

## Summer Session Scheduling Tips

### Who handles?

<i>Before proposed course deadline 11/13/13:</i>	Department Responsibility	Summer Session Responsibility
Enter proposed course by instructor or dept - SSIMS <sup>1</sup> access required	X	
Edit course Information	X	
Edit instructor information	X	
Delete course		X
Add course to approved campus course list in SSIMS <sup>1</sup>		X

<sup>1</sup>SSIMS = Summer Session Information Management System

<i>After proposed course deadline 11/13/13:</i>	Department	Summer Session
sign-off from Chair/Director-College Dean required	X	
Late course proposal	X	
Edit course Information	X	
Edit instructor information	X	
Delete proposed courses not approved by Chair		X
Add course to approved campus course list in SSIMS <sup>1</sup>		X

<sup>1</sup>SSIMS = Summer Session Information Management System

<i>After Advisory Committee meets 12/16/13:</i>	Department	Summer Session
Notify department of courses approved/not approved		X
Notify instructors of courses approved/not approved	X	
Add late proposed course*	X	
Switch session course approved for*	X	
Change proposed instructor*	X	
Delete course proposal not approved by Chair*		X
Add course to approved campus course list in SSIMS <sup>1</sup>		X

<sup>1</sup>SSIMS = Summer Session Information Management System

\* Needs Chair/Director-College Dean email approving change

<i>Change requests once enrollment begins 04/14/14 :</i>	Summer Session	Scheduling
Cancel course*	X	
Request instructor assignment to course	X	
Change instructor*	X	
Change session*	X	
Decrease enrollment max limit	X	
Request AEP independent study course (199s)	X	
Request department space for course meeting	X	
Request regular independent study course, i.e. 199s, 299s, etc.		X
Change days and times of course		X
Request campus room change		X
Increase enrollment max limit		X
Add discussion, lab, review, problem session		X
Changes to discussion, lab, review, problem sessions		X

\* Needs Chair/Director-College Dean email approving change