Update #4 for Summer School 2018

Information – *What did you say before?*

We have updated the Summer School website. It now includes:

- Information for students and for faculty - [https://www.ndsu.edu/provost/administrative_units/academicaffairs/summerschool/](https://www.ndsu.edu/provost/administrative_units/academicaffairs/summerschool/)
- The Faculty page includes process information and previous updates are archived - [https://www.ndsu.edu/provost/administrative_units/academicaffairs/summerschool/faculty/](https://www.ndsu.edu/provost/administrative_units/academicaffairs/summerschool/faculty/)
- The Student page includes information about the courses scheduled, tuition and fees, dates and deadlines, information for non-degree seeking students, and information for currently enrolled students - [https://www.ndsu.edu/provost/administrative_units/academicaffairs/summerschool/students/](https://www.ndsu.edu/provost/administrative_units/academicaffairs/summerschool/students/)

Reminder - *Contracts due by April 13*

Thanks to those who have already completed this step.

Budget Challenges

For your planning, due to budget constraints:

- We will be strictly enforcing enrollment minimums by the deadlines.
- In early fall when we calculate the extra revenue distributions, we will subtract enrollment numbers for graduate students on tuition waivers. We did this last year as well.

April 16 is the start of *open registration* for summer and fall.

This is a good point at which to start looking at enrollments. If a course is going to be cancelled, it is better to do it sooner than later and to let students know about other options. May 11 is the deadline for meeting enrollment minimums for the first session.

For those of you with Tableau access, you can monitor enrollments and waitlists for all summer 2018 courses under Student Enrollment → Course Enrollments Live. This should help you make more timely decisions.

If you do decide to cancel a course:
1. Contact any registered students and let them know. It is best practice to let them know of other options available to them in summer.
2. Contact Melissa (Melissa.lamp@ndsu.edu) to have the course removed from the schedule and to cancel the instructor contract.

Recruiting Enrollment for Summer Courses - There is still time

Be sure to let prospective students know that they need to get registered as soon as possible.

Programs that wish to actively recruit non-degree students from within the NDUS and beyond may consider:
- Reaching out to contacts in related programs at other institutions
- Link to our page in your recruitment messages
- Recruit for courses that are easy to transfer back to home institutions or to others, i.e. NDUS Common Courses or GERTA
- For summer 2018, online courses with the Location code of “NOT Capped” charge the ND in-state rate for tuition, which may be a good deal for out of state students. The new tuition model starts in fall, so this is the last summer and term that this will work this way.

Non-degree students should complete admission applications by May 1 for first session and by June 1 for second session courses this summer.

Questions?

Please let me know what questions you have about summer 2018 and the Summer School program.

Thanks for your attention, consideration, and all that you do to help NDSU students succeed.

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## Summer School 2018 Calendar Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and other actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>~March 6 (week of)</td>
<td>Melissa Lamp will send lists of courses to departments for review and updates. Soon after that, the revised list of all courses will be shared with the Deans’ offices for their information.</td>
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<tr>
<td>~March 19 (week of)</td>
<td>Contracts distribution begins (electronically) to instructors/departments with an April 13 deadline for submission of signed copies (can be signed electronically, but not required) back to Vice Provost for Academic Affairs.</td>
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<tr>
<td>March 26 (week of)</td>
<td>Summer/Fall registration begins online based on total credits completed – please encourage early registration</td>
</tr>
<tr>
<td>April 13</td>
<td>Summer School Program contracts are due</td>
</tr>
<tr>
<td>April 16</td>
<td>Open registration for summer/fall</td>
</tr>
<tr>
<td>April-May</td>
<td>Checking on scheduling, enrollments and trouble shooting</td>
</tr>
<tr>
<td>May 11</td>
<td>Registration deadline to assess minimum enrollments for first summer session</td>
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</table>
| May 15-August 3 | Full 12-week summer session  

See add/drop deadlines [here](#). |
| May 16-June 9 | 4-week summer session. See add/drop deadlines [here](#). |
| June 8     | Registration deadline to assess minimum enrollments for second session                     |
| June 12-August 3 | 8-week summer session. See add/drop deadlines [here](#). |
| July       | Request for summer 2019 schedules                                                          |
| August     | Vice Provost sends out feedback survey to instructors, chairs, heads and/or directors. Deadline for summer 2018 schedules – end of August |
| September  | Anticipate distribution of extra revenue allocations.                                      |
|           | Vice Provost compiles and reviews feedback; prepares annual report for Summer School        |