SUMMER PROGRAMS CHECKLIST

Applies to current and/or graduated high school students

Section Information

☐ **Subject:** _____

☐ **Approved by Program Director/Coordinator on:** _____
(ASO will not process requests that have not been approved)

☐ **Course:** _____

☐ **Instructor Assigned:** _____

☐ **Credit ratio:** _____ : _____ : _____
CR LEC LAB

Contact hours _____

Total hours needed: _____
(see grid in the meeting pattern section)

☐ Before submitting section request in CLSS, please review the applicable summer only rule in the Academic Scheduling Rules document.

☐ Miscellaneous Part of term code _____

Reminder: Miscellaneous part of term codes must encompass all time requirements within the start and end dates, including online readings and discussions, all seat time, assignment completion, testing and final submission(s).

Once the part of term dates have been determined, request a miscellaneous part of term code from ASO via email. ASO will create a miscellaneous part of term code and send you an email confirmation. After an overnight refresh the miscellaneous part of term will appear in CLSS for you to select.

Meeting pattern(s) - all need to be separate meeting lines in CLSS

Reminder: If any readings/assignments are required before or after instruction, they must be listed on the section.

Pre-readings/discussions meeting line (optional)

☐ Dates: _____

☐ Meeting pattern: (Does not meet)

☐ Building and room: _____

☐ Total Hours: _____

Instruction meeting line

☐ Dates: _____

☐ Meeting pattern: _____

☐ Building and room: _____

☐ Total Hours: _____

Post-assignment completion/testing/final submissions meeting line (optional)

☐ Dates: _____

☐ Meeting pattern: (Does not meet)

☐ Building and room: _____

☐ Total Hours: _____

Contact hours	min	max
1	12.50	15.00
2	25.00	30.00
3	37.50	45.00
4	50.00	60.00
5	62.50	75.00
6	75.00	90.00
7	87.50	105.00
8	100.00	120.00
9	112.50	135.00
10	125.00	150.00
11	137.50	165.00
12	150.00	180.00

Section Text

☐ Summer rule section text _____

Comments in CourseLeaf CLSS for ASO

Reminder: ASO requires the following information.

☐ Name of scheduling rule _____

☐ Part of term code and dates _____

☐ Credit ratio (if variable) _____

☐ Subtitle (if applicable) _____