point. Should you need to make a change, please contact melissa.felix-smith@ucr.edu. Note that Summer Sessions will not allow meeting time changes once enrollment begins because doing so will result in schedule conflicts for the students.
- **Need to cancel a course after it has already been approved by Summer Sessions?** Send an email to melissa.felix-smith@ucr.edu. Do NOT cancel or pre-cancel any courses in Banner!



Online Courses in R'Summer

- Be sure to indicate if your course is synchronous (i.e., it has specified meeting times) or asynchronous (i.e., no meeting times). Once the schedule of classes is posted, Summer Sessions will NOT switch a course from asynchronous to synchronous because doing so will cause schedule conflicts for students.
- If any part of your course is held in person, including exams, you must list the course as in-person. A course can only be listed as online if it is 100% online with no expectation of any in-person activities.
- You can offer hybrid courses in summer, with some activities being in-person and some online (e.g., an online lecture with an in-person lab).
- If your courses are asynchronous, the Summer Sessions office will not schedule a final exam.