UNIVERSITY OF MARYLAND

OFFICE OF EXTENDED STUDIES

To:	Departmental Summer Session Coordinators and Business Contacts
From:	Terrie Hruzd, Director, Programs and Marketing-Communication Andrew Leighton, Director, Finance & Operations
Date:	September 2022
Subject:	Summer Session 2023, Phase I: Course Scheduling Guidelines

Attached are the Office of Extended Studies (OES) **Phase I: Course Scheduling Guidelines for Summer Session 2023 (term = 2305/2307).**

Important note regarding the rollover of courses for Summer Session 2023 (SS23): SS23 rolled over based on the final Summer Session 2022 schedule. To change the delivery format of the course:

- **Online for SS22 to face-to-face or blended for SS23:**
    - To offer the course as face-to-face or blended for SS23, delete the WB** section and reschedule as a face-to-face or blended section. See below for information on adding a physical location. Refer to the Section Number chart and Delivery Method Code and Center Code chart for more information.

- **Face-to-face or blended for SS22 to online for SS23:**
    - To offer the course as fully online in SS23, delete the face-to-face/blended section and schedule the online section. Refer to the Section Number chart and Delivery Method Code and Center Code chart for more information.

- **Locations for SS23 face-to-face sections:**
    - If you have room priority, those rooms can be scheduled now. If you need to have a General Purpose Classroom (GPC) assigned, leave the location field blank. Course and Classroom Scheduling Services will assign classrooms as usual when departmental access to scheduling closes. To request a specific room, location, or equipment, enter a non-print note.
    - **Important note regarding GPCs:** In an effort to consolidate classroom utilization and deployment of classroom support services, Course and Classroom Scheduling Services has identified a few buildings to assign in-person classes. For Summer 2023, the buildings that will be used for in-person classes are: AJC, ARC, ATL, CHM, CSI, LEF, MTH, PHY, SPP, TWS, and TYD. Requests for specific GPCs outside of these buildings require justification and approval from the Provost. Email requests to *Course and Classroom Scheduling Office* at schedule@umd.edu.
    - Use of non-GPC locations is at the discretion of the department to which they are assigned.

Departments enter Summer Session course proposals into the Student Information System (SIS) in two phases.

- **Phase I:** Begins in September with the activation of the online scheduling system. Summer Session course offerings appear on Testudo in mid-November.
- **Phase II:** Begins in January when departments enter Summer Session course budgetary data. During this phase, departments receive budget, contracting, and PHR/Payroll instructions to assist with the budgeting process.

Below are important deadlines:

Sept 12	Course and Classroom Scheduling Services activates online scheduling in SIS.
Oct 21	Deadline for departments to complete **online** course scheduling. After this date, all scheduling updates must be submitted via email to summer-sched@umd.edu.
Nov 18	*Summer Session 2023 Schedule of Classes* appears on Testudo.
Feb 27	Departments begin to enter course budgets in the online course proposal screen. Departments receive additional instructions to assist with this process.
Apr 10	Departments complete course budgets and submit for college approval.
Apr 17	Colleges approve course budgets and submit via the electronic course proposal screen to OES for final approval.
Apr 24	OES reviews and approves final course budgets.

For course and program assistance, contact Terrie Hruzd, Director of Programs and Marketing-Communication, at 5-8588 or hruzd@umd.edu. For budgeting assistance, contact Andrew Leighton, Director of Finance and Operations, at 5-0212 or aleighto@umd.edu.

We look forward to working with you in the planning and delivery of Summer Session 2023.

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Summer Session Calendar

Summer Session Course Scheduling		
TASK DESCRIPTION	**DUE DATE**	**RESPONSIBILITY**
Course and Classroom Scheduling Services activates online scheduling in SIS.	Monday September 12, 2022	Scheduling
Begin to review and edit last Summer Session offerings as well as enter new course offerings data.	Monday September 12, 2022	Department
Deadline to complete online course scheduling. After this date, submit all course updates by email to summer-sched@umd.edu. Departments continue to make instructor changes using Teacher Collect screen in SIS.	Friday October 21, 2022	Department
Summer Session Course Listing Proof report is emailed to departmental scheduling officers for review.	Friday October 21, 2022	Scheduling
Deadline to submit course listing changes for inclusion in the Schedule of Classes when it first appears on Testudo.	Friday November 4, 2022	Department
Summer Session Schedule of Classes appears on Testudo.	Friday November 18, 2022	Scheduling
Begin entering course proposal budget data.	Monday February 27, 2023	Department
Deadline to use Teacher Collect to input instructor changes. After this date, submit all instructor changes to summer-sched@umd.edu.	Tuesday February 21, 2023	Department
Summer Session registration begins.	Tuesday February 21, 2023	
Deadline to complete course budgets in the online course proposal system and submit course proposal screens to the colleges for approval.	Friday April 10, 2023	Department
Deadline to approve course budgets and submit the online course proposal screens to OES for final approval.	Friday April 17, 2023	College
Deadline to approve departmental online course proposal budgets.	Friday April 24, 2023	OES-Finance
Summer Session begins.	Tuesday May 30, 2023	

Phase I: Course Proposal and Scheduling Process

A.   Online Submission of Summer Session Course Offerings

Course and Classroom Scheduling Services (CCSS) activates the online Summer Session scheduling system in SIS and emails the Summer Session Scheduling Report. Departments enter Summer Session 2023 information and delete Summer Session 2022 information in SIS. Each department has an authorized scheduling officer designated for this access. Questions or change requests involving room

assignments and course information (title, credits, days and times, grading methods) go directly to CCSS at ext. 4-8243, or schedule@umd.edu.

- Requests for technology equipped classrooms should be made early in the course scheduling process as classrooms may not be available later on.
- Departments enter course changes to course offerings in the online scheduling system through the third week of October. After this date, departments must email ALL course changes to summer-sched@umd.edu.
- Departments continue to make online changes to instructor information via the *Teacher Collect* screen through the last week of January. After this date, departments must email ALL instructor changes to summer-sched@umd.edu.
- Online course delivery is either synchronous or asynchronous. Synchronous delivery has specific lecture and/or discussion times during which time the student is expected to attend. This information **must** post to Testudo within the section note. Asynchronous delivery **cannot** have any undisclosed meeting times.

B. Summer Session OES General Guidelines

The Office of Extended Studies (OES) has developed the following guidelines to assist departments in the preparation of instructional programs for the upcoming Summer Session. **Over 85 percent of those enrolled in past Summer Sessions have been College Park students.** Make every effort to provide both the quality of instruction and access to course work that characterizes the fall and spring semesters.

1. Review enrollment figures for courses in the previous year's Summer Session; consider repeating high-enrollment courses and carefully reconsider the value of scheduling historically low-enrollment courses. There are two online systems that have useful enrollment data: SIS and ADVISE.
   a. If you have questions concerning access to the ADVISE system, contact the DEANS-ADVISE Helpline at extension 5-1500.
   b. Within SIS, the electronic course proposal form is a source of enrollment data. The online proposal form includes an "Information" screen behind the proposal screen. The information screen displays information about specific course enrollments for the previous year's offerings.
2. Review courses with waitlists in the past fall and spring and consider the potential demand for Summer Session. Arrange for additional sections of courses that filled quickly and were waitlisted with students in past Summer Sessions.
3. The majority of Summer Session students are rising juniors or rising seniors. Consider providing upper-class required courses for majors as well as "service" and "General Education" courses.
4. For the four 3-week, accelerated sessions in Summer Session, consider courses that are especially suited to these condensed formats.

C. Course Selection

The *Summer Session 2023 Schedule of Classes* contains course descriptions that are pulled from the master file of approved courses. If the course is a "special studies" course, departments must provide a specified subtitle and description of the specific work intended. Do not propose unapproved courses and those for which the approval process will extend beyond the October freeze date (see calendar). Courses listed through the online scheduling system which fail to receive appropriate campus approval will be deleted from the Summer Session schedule prior to posting. If the course has a special fee, indicate this request on the separate screen for notes. **The University's Finance Committee must approve all special fees.**

D. Course Credit

Courses should be listed for the approved credit, which is customarily given for the course. A fixed credit amount is preferable**.** The number of credits affects the instructor's salary. For variable credit courses, the lower end of the range will be applied for salary determination. Courses will be listed for the course credit that has been approved and which is normally associated with the course. Programs that offer credit/noncredit options must include a clear plan for the evaluation of student work that reflects different expectations for student performance and evaluation. For graduate courses, departments must adhere to the Graduate School guidelines. If a deviation from these guidelines is needed, departments must submit their proposal for special approval to the Graduate School. A complete description, syllabus or outline, and statement of purpose are required.

E. Contact Hours

UMD follows the Maryland Higher Education Commission's (MHEC) policies on "contact hours," a shorthand term referring to the amount of time required in various forms of education to earn credit. Credit-bearing courses are divided into three types based on MHEC contact hour requirements: lectures, laboratories, and internships. (Seminars and discussions are classed as "lecture" in the MHEC scheme.) **Online courses must be comparable**. Contact hour requirements apply to both undergraduate and graduate courses. For complete policy information, visit: https://svp.umd.edu/vpac/course-policies#contacthours.

One credit equals:
- 15 hours of actual class time
- 30 hours of supervised laboratory or studio time
- 45 hours of instructional situations such as practica, internships, and cooperative

Due to the Juneteenth and Independence Day holidays occurring in Summer Sessions I, I-A, & I-B, departments may need to adjust course meetings to ensure that contact hour requirements are met. Contact hours are confirmed by OES. Departments needing further recalculations will be contacted.

Face-to-face courses (blended learning) with an online component must have a scheduled online lecture, discussion or lab component, or a section note that clarifies that an online component will account for the remainder of the contact hours not accommodated in class.

F.   Session Dates, Section Number, Center Code, and Delivery Method Code

> **If the correct Center Code and Section Number is not utilized, instructor contracts will not generate correctly. In addition, tuition and fees may not properly charge. If OES-Managed Center Codes are used, the department is indicating its intention for OES to administer the course.**

Courses offered during the standard Summer Session have a Friday end date (see chart). *These dates cannot be adjusted*. These dates are used for calculating charges, refunds, schedule adjustment, etc. *Do not manually adjust the end date as this will mark the course as non-standard*. Instructors should note the standard Summer Session date in their course syllabi, particularly if offering an online course. Courses not taught within the standard Summer Sessions (see chart) must list specific dates. All courses must meet required "Contact Hours" (see contact hours).

Section Number

Departments list standard session courses in numerical order, with course rubric, number, and suffix (if applicable). When there are multiple sections for a course, the last digit should progress: 01<u>01</u>, 01<u>02</u>, 01<u>03</u> or WB1<u>1</u>, WB1<u>2</u>, WB1<u>3</u>, etc. Departments must schedule sequential courses accordingly. There are specific section numbers for **on-campus, online, blended, Shady Grove, and off-campus internship/individual study** courses. See the chart for section numbers.
- **Online Asynchronous (WB**)**: An online course that does NOT require a student to log in at a specific time. An asynchronous course has the following notation on Testudo: *Class time/details on ELMS*. There is no classroom reservation.
- **Online Synchronous (WB**)**: An online course that REQUIRES that a student login at a specific time. A synchronous course must provide the lecture or discussion component within the specific meeting time indicated. Meeting times will post on Testudo to provide full disclosure to the student. There is no classroom reservation.
- **Blended (Use On-Campus and Blended Section # in chart below)**: A course that uses both face-to-face and online element(s) and requires a classroom reservation. List the online component as an additional lecture/discussion; list online asynchronous components as TBA; list the specific meeting days and times for online synchronous components. Online and face-to-face meeting times will post on Testudo to provide full disclosure to the student. Students will be charged the off-campus mandatory student services fee if they are enrolled in this type of section.
- **Off-campus Internship/Individual Study (I1** or I2**)**: The student is NOT required to come to campus. All coursework is off-site or there are no on-campus meetings with the advisor. Students will be charged the off-campus mandatory student services fee if they are enrolled in this type of section.

Center Code

Departments must utilize the appropriate Center Code for each scheduled course (see chart). If the Center Code is left blank, the course will be treated as a "regular" OES-administered course.

Delivery Method Code

The course delivery method describes how the class is delivered: F (face-to-face); O (Online); B (Blended Learning); N (N/A). See the chart to assign the correct code.

Standard Summer Sessions: For OES-Managed Courses							
Session Code	Term	Session Date	Session Length	Section #'s			
				On-Campus & Blended	Online	Shady Grove	Internships/ Individual Study
SI	2305	May 30 - July 7*	6-Weeks	01**	WB1*	01Z*	I1**
SI-A	2305	May 30 - June 16	3-Weeks	03**	WB3*	03Z*	I3**
SI-B	2305	June 20 - July 7*	3-Weeks	05**	WB5*	05Z*	I5**
SII	2307	July 10 - August 18	6-Weeks	02**	WB2*	02Z*	I2**
SII-C	2307	July 10 - July 28	3-Weeks	04**	WB4*	04Z*	I4**
SII-D	2307	July 31 - August 18	3-Weeks	06**	WB6*	06Z*	I6**
*The University is closed **June 19 in observance of Juneteenth** and **July 4 in observance of Independence Day**.							

Non-Standard Summer Sessions: For OES-Managed Courses							
Session Code	Term	Session Date	Session Length	Section #'s			
				On-Campus & Blended	Online	Shady Grove	Internships/ Individual Study
SI	2305	May 30 - June 23*	4-Weeks	01**	WB1*	01Z*	I1**
SI	2305	May 30 - June 30*	5-Weeks	01**	WB1*	01Z*	I1**
SI	2305	May 30 - July 21*	8-Weeks	01**	WB1*	01Z*	I1**
SI	2305	May 30 - August 4*	10-Weeks	01**	WB1*	01Z*	I1**
SI	2305	May 30 - August 18*	12-Weeks	01**	WB1*	01Z*	I1**
*The University is closed **June 20 in observance of Juneteenth** and **July 4 in observance of Independence Day**.							

Codes: Center and Delivery Method*				
Center Code Unit (Managed By)	Location	Delivery Method	Center Code	Course Type
OES	College Park Campus	F/B	Blank	On-Campus (Face-to-face or Blended)
OES	Online	O	OE	Online (100%)
OES	Off-Campus	F/NA	Blank	Off-Campus Internships/Individual Study
OES	Shady Grove	F/B	GS	Shady Grove (Face-to-face or Blended)
Department	College Park Campus	F/B/O/NA	SW	Not OES-Managed
Department	Shady Grove	F	SX	Not OES-Managed
Department	Study Abroad	F	SA	Not OES-Managed
*OES uses specific section numbers (which are tied to specific sessions). See #'s 4 and 5, below.				
**SW is the default center code for NON-OES College Park courses. Other approved program center codes can also be used.				

G. Cross-listing, Sharing Courses, and Grouped Sections

Cross-listing: Refers to having one course offered under two different course rubrics, such as ENGL 444 and WMST 444: Feminist Critical Theory. Cross-listing means that all the students in the course are doing exactly the same work. Accordingly, the course numbers for both courses should be at the same level (e.g., both 400-level classes), although it is not necessary that the numbers be identical.

Sharing: Refers to the practice of allowing courses from two different course levels to meet together at the same time, such as ANTH 454: Travel and Tourism and ANTH 654: Advanced Studies in Travel and Tourism. In this case, the 400-level undergraduates and the 600-level graduate students will meet together in the same classroom for lectures and discussion, but the two groups work from different syllabi, with the graduate students required to complete additional work.

Grouped Sections: Enter the lead section number (if there is one) in the 'Group' field. This will automatically put the lead section information into any additional sections grouped together (usually done with a large lecture that has several discussion times).

H. SIS, ELMS Coding, Roles, and Access

The chart below provides SIS Role, SIS Code, ELMS Role, and ELMS access information. Each person listed in SIS/ELMS must also have an evaluation code: Y=Yes Evaluation; N=No Evaluation.

Summer 2023 ELMS Space release: March 28, 2023

SIS Role	SIS Code	ELMS Role	ELMS Access
Instructor of Record	1	Teacher	Can create/manage content; Can view/edit grades
Other Instructor	2	C-Instructor	Same as Teacher; Cannot change course state
Lab/Discussion Leader	3	TA	Can manage/view content; Can view/edit grades
DSS Aid	4	Observer	Can view content; Cannot view/edit grades
Non-teaching Crs Mgr	5	Course Manager	Can manage/view content; Can view grades; Cannot edit grades
Grader	7	Grader	Can see assignments submitted online for scoring purposes; Can view/edit grades; Cannot edit course content.
Technical Support	8	Designer	Can manage/view content; Can view student discussions; Cannot view/edit grades
Course Advisor	9	Instructional Colleague	Can view content and student discussions; Cannot view/edit grades

ELMS Access: Experiential or Independent Study Courses

ELMS course spaces are not automatically created for experiential or independent study courses (x89- or x99-level courses). To create an ELMS course space for these types of courses, see the ELMS Management Tool found at https://emt.umd.edu/ . (Click on the "Create Single Section Courses" tab). Student enrollments are loaded after 11:30 p.m. of the day that the course space is created.

ELMS: Combining or Splitting Course Sections

Combining: For instructors teaching more than one course or section that wish to merge the ELMS spaces, visit: How to Combine Sections and Courses in ELMS.
- NOTE: The instructor must be an instructor in all merged courses/sections in order for this action to work. It can take up to an hour for the enrollments associated with the unique course/sections to appear in the new, combined space.
- Links to the unique course/section spaces will cease to be visible to the members once the new space has been created by the merging activity.

Splitting: For instructors teaching more than one section of a course whose ELMS spaces were combined by default and wish to create individual ELMS spaces for each section, visit: Create ELMS Single Section Course Space.
- NOTE: Only one single-section course space can be created at a time. The instructor/requester will have immediate access to the course space. Student enrollment(s) will be imported from UMEG within two hours.

I. Course Textbooks

When scheduling courses and instructors, the academic unit must ensure that arrangements are made for students to purchase course textbooks. Textbook information must be communicated to potential students. Testudo, https://testudo.umd.edu/, is the preferred method of communication. The process for arranging textbooks with the bookstore and adding this information to Testudo is the same one utilized for "regular" UMD courses.

J. Changes to a Scheduled Course

Once a course is scheduled and registration begins, any changes to meeting times or course location must be sent via email to summer-sched@umd.edu. If meeting times change, OES informs registered students. Prior to the start of a given term/session, OES directs all registered students to review Testudo for classroom /building location.

Change to the course/section delivery method (face-to-face, online, blended) after registration has begun are treated as an entirely new request. OES will direct Scheduling to create a new section and cancel the former section. OES will drop all registered students and send an email informing them of the delivery format change and drop. Students will be directed to register for the new section should they so choose. In addition, the academic unit will need to update the newly created course/section budget in SIS.

Once a term/session begins, an instructor may not modify the meeting time or change the course location without first discussing such a request with both the academic unit and OES. An instructor may not alter the delivery format of any course. There are serious academic and financial implications for such actions. At all times, Testudo and SIS must accurately reflect all aspects of the scheduled course/section. It is the academic unit's responsibility to inform an instructor of the above.

K. Summer at Shady Grove

Shady Grove offers two six-week summer sessions and departments are encouraged to offer 300-level and above courses at this location. Current Shady Grove students, current students at College Park, and visiting students are eligible to enroll in courses that are "unrestricted" by the college/school offering the course. OES uses the standard financial summer distribution model for all courses offered at the Universities at Shady Grove. Contact Terrie Hruzd, Director of Programs and Marketing-Communication, at 5-8588 or hruzd@umd.edu to submit a proposal for new Summer Session courses at Shady Grove.

L. Special Programs

Contact Anne Baum, Associate Director for Summer, Winter, and Undergraduate Programs, at abaum@umd.edu for assistance in the planning and delivery of **special** programs. Special programs are

offered contingently, based on enrollment revenue generated to cover expenses. Tuition for special programs generally follows the standard University rate. Waiver requests from this standard rate must be pre-approved by the Campus Finance Committee. **Please note: mandatory fees will not be waived.**

Phase II: Preliminary Information: Submission of Summer Session Course Budgets

The department Summer Session budget creator (or department approver) begins entering course-by-course budget information in the *OES Budgets and Contracts System*. Background course information is available (including the past summer's enrollment) by selecting the course on the *Budgets* screen. In addition, creators can access a "Notes" screen for each course in order to provide explanations of special circumstances, special student populations that the course targets, or budget justification. For step-by-step instructions, refer to the [Help page](#) of the *OES Budgets and Contracts System.*

When the *Budgets* screen is completed for all Summer Session courses with budgets administered by OES, the department approver approves the budgets and routes them to the dean's office. At this point, the department will no longer be able to make changes to the budget. After review, the dean's office routes the *Budgets* screen to OES for approval. Colleges must submit approval of the *Budgets* screen and course budgets**.** If the department and dean's office approve a course budget for which OES-Managed Center Codes are used, the department and dean are indicating the intention for OES to administer the course. Budget change requests that occur after they are approved at the college level must be emailed to OES at oes-finance@umd.edu with a cc to the department and college level budget approvers. OES business staff enter the changes to the *Budgets* screen as they are approved.

A.   General Information: Instructor and TA Appointments

Where possible, provide the instructor's name when scheduling a course. If the instructors are either unknown at the time of scheduling or the anticipated instructors are not certain of their participation, enter "staff" for the instructors. When "staff" is listed, summer salaries cannot be entered on the *Budgets* screen*.* As departments identify instructors, they can make online changes to instructor information in SIS via the *Teacher Collect* screen until the third week of February. After that date, departments submit any changes to instructor or UID to OES via email at summer-sched@umd.edu with a cc to oes-finance@umd.edu.

When departments identify instructors, the academic year salary is supplied automatically as it appears on their current official payroll entry. Departments assign summer salaries based on the academic year salary entries. Each college may follow its own policy for determining faculty stipends, but it cannot exceed the maximum allowed stipends for summer. Maximum allowed stipend amounts for 9-month faculty salaries are: 10% for a three-credit course, 20% for six credits and 30% for nine credits. For twelve-month faculty the salary must be converted to the 9-month equivalent before calculating the maximum allowed stipend.

OES must receive documentation that the College has approved any salary that is not based on the maximum allowable per credit amount. Twenty percent of the 9.5- or 10-month salary and 30 percent of the 9-month salary are usually the maximum an instructor can earn in a given summer. In special

situations when a faculty member will exceed this guideline, Academic Affairs must approve the overload compensation. **The exact instructional salary is needed in the *OES Budgets and Contracts System***; salary entries must **not be rounded** to the nearest dollar.

Faculty members who have accepted General Research Board grants and who are receiving a two-month summer award may not teach during Summer Session. Faculty members receiving a one-month award may teach one course in the Summer Session. A description of the University's General Research Board Award is located at the website: http://www.gradschool.umd.edu/faculty_staff/rasa.html.

A graduate student or teaching assistant who is assigned the complete responsibility for all aspects of a summer course is assigned the title of lecturer for the duration of the summer appointment. Departments must process an electronic summer contract for instructional services for the Lecturer appointment. A graduate student or teaching assistant contracted as a summer lecturer is ineligible for tuition remission. If a graduate student is employed as a teaching assistant, the department must indicate the name of the instructor who is responsible for teaching and all other course activities. The salary schedule for summer-only Instructor (including Adjunct Lecturers) and teaching assistants is based on the TA Step for the preceding academic year.

2023 Summer Session Maximum Salary Rates

TA Step	Summer Instructor's Salary	Summer TA Stipend
I	$4,903.37	$3,548.34
II	$5,466.82	$4,261.40
III	$6,029.20	$4,970.22

If the Summer Session instructor is employed by a Maryland state agency or other institution in the University System of Maryland, the instructor must obtain written approval from his/her supervisor to teach. If the department wishes to pay faculty or TAs an amount above the maximum salary rate, justification must be endorsed in writing by the department chair or official designated.

In the Notes section of the *Budgets* screen, supply the salary justification, the date of the endorsement, and the endorser's name, for OES review and consideration.

Please note: In order to have ELMS access and to be added in SIS scheduling, newly appointed or returning instructors or non-teaching staff must have an active PHR appointment. The department is responsible for updating each appointee's data (demographic, degree, and I-9) in PHR and for completing a non-paid appointment as necessary.

B. Instructional Support/Expense Items

Instructional support and expense items include teaching assistants, labor, material, rental funds, and the like *as required specifically to support courses and programs* offered during the Summer Session. **Supply reimbursement are for items that are consumed during the Summer Session only and do not include general office supplies such as staplers, coffee, printers and calculators**. Departments must show dollar amounts for each category for each course and section on the online form. Attach details supporting each expense item in the "Notes" section. For travel requests, include the destination, purpose, time and cost. This detail is required for each individual trip. Please note: Each department will pay for all procurement orders, travel card, purchase card, shell shop and OfficeMax/Guy Brown charges using their departmental KFS account and then forward the charges to OES for reimbursement at the close of the Summer Session. Departments do not charge OES KFS accounts directly.

Office of Extended Studies: Staff Directory

Please note: OES is moving offices. Submit all documentation electronically in PDF format.

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