

10 *Things You Need to
Know about Planning for
UW-Madison Summer Session*

2012 Handbook for Faculty and Staff



Continuing Studies
UNIVERSITY OF WISCONSIN-MADISON

Planning for Summer Session 2012

The guidelines outlined in this Handbook serve for the entire campus. Schools and colleges have additional procedures for developing their summer programs, and you are expected to develop the bulk of your summer programs on a long-term basis (two-three years ahead) to allow students to plan their academic careers. Please check with your school/college Summer Dean to review procedures and timelines specific to your unit.

1 Who enrolls in UW-Madison Summer Session?

Between 12,000 and 14,000 students take credit courses at UW-Madison each summer. More than 80 percent of summer enrollees are UW-Madison degree students continuing from the spring term. Many others are professionals, such as teachers, who find summer the most convenient time to take courses for credit. Another 70,000 people visit the campus each summer for noncredit workshops, conferences, and a variety of cultural experiences.

Summer students pay about the same per-credit instructional and segregated fees as do students in the previous spring term and are entitled to the same level of services.

University services and activities continue in summer, with libraries and research facilities, administrative offices, and departmental offices maintaining regular schedules. Student services such as housing, food, child care, counseling, health, tutoring, and testing are readily available.

2 What is the role of Continuing Studies in Summer Session?

Because of the significant population of nontraditional students on campus in the summer, Continuing Studies plays a coordinating role for Summer Session. The Dean of Continuing Studies serves as the campus Summer Dean, and Continuing Studies provides a significant amount of support to Summer Session. This support includes:

- Coordinating the summer instructional budgets with the schools and colleges
- Acting as the admissions office for University Special students
- Assisting faculty/staff/departments wishing to enroll nontraditional audiences in the summer, including assisting coordinators of special institutes or programs serving selected groups of students
- Marketing support for summer programs

- Financial support for special initiatives in the summer. Each year, Continuing Studies earmarks a modest portion of the summer budget to fund special credit initiatives such as the University Summer Forum. These special initiative funds flow to the schools and colleges through a proposal process. *Proposal for special initiative fund are channeled through the school/college Summer Session Deans.*
- In addition, Continuing Studies manages the 104 funding stream *which is designated specifically to serve nontraditional students.* If you are planning to serve a nontraditional audience with your summer offerings, contact Katy Duren at Continuing Studies to discuss possible funding strategies.

While Continuing Studies plays a campus-wide coordinating role for Summer Session, most of the academic decision-making and allocation of resources happens within the schools/colleges through the school/college Summer Session Dean. A list of the school/college Summer Session Deans can be found in **Appendix A**. Continuing Studies contacts and resources can be found on page 6.

3 What courses are best offered in summer?

Summer Session offers more than 1,000 credit courses every year. Due to budget considerations, not all courses can be offered every summer. Because more than 80 percent of summer enrollees are continuing degree students, one of our highest priorities is to help these students progress toward their degrees. To make sure of offering the summer courses most needed by students, please follow these guidelines:

- Base course selection on a needs assessment of continuing undergraduate and graduate students, and develop an array of courses. Prioritize high demand and high enrollment courses, and courses or sections that fill early in fall and spring semesters. **Note:** All courses in the academic catalogs (located at <http://www.wisc.edu/academics/catalogs.php>) may be offered in summer.
- If your department relies on courses offered by other departments, communicate your needs to the appropriate chairs and their dean's office. Provide service courses for students in other schools and colleges as well.
- Many departments offer certain courses almost every summer as part of the regular curriculum. Several schools/colleges have asked their departments to identify courses they will guarantee offering in the next two-three summers. Many students use such a schedule of future course offerings to help in their long-term academic planning and progress toward their degree.

- Give special consideration to student groups who attend primarily in the summer, such as teachers, state-agency staff, and private-sector professionals. To serve professionals and others who can't attend classes at conventional times, consider offering classes in the shorter (two-, three- and four-week) sessions, after 4:30 pm, or on weekends.
- Summer is a time to offer innovative courses. Many courses premiered in summer have gone on to become part of the regular-year curriculum.
- Course changes/cancellations: once courses are published in the Schedule of Classes, changes must be approved by a department's school/college Summer Dean; reported to the Dean of Continuing Studies/ Summer Session, 262-5821; and updated in the Schedule of Classes or reported to Curricular Services, webenroll@em.wisc.edu, 262-6345.
- Exam schedules:
 - o Mid-session exams are typically held during the scheduled class period. Final exams are held at the last class meeting unless otherwise announced by the instructor; exceptions should also be noted in the Schedule of Classes.
 - o Graduate courses, undergraduate seminars, and independent study and directed study courses are exempt from exam-period regulations. Instructors in these courses are responsible for announcing and enforcing final evaluation requirements.
 - o Instructors should submit final grades electronically through the Faculty Center at MyUW (additional information is available at registrar.wisc.edu/Grades_and_Grading_Policy.htm).

4 What is the process for planning and teaching summer courses at UW-Madison?

The Dean of Continuing Studies acts as the coordinating officer for Summer Session. Each school and college has a Summer Session Dean responsible for planning the nature and scope of that unit's summer offerings and allocating the summer instructional budget. For the name of your Summer Session Dean, see **Appendix A**.

- As early as practical in the fall (usually mid- to late October), the Dean of Continuing Studies provides each school/college Summer Dean with the school/college summer budget allocation. The Summer Deans typically send out a call for requests for summer instructional support to the academic departments, and prioritize the requests. Once budget allocations are made, course offerings, faculty and staff appointments, and expenses and payrolls are administered the same as in the rest of the academic year.
- Summer students pay about the same per-credit instructional and segregated fees as do students in the previous spring term and are entitled to the same level of services. If you believe you are serving a unique audience that may provide a compelling case for charging a different tuition level, discuss such a request with your Summer Dean. Non-standard tuition requests must be approved by the school/college Dean or their designee.
- Schools, colleges, and departments enter their courses online into the Schedule of Classes by the December deadline. School or college Summer Deans may add additional courses supported from other funds as long as such courses are included in the official Schedule of Classes for summer.
- Executive Committee approval: any course on the official University curricular file can be offered in summer, but any new course or change in an existing course (including number, title, cross-list status, credits, grading, prerequisite(s), and description) requires Divisional Executive Committee approval. Contact the Committee Office, 134 Bascom Hall, at least three weeks before a Committee meeting. For a meeting calendar, see secfac.wisc.edu/divcomm/ or call 263-5740.
- Enter textbook information into the Faculty Center as soon as you know it. Instructors enter textbook information directly into the Faculty Center through MyUW. This information then appears for students in the Schedule of Classes through My UW. Bookstores can download textbook data files to facilitate ordering of textbooks. Visit registrar.wisc.edu/textbook_information.htm for details and faculty instructions.

The earlier students know about textbooks and materials, the sooner they can purchase these materials at the best rates and have their materials in hand for the first day of class.

5 When are the best times to schedule a course?

- Summer classes start at 7:30, 8:55, 10:20 and 11:45 am, and 1:10, 2:35 and 4:00 pm. The two main options for scheduling are the 50-minute, five-day (Monday–Friday) class and the 75-minute, four-day (Monday–Thursday) class. Typically one credit represents 750 minutes of class time.
- Departments teaching courses on the five-day schedule are encouraged to increase the length of these class periods to 60 minutes so the total student contact-hours are more in line with fall and spring. You may also adopt instructional periods of varying lengths for Friday and for weekends. If an instructor must miss a session due to emergency, find an appropriate substitute or reschedule the class.

- Loading course offerings into the 8:55 or 10:20 am time-slots seriously restricts student options. Spread course offerings throughout available time-slots.

Session lengths

- All 2012 summer classes should fit into one of the sessions shown in **Appendix C**. Report any exception to Curricular Services, webenroll@em.wisc.edu, 262-6345. Make requests for additional sessions to the school/college Summer Dean and the Dean of Continuing Studies.

- Please keep in mind the Summer Session credit load maximums for students. As a general rule, students may carry one credit per week of instruction. Session-specific limits follow the rule of one credit per week of instruction with the following exceptions: nine credits are allowed in the Eight-Week General Session, and six credits are allowed in the Five-Week Law Session.

Maximum credit loads by school/college for the entire Summer Session: Undergraduate, Nursing, Pharmacy, and Special—12 credits; Graduate—8 credits; Law—15 credits; Medicine, Veterinary Medicine—15. Students may obtain permission from their academic dean to carry a credit overload as appropriate.

- Key deadline dates are tied to the length of session and session dates. These deadlines include specific date of late enrollment, course add, course drop, university withdrawal, tuition refund, pass/fail, and credit/audit. An enrolled student may click on the calendar icon next to the course(s) viewed in their Student Center in MyUW to see the key deadlines. The deadline grid for sessions is posted on the Office of the Registrar Web site.

Three-Week Inter-Session: May 29-June 17

The three-week period between the end of spring term and the beginning of the Eight-Week General Summer Session is a popular session, especially with undergraduates taking courses for enrichment or to fulfill major and minor requirements or who need to work during the summer. One-, two- and three-credit courses are available during this period. In general, an Early Session course should generate approximately the same number of student contact hours as it would during other terms.

Eight-Week General Session: June 18-Aug 12

This session offers an array of courses meeting the needs of continuing undergraduates and graduates who make up a significant portion of the summer student body. For this session, consider courses with extensive laboratory requirements, and courses requiring intensive and undivided instruction.

Convenient Shorter Sessions: May 29-August 26

Because of professional and personal obligations, some students find shorter sessions more convenient in summer. Many departments offer new and continuing courses for which these students are willing to enroll if offered in a shorter session. Intensive programs can also be developed that appeal to special groups of students throughout the summer. **See Appendix C.**

6 How do summer students apply and enroll for academic credit?

Continuing students

Students that have continuing student status at UW-Madison begin their advance planning using the Course Guide (mycourseguide.wisc.edu) and can enroll using the Student Center through MyUW when Summer Session enrollment begins in late March or early April. Enrollment dates and deadlines can be found at www.dcs.wisc.edu/summer/admission.htm.

University Special students

Students who would like academic credit for your course and are not current UW-Madison students need to apply for admission as University Special students before they are eligible to enroll. Continuing Studies' Adult and Student Services Center (ASSC) processes applications for University Specials and serves as their academic dean's office. Qualification for admission varies with the University Special student classification; see www.dcs.wisc.edu/info/univspec.htm for information.

Applications for admission as a University Special take time to process, so students need to apply well in advance of the start of your course session. See www.dcs.wisc.edu/info/applySpecial.htm for information on applying for and enrolling as a University Special.

Preselected students

For unique programs with preselected students or identified groups of Special students (classification UNPS), students are admitted by Continuing Studies' Adult and Student Services Center at the direction of the program coordinator, instructor, or department staff member. Contact Sarah Stilp at Continuing Studies (263-6960; [sstilp@dcs.wisc.edu](mailto:ssstilp@dcs.wisc.edu)) if you have questions about this process or need assistance determining the classification most appropriate for your students. Also contact Sarah Stilp if you would like to create a detailed sheet of admission and enrollment instructions for your prospective University Special student group.

7 Where can I find information about grading and record keeping?

Faculty and instructional staff submit grades electronically through MyUW. Grading instructions, demos, deadlines, policies and procedures, and more can be found at registrar.wisc.edu/Grades_and_Grading_Policy.htm. For additional information about grades or student academic records, contact the Office of the Registrar, Student Records, 333 East Campus Mall, 262-3964; or visit registrar.wisc.edu/.

8 What other policies and procedures should I be aware of?

As in the fall and spring terms, faculty and staff are expected to hold regular office hours and to attend every scheduled class they are appointed to teach. The department chair and the school/college Summer Dean must approve any changes in class schedules and location.

Summer compensation

Faculty and instructional academic staff on an academic-year appointment (nine months) who teach two courses of three credits each during the Eight-Week Session are generally considered to have a 100 percent appointment and are usually paid two-ninths of their previous year's academic year salary. Salaries for less than full time or a combination of sessions are determined by the school/college and typically are proportional to the number of credits/courses taught.

The appropriate school/college dean must grant permission for any summer appointment that exceeds two-ninths; summer salary may not exceed three-ninths during one calendar year, and over any three-year period the combined summer salary may not exceed eight months. A summer teaching assignment for annual-basis (12-month) faculty and instructional academic staff is considered part of the regular workload.

Direct questions on summer compensation to your school/college Summer Dean's office, or see Chapter 11, "Maximum Levels of Appointments and Summer Session Appointments," at www.ohr.wisc.edu/polproced/UPPP/upppTableofContents.htm.

Pay periods

For shorter sessions, faculty are paid in a single payment at the end of the session. See www.bussvc.wisc.edu/ecbs/emp-calendars-schedules-menu.html for a link to pay periods for specific sessions in 2012.

Faculty/staff photo ID cards

All faculty, academic and classified staff, limited appointees, employees-in-training, teaching supervisors, and honorary fellows are eligible for UW-Madison ID cards. The Wiscard Office can make a faculty/staff ID only if the appropriate dean's office or department secretary has entered an authorization into the appointment system. You must present some form of identification such as driver's license, passport, or state government ID. The Wiscard Office is in 4316 Memorial Union. See www.wiscard.wisc.edu for hours.

Visiting faculty

Some departments hire visiting faculty during Summer Session. Inform visiting faculty well in advance about textbook procurement, parking permits, instructional/exam schedules and other procedures. Salaries for summer visiting faculty are usually determined on the same basis as UW-Madison faculty (the appropriate percentage of the previous year's nine-month base); for someone who is not a faculty member at another college/university, salary is determined on the basis of a comparable professorial appointment at UW-Madison.

Visitor and Information Programs begins listing summer housing for visiting faculty in March. Go to 21 N. Park St, or call 263-2400. See www.vip.wisc.edu for off-campus housing listings. Campus and community information is also available at New Faculty Services, 132 Bascom Hall, 262-3931.

Hiring staff from other state agencies

The temporary interchange of personnel between various state agencies and the University is generally considered desirable, within the constraints outlined in the UW System Financial Policy and Procedure Paper No. 31 (Revised [3]) including Appendix A, Section 19.45 (9)(m) of the Wisconsin Statutes. See www.uwsa.edu/hr/upolpro.pdf.

Grad school summer teaching/research appointments

The Graduate School and the Division of Continuing Studies cooperate in various ways to enhance summer research opportunities for UW-Madison faculty. Contact Academic Personnel, 174 Bascom Hall, 263-2511, with any personnel questions. For the Graduate School Research Committee, see www.grad.wisc.edu/research/researchfunding/rescommittee/aboutrescommittee.html.

9 How can I market my summer courses?

Continuing Studies' Marketing and Communications Office provides comprehensive marketing and public information support for Summer Session, including publishing *A Guide to Summer Session at UW-Madison* in January. Services include: consulting on marketing and mailing

lists; creating ads; developing, producing, and mailing flyers, brochures, mini-catalogs, and posters; and writing and disseminating broadcast tips, briefs, press releases, feature stories, e-mails, and other media contacts. Departments must provide accurate and timely curriculum information, and mailing lists for printed materials when possible.

Contact Rebecca Hunt, director of marketing, for help in marketing your course: rhunt@dcs.wisc.edu; 890-1031.

Requests are first-come, first-served; you benefit by submitting your request as early as possible.

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Other summer planning resources

Timetable Planning Toolkit

registrar.wisc.edu/curricular_toolkit.htm

General questions for Registrar's Office

reginfo@em.wisc.edu, 262-3811

Enrollment Dates and Deadlines

registrar.wisc.edu/summer_deadlines_at_a_glance.htm

Noncredit Continuing Education Programs

Most schools and colleges offer summer continuing education classes and workshops for adults and youth who seek personal enrichment and professional development, but do not wish to earn college credits. Check with your Outreach Dean, Continuing Education chair, or your department chair to find out what your college currently offers and if there is outreach funding for you to develop a program this summer. (See **Appendix B**—Outreach Dean and Continuing Education Chairs roster.)

The Continuing Education noncredit catalog for summer is published in late April; the deadline for inclusion in that catalog is February 4, 2011. Contact Sheila Olig (solig@dcs.wisc.edu) for questions about including courses or special summer outreach activities in the Continuing Education catalog.

Continuing Studies Contacts and Resources

Student Services

Judith Strand, 265-9153 • jstrand@dcs.wisc.edu

Assistance with Admissions and Enrollment of Pre-selected Student Groups

Sarah Stilp, 263-6960 • sstilp@dcs.wisc.edu

Marketing Support

Rebecca Hunt, 890-1031 • rhunt@dcs.wisc.edu

Special Initiatives

Katy Duren, 263-5114 • kduren@dcs.wisc.edu

Credit Outreach 104-2 (alternative funding for offering credit course to nontraditional audiences)

Katy Duren, 263-5114 • kduren@dcs.wisc.edu

Appendixes

- A. Summer Session Deans
- B. Outreach Deans and Continuing Education Chairs
- C. Summer Session Codes 2011

Appendix A—Summer Session Deans 2012

Summer Sessions Dean—Campus Liaison

Jeffrey Russell, Vice Provost for Lifelong Learning and
Dean, Division of Continuing Studies
262-5821 • Fax: 265-4555
jrussell@dcs.wisc.edu

College of Agricultural and Life Sciences

Janine Jensen
265-6221 • jjensen@cals.wisc.edu

College of Engineering

Steven Cramer, Associate Dean
265-2001 • cramer@engr.wisc.edu

College of Letters and Science

Nancy Westphal-Johnson, Associate Dean
263-2506 • westphal@ls.admin.wisc.edu

School of Business

Joan Schmit, Senior Associate Dean
262-4240 • jschmit@bus.wisc.edu

School of Education

Jack Jorgensen, Assistant Dean
263-5140 • jcjorgen@education.wisc.edu

School of Human Ecology

Wendy Way, Associate Dean
262-1963 • wlway@facstaff.wisc.edu

School of Law

Kevin Kelly, Assistant Dean
262-4041 • kevinkelly@facstaff.wisc.edu

School of Medicine

Byron Crouse, Associate Dean
265-6727 • bjcrouse@wisc.edu

School of Nursing

Nadine Nehls, Associate Dean
263-5262 • nmnehls@wisc.edu

School of Pharmacy

Jeanine Mount, Associate Dean
262-8678 • jkmount@pharmacy.wisc.edu

School of Veterinary Medicine

Christopher Olsen, Associate Dean
263-5819 • olsenc@svm.vetmed.wisc.edu

Appendix B—Outreach Deans and Cont. Education Chairs 2012

DEANS

College of Agricultural and Life Sciences (CALs)

Sarah Pfatteicher, Associate Dean
262-3148 • spfatt@cals.wisc.edu

Executive Education (EXED)

Jim Johannes, Associate Dean
265-4488 • jjohannes@bus.wisc.edu

Office of Education Outreach and Partnerships (EOP)

Jack Jorgensen, Assistant Dean
263-5140 • jcjorgen@education.wisc.edu

Engineering Professional Development (EPD)

Steve Cramer, Associate Dean
265-2001 • cramer@engr.wisc.edu

School of Human Ecology (SOHE)

Wendy Way, Associate Dean
262-1963 • wlway@wisc.edu

Continuing Legal Education (CLEW)

Scott Minter, Associate Dean
262-3730 • scminter@wisc.edu

Letters and Science (L&S)

Nancy Westphal-Johnson, Associate Dean
263-2506 • westphal@ls.admin.wisc.edu

School of Medicine and Public Health (SMPH)

George Mejicano, Associate Dean
263-4591 • mejicano@wisc.edu

Continuing Education in Nursing

Mary Ellen Murray, Associate Dean
263-6945 • memurray1@wisc.edu

Extension Services in Pharmacy (ESP)

Al Hanson, Associate Dean
262-2099 • alhanson@pharmacy.wisc.edu

Veterinary Medicine

Christopher Olsen, Associate Dean
263-5819 • olsenc@svm.vetmed.wisc.edu

OUTREACH CONTINUING EDUCATION CHAIRS

College of Agricultural and Life Sciences (CALs)

John Schutske, Associate Dean
262-4591 • jschutske@cals.wisc.edu

Executive Education (EXED)

Jim Johannes, Associate Dean
265-4488 • jjohannes@bus.wisc.edu

Division of Continuing Studies (DCS)

Narra Cox, Department Chair
262-2730 • ncox@dcs.wisc.edu

Office of Education Outreach and Partnerships (EOP)

Jack Jorgensen, Assistant Dean
263-5140 • jcjorgen@education.wisc.edu

Engineering Professional Development (EPD)

Phil O'Leary, Department Chair
262-0493 • oleary@engr.wisc.edu

School of Human Ecology (SOHE)

Clif Barber, Associate Dean
890-3283 • cbarber2@wisc.edu

Nelson Institute for Environmental Studies (IES)

Steve Pomplun
263-3063 • spomplun@facstaff.wisc.edu

Continuing Legal Education (CLEW)

Scott Minter, Associate Dean
262-3730 • scminter@wisc.edu

Letters and Science (L&S)

Deb Shapiro
262-9195 • dsshapiro@wisc.edu

School of Medicine and Public Health (SMPH)

George Mejicano, Associate Dean
608-263-4591 • mejicano@wisc.edu

Continuing Education in Nursing

Marilyn Haynes Bokrup
263-9190 • haynesbrokup@wisc.edu

Extension Services in Pharmacy (ESP)

Al Hanson, Associate Dean
608-262-2099 • alhanson@pharmacy.wisc.edu

Veterinary Medicine

Kathy Nelson
608-263-6266 • nelsonk@svm.vetmed.wisc.edu

Appendix C—Summer Session Codes 2012

Session	Begin Date	End Date
1-WEEK SESSIONS		
AAA	5/29/12	6/3/12
BAA	6/4/12	6/10/12
CAA	6/11/12	6/17/12
DAA	6/18/12	6/24/12
EAA	6/25/12	7/1/12
FAA	7/2/12	7/8/12
GAA	7/9/12	7/15/12
HAA	7/16/12	7/22/12
IAA	7/23/12	7/29/12
JAA	7/30/12	8/5/12
CAA	8/6/12	8/12/12
LAA	8/13/12	8/19/12
MAA	8/20/12	8/26/12
2-WEEK SESSIONS		
ABB	5/29/12	6/10/12
BBB	6/4/12	6/17/12
CBB	6/11/12	6/24/12
DBB	6/18/12	7/1/12
EBB	6/25/12	7/8/12
FBB	7/2/12	7/15/12
GBB	7/9/12	7/22/12
HBB	7/16/12	7/29/12
IBB	7/23/12	8/5/12
JBB	7/30/12	8/12/12
KBB	8/6/12	8/19/12
LBB	8/13/12	8/26/12
3-WEEK EARLY SESSION		
ACC	5/29/12	6/17/12
3-WEEK SESSIONS		
BCC	6/4/12	6/24/12
CCC	6/11/12	7/1/12
DCC	6/18/12	7/8/12
ECC	6/25/12	7/15/12
FCC	7/2/12	7/22/12
GCC	7/9/12	7/29/12
HCC	7/16/12	8/5/12
ICC	7/23/12	8/12/12
JCC	7/30/12	8/19/12
KCC	8/6/12	8/26/12

Session	Begin Date	End Date
4-WEEK SESSIONS		
ADD	5/29/12	6/24/12
BDD	6/4/12	7/1/12
CDD	6/11/12	7/8/12
DDD	6/18/12	7/15/12
EDD	6/25/12	7/22/12
FDD	7/2/12	7/29/12
GDD	7/9/12	8/5/12
HDD	7/16/12	8/12/12
IDD	7/23/12	8/19/12
JDD	7/30/12	8/26/12
5-WEEK SESSIONS		
AEE	5/29/12	7/1/12
BEE	6/4/12	7/8/12
CEE	6/11/12	7/15/12
DEE	6/18/12	7/22/12
EEE	6/25/12	7/29/12
FEE	7/2/12	8/5/12
GEE	7/9/12	8/12/12
HEE	7/16/12	8/19/12
IEE	7/23/12	8/26/12
6-WEEK SESSIONS		
AFF	5/29/12	7/8/12
BFF	6/4/12	7/15/12
CFE	6/11/12	7/22/12
DFE	6/18/12	7/29/12
EFF	6/25/12	8/5/12
FFF	7/2/12	8/12/12
GFF	7/9/12	8/19/12
HFF	7/16/12	8/26/12
7-WEEK SESSIONS		
AGG	5/29/12	7/15/12
BGG	6/4/12	7/22/12
CGG	6/11/12	7/29/12
DGG	6/18/12	8/5/12
EGG	6/25/12	8/12/12
FGG	7/2/12	8/19/12
GGG	7/9/12	8/26/12

Session	Begin Date	End Date
8-WEEK GENERAL SESSION		
DHH	6/18/12	8/12/12
8-WEEK SESSIONS		
AHH	5/29/12	7/22/12
BHH	6/4/12	7/29/12
CHH	6/11/12	8/5/12
EHH	6/25/12	8/19/12
FHH	7/2/12	8/26/12
9-WEEK SESSIONS		
All	5/29/12	7/29/12
Bll	6/4/12	8/5/12
Cll	6/11/12	8/12/12
Dll	6/18/12	8/19/12
Ell	6/25/12	8/26/12
10-WEEK SESSIONS		
AJJ	5/29/12	8/5/12
BJJ	6/4/12	8/12/12
CJJ	6/11/12	8/19/12
DJJ	6/18/12	8/26/12
11-WEEK SESSIONS		
AKK	5/29/12	8/12/12
BKK	6/4/12	8/19/12
CKK	6/11/12	8/26/12
12-WEEK SESSIONS		
ALL	5/29/12	8/19/12
BLL	6/4/12	8/26/12
13-WEEK SESSION		
AMM	5/29/12	8/26/12