

Summer Session 2010 Planning Checklist

This checklist will assist you in completing your planning form. Please review it before submitting your schedule for approval.

- Refer to Form Key for step-by-step guidelines
- Remember that shaded columns/cells contain formulas. Did you check that all formulas are functioning properly after adding or changing the schedule?
- Are all courses that will be offered in summer 2010 on your planning document?
- Did you delete all courses that are not being offered in summer 2010?
- Is your estimated 2010 enrollment in line with previous historical information? If not, did you attach a justification for the anticipated increase or decrease?
- Are your GUR classes indicated on your planning sheet?
- Is the number of contact hours for each course sufficient for the number of course credits?
- If you need a unique budget code to track revenue and expenses for a course, did you check the "Special" field?
- Does your course schedule adhere to the block schedule guidelines or to exceptions approved by your college?
- Did you update faculty salary to reflect 2009/2010 academic salaries?
- Does your salary rate per student credit hour not exceed \$115 per SCH for undergraduate courses and \$150 per SCH for graduate courses?
- Did you list all co-instructors or teaching assistants for each summer course?
- Did you include any high cost expenses in the "Other Costs" field for appropriate courses?
- Did you include special course fee charges collected by summer session in the "Course Fees" field? (Multiply this fee by the estimated student enrollment).
- Did you attach a course budget sheet for special course offerings when appropriate?