

Summer Term Banner Section Building Aid

- Summer 2025 term code is 202560
Part of Term Coding
- **First Half Term** has the part of term code “H1”
- **Second Half Term** has the part of term code “H2”
- **Full Term** has the part of term code of “1” ***please pay careful attention to this since Summer I and Summer II used the term code of “1” in the past.*

Part of Term	Description	Activity Date
1	Full Term	10/08/2019
H1	First Half Term	10/08/2019
H2	Second Half Term	10/08/2019

First Half Term (Summer I) has the part of term code “H1”

CLASS TYPE
Traditional Class
Part of Term ...
Open Learning Class
First
Registration Dates

Second Half Term (Summer II) has the part of term code “H2”

CLASS TYPE
Traditional Class
Part of Term ...
Open Learning Class
First
Registration Dates

Full Term (10 Week Summer) has the part of term code of “1” ***please pay careful attention to this since Summer I and Summer II used the term code of “1” in the past.*

CLASS TYPE
Traditional Class
Part of Term ...
Open Learning Class
First
Registration Dates



Online Courses: Non-Distance Education program courses

If your department is offering courses online that are not part of a Distance Education program, please be sure they have the following:

- Section numbers: For online courses that are not CTCM courses, section numbers should begin with 080, with additional sections using sequential numbers (081, 082, 083 and so forth). For CTCM courses that are to be offered online, your department should have designated section numbers for reporting purposes, please refer to [CTCM Summer Online Section Numbers Chart](#). If your department is not listed, please contact Summer49er@charlotte.edu for assistance.
- **Campus Code: When building your course in SSASECT, make sure that the Campus code is “M” Main Campus. This is the SAME as courses for Fall and Spring. Please make sure all 100% online courses have “M” for the campus.**
- Instructional Method. There are two options you would use for 100% online courses:
 - IA: Online No Specific Mtg Times—no meeting times should be listed
 - IS: Online Specific Mtg Times—please include meeting times and “ONLINE INTERNET” in the Meeting Times/Building Room areas of SSASECT

Please make sure that your 100% online courses list one of the above options for Instructional Method. Face-to-Face Instruction and Hybrid: Face-to-Face & Online, should **NOT** be used for 100% online courses



Online Courses: Distance Education (Charlotte Online) program courses

If your department is offering courses online that are part of a Distance Education (Charlotte Online) program, please be sure they have the following:

- Section numbers: For courses that are DE program courses, section numbers should begin with 58X for First Half Term and Full Term and 78X for Second Half Term, with additional sections using sequential numbers (581, 582, 583 OR 781, 782, 783 and so forth).
- Campus Code: Just as the case for Fall and Spring sections, when building your course in SSASECT, make sure that you Campus code is “D” Distance Education.
- Instructional Method. There are two options you would use for 100% online courses:
 - IA: Online No Specific Mtg Times—no meeting times should be listed
 - IS: Online Specific Mtg Times—please include meeting times and “ONLINE INTERNET” in the Meeting Times/Building Room areas of SSASECT

Please make sure that your 100% online courses list one of the above options for Instructional Method. Face-to-Face Instruction and Hybrid: Face-to-Face & Online, should **NOT** be used for 100% online courses

- Course Note/Comments: The School of Professional Studies will add course notes and comments to all Distance Education courses. There is a specific format that is to be followed giving students all of the information needed. If you have notes in the text of these courses, this office will add the following notes before the notes you have already entered:
 - 100% online course delivered using Canvas. Learn to use Canvas at <http://canvas.uncc.edu>. Additional requirement(s): [may include information already entered into SSATEXT].



Hybrid Courses

- For those planning to utilize Hybrid sections, below is an example of when to use *Hybrid Synchronous (HYS)* or *Hybrid Asynchronous (HYA)* instructional methods.
 - Use **HYS** instructional method IF: you section will meet face-to-face or in-person and have at least some required online content at a specific time.
 - Use **HYA** instructional method IF: you section will meet face-to-face or in-person and have at least some required online content without a specific meeting time.
- If your Hybrid section will have both synchronous and asynchronous online content, please defer to using the HYS instructional method.
- Section numbers: Hybrid courses should be numbered consistently with your face-to-face course sections (001, 002, 090, etc).
- Campus Code: Hybrid courses are not part of a Distance Education program should have a Campus Code of “M” Main/Uptown
- If the course you’ve entered is a Hybrid (HYS or HYA) course, you will also need to populate the **Attendance Method** field. Click the search arrow next to this field (or F9) to view a list of Attendance Accounting Method codes. Select the percentage range that best represents the amount of time and primary method of online instruction for this course section.
 - For HYS instructional methods please select an Attendance Method between S1-S4
 - For HYA instructional methods please select an Attendance Method between A1-A4

The screenshot displays a web-based form for course management. At the top, there are radio buttons for 'Contact Hours' with options 'None', 'To', and 'Or'. Below this is a section titled 'CLASS INDICATORS'. Under 'Prerequisite Check', there are radio buttons for 'Basic or None', 'CAPP', and 'Degree/Works'. To the right, there is a 'Daily Contact Hours' field. Under 'Method', there is a 'CEU Indicator' field. The 'Attendance Method' field is highlighted with a red oval and has a search arrow icon next to it. To the right of the 'Attendance Method' field, there are several checkboxes: 'Print' (checked), 'Gradable' (checked), 'Tuition and Fee Waiver' (unchecked), and 'Voice Response and Self-Service Available' (checked).



Projected Enrollments

- For all Summer Term courses, be sure to enter the Projected Enrollment. In SSASECT Click on the Section Enrollment Information tab.
- Enter the maximum number of students you want to allow to register for this section in the **Maximum** field. ***If the maximum enrollment is left as zero, a room will **NOT** be assigned to the section. ***
- Enter the projected enrollment for this section. This number represents the number of students expected to enroll in the course and may be different from the maximum enrollment.



The screenshot shows the 'ENROLLMENT DETAILS' section of the SSASECT system. The course is 'Topics in Read. Lang & Lit' (Course 5001) for the 201870 term. The 'Maximum' field is set to 24, and the 'Projected' field is also set to 24. The 'Actual' and 'Remaining' fields are both 0. The 'Waitlist' fields are all 0. The 'Projected' field is circled in red.

Field	Value
Maximum*	24
Actual	0
Remaining	24
Waitlist Maximum*	0
Waitlist Actual	0
Waitlist Remaining	0
Projected*	24

Authorization Codes Active for Section: [] Generated Credit Hours: 0.000

If you have any questions regarding the building of your Summer Term courses, please contact Summer49er@charlotte.edu



Courses With Dates within the Set Term Dates

If your department would like to offer courses that want to meet for 8 weeks (Summer Tri-quarter Term), the dates need to be adjusted for student scheduling needs.

Tri-quarter (8-Week courses): A period of study of approximately 12 weeks during fall & spring and 8 weeks during the summer.

Typically, each full term will have two tri-quarter terms.

- Summer Tri-quarter course curriculum and planning transfers easily to the Fall and Spring Half Term options, which are also 8 weeks.
- **First Tri-Quarter:** A period of study of approximately 8 weeks during the summer. This first tri-quarter aligns with the start of the full term, but ends $\frac{3}{4}$ into that term.
- **Second Tri-Quarter:** A period of study of approximately 8 weeks during the summer. This second tri-quarter starts $\frac{1}{4}$ into the full term, but ends at the same time as the full term.
- Summer Tri-quarter courses should be built within the Full Summer Term (Part of Term “1”)

CLASS TYPE

Traditional Class

Part of Term: 1 | 05/18/2020 | 08/03/2020 | 11

Open Learning Class

Registration Dates: First

- **Summer 2025 Tri-Quarter Dates:**
 - First Tri-Quarter: 5/27/2025 - 7/25/2025
 - Second Tri-Quarter: 6/17/2025 - 8/8/2025

- When you navigate to the **Meeting Time and Instructor tab**, you will adjust the dates to accommodate the 8 weeks. Adjust the Start Date or End Date to accommodate 8 weeks that either start at the beginning of the full term or $\frac{1}{4}$ into the full term and ends on the last day of the full term. Please see the [Summer Tri-quarter guide](#) for more details.

Times and Instructors | Scheduler Preferences

Meeting Dates | Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Mon
	CLAS	05/22/2023	07/19/2023	

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Times and Instructors | Scheduler Preferences

Meeting Dates | Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Mon
	CLAS	06/19/2023	08/10/2023	

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