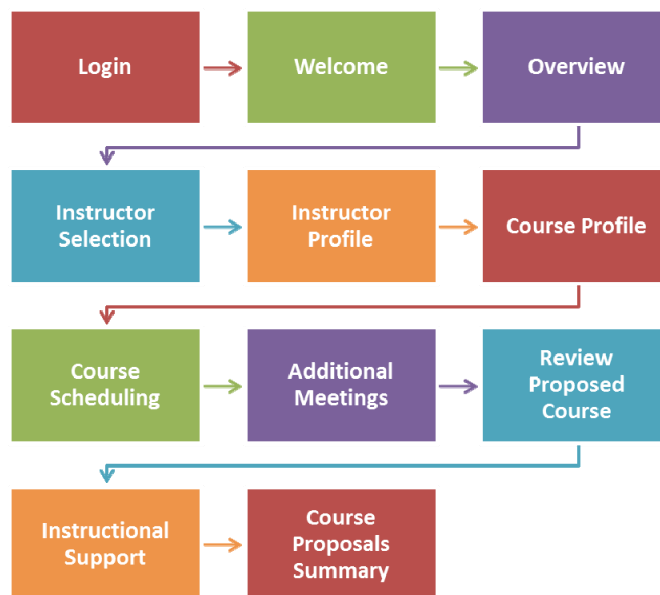


## SUMMER SESSION INFORMATION MANAGEMENT SYSTEM (SSIMS) DATABASE



SSIMS was developed for academic departments to submit proposed courses. The system has an instructor section and a course scheduling section. Over the past 10 years, this system has been used to manage more than 500 courses and instructors each summer.

Departments are provided access in October to submit proposed courses. The information provided is reviewed, and if approved, the course data is formatted for the Office of the Registrar to create the summer's Schedule of Classes on TritonLink. Summer Session will send an appointment letter to the instructor once they are approved. The schedule is updated as changes are made to courses and faculty appointments. SSIMS tracks all changes to courses and faculty. Summer Session uses this system to track faculty appointment letters and to produce reports for monitoring progress from the start of the Summer Session cycle in October through completion in the following September.

This handbook will be made available on the [Summer Session website](#).

**New features to improve SSIMS have been added to the SSIMS database to assist you in entering your course proposals.**

### **New Features for 2015!**

- Select a previously submitted course as a template if the was offered in Summer 2014.
- Submit courses without the schedule (days/times). If the course is approved, the schedule can be submitted from January 5 - 12, however selecting a session is required.
- Lab courses which do not require a lecture per the course approval form can be entered directly through the Additional Meeting Screen.
- Off campus courses can bypass scheduling (days/times), however selecting a session is required.

## SSIMS LOGIN SCREEN

The screenshot shows the SSIMS Login screen for UCSD Summer Session. At the top, there is a blue header with the UCSD logo and the text "Summer Session" and "UNIVERSITY OF CALIFORNIA, SAN DIEGO". Below the header, the title "SUMMER SESSION INFORMATION MANAGEMENT SYSTEM (SSIMS)" is displayed. A note states: "Summer Session authorizes access to Academic Department and Program administrative staff only." The login form itself has a blue header "SSIMS Login" and contains two input fields: "Login:" and "Password:". A "Submit" button is located at the bottom of the form. Below the form, a note reads: "If you have questions, please contact Nallely 'Natalie' Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064."

Summer Session provides access to SSIMS. Access to SSIMS will open in October. Each department will be provided with their access information, login and password. Contact Summer Session if you do not have access.

**TIP:** You must login from your campus computer through Single Sign-On. If you need [access](#) from your personal computer, you need to coordinate this with your department IT staff member.

## WELCOME TO SUMMER SESSION 2015!

### SCREEN

UCSD Summer Session  
UNIVERSITY OF CALIFORNIA, SAN DIEGO

Home Page | Instructional Support | **Approve**

### Welcome to Summer Session 2015!

This on-line course proposal system is designed for academic department representatives. All courses entered into the system must have already been approved by the Educational Policy Committee (EPC) and must be endorsed by the Department Chair. The Summer Session Advisory Committee reviews all courses for final approval. The online course proposal form has an easy to use 5-step format allowing departments to submit critical information required for proposing courses.

The goal of UCSD's Summer Session is to integrate offerings with the academic year curriculum, in order to assure that sufficient lower division courses and 'major specific' courses are offered so students can graduate in a timely manner. More than ninety-five percent of the 20,000 summer course enrollments are UCSD students.

Students need and appreciate a rich and varied set of offerings in the summer so they can satisfy requirements in their major as well as meet general education needs. We are interested in increasing course offerings in order to serve the growing UCSD undergraduate student body.

We appreciate your participation and look forward to another successful Summer Session.

Becky Arce  
Director, Summer Session  
[barce@ucsd.edu](mailto:barce@ucsd.edu)  
(858) 534-7074

Continue

If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064

- All proposed courses are required to be entered into SSIMS. Independent study courses, i.e. 99s, 199s, etc. are not entered into SSIMS. The request goes directly to Scheduling. Make sure to provide Scheduling with the start and end date of the course.
- Summer Session notifies departments of approved courses after the Advisory Committee meets in December 2014.

**TIP:** Click on the "Approve" button in the upper-right corner of the screen to view course proposals already submitted.

## COURSE PROPOSAL OVERVIEW SCREEN

UCSD Summer Session  
UNIVERSITY OF CALIFORNIA, SAN DIEGO

[Home Page](#) | [Instructional Support](#) | [Approve](#)

### COURSE PROPOSAL OVERVIEW

All departments interested in proposing a Summer Session course must complete an *On-line Course Proposal Form*. Only courses approved by the Educational Policy Committee (EPC) may be offered in Summer Session. If the department is proposing to offer a course taught last summer, the system will allow you to access the data previously entered. **Course Proposal Forms are due by November 12, 2014.**

Following is an overview:

- **SUBMIT DATA**
  - STEP 1 - Instructor Profile: Contact information
  - STEP 2 - Course Profile: Session choice, course name, and course number.
  - STEP 3 - Course Scheduling: Dates, days, times for lectures, final exams and additional meetings.
- **REVIEW DATA**
  - STEP 4 - Review Data: Last chance to check for accuracy before submitting. Note that you will not be able to edit any submitted data after this step. If you need to revise your data after this step please contact Summer Session at (858) 534-7149.
  - STEP 5 - Course Proposal Summary: Lists all courses proposed by the department.
- **CHECKLIST FOR YOUR RECORDS**

Departmental Chairs will receive a summary of their department's proposed courses before the Summer Session Advisory Committee reviews all courses for final approval. Summer Session will notify the department whether their course or courses have been approved in December 2014 and instructor appointment letters will be sent out during January 2015.

[Continue](#)

If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064

All proposed courses must be entered into SSIMS by November 12, 2014.

**TIP:** Department Chairs (Academic Departments) or College Deans (Programs and Colleges) must provide Summer Session with a written endorsement of their proposed course list. An email is acceptable as long as the course list is included in the body of the email.

## INSTRUCTOR SELECTION SCREEN

UCSD Summer Session  
UNIVERSITY OF CALIFORNIA, SAN DIEGO

Home Page | Instructional Support | Approve

### INSTRUCTOR SELECTION

Scroll down to select the existing instructor profile. The following options will be available:

1. Create a New Profile - This option is for instructors that have never taught in the Summer
2. Unknown Instructor - This option is for courses that have not yet been assigned an instructor. Please contact [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) once an instructor has been identified.
3. Existing Instructor Profile - Instructors that have previously taught in the Summer will be listed in alphabetical order by their last name

Select an Instructor

Continue

If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064

- Existing Instructor Profile - Click on pull-down arrow and type the 1st letter of the instructor's last name. Scroll down to find the correct instructor.
- Unknown, Instructor - You no longer need to scroll down to find the Unknown for your department.
- Create a New Profile - This option is only for instructors that have not taught for Summer Session. Their name will not appear in the pull-down menu.

**TIP:** If using Summer 2014 course for another instructor as a template, the template is instructor-driven. You will be able to change the instructor on the Course Scheduling Screen.

## SELECT INSTRUCTOR PROFILE SCREEN

STEP 1: INSTRUCTOR PROFILE			
<b>First Name *</b>	Instructor	<b>Primary Email Address</b>	unknown@ucsd.edu
<b>Middle Initial</b>		<b>Secondary Email Address</b>	
<b>Last Name *</b>	Unknown	<b>PID *</b>	A00000000
<p style="font-size: small; color: green;">This important field helps ensure that the correct instructor is assigned to the course and gets paid. Please enter the PID in the format "A12345678". If the instructor is new and not yet in PPS with a PID, please enter "A00000000".</p>			
<b>Faculty Type - Title Code. Select appropriate category.</b>	<input type="radio"/> Adjunct Professor - 3258, 3268, 3278 <input type="radio"/> Emeriti-UCSD (Recall) - 1700, 1702 <input type="radio"/> Graduate Student - 1506 <input type="radio"/> Health Compensation Plan (HCOMP) Faculty - 1712-1734 <input type="radio"/> Ladder Rank Faculty (Professor) - 1100, 1200, 1300 <input type="radio"/> Lecturer NSF - 1630, 1631, 1632 <input type="radio"/> Lecturer/PSOE - 1600, 1602, 1605, 1606, 1680 <input type="radio"/> Lecturer/SOE - 1603, 1604, 1607, 1608 <input type="radio"/> Post Doc - 3252, 3253 <input type="radio"/> Provost - 1047 <input type="radio"/> Researcher - 3200, 3210, 3220 <input checked="" type="radio"/> Unknown <input type="radio"/> Visiting Faculty - 1108, 1208, 1308 <input type="radio"/> Visiting Lecturer - 1102, 1202, 1302		
<b>If UCSD Graduate Student Advanced to Candidacy</b>	<input type="text"/> <small>(date: mm/dd/yyyy)</small>	<b>Work Phone</b>	858-534-4744 <small>e.g. (858) 534-4567</small>
<b>UCSD Mailcode</b>	<input type="text"/>	<b>Department</b>	Summer Session
<input type="button" value="Continue"/>			
If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064			

- If the instructor is an existing instructor (found on pull-down menu), review the data and update if necessary.
- An instructor profile is required for an appointment letter, usually sent to the UC San Diego email.
- Provide a UC San Diego email address (@ucsd.edu) if possible.
- Required fields are asterisked.
- The middle initial is not required, however it helps to identify the correct instructor if the last name is a common name.

**TIP:** If the instructor is not active in the UC San Diego payroll system, documentation is required to be hired to generate a PID. The PID is needed to assign the instructor at the Schedule of Classes on TritonLink.

## COURSE PROFILE SCREEN

UCSD Summer Session  
UNIVERSITY OF CALIFORNIA, SAN DIEGO

Home Page | Instructor Profile | Course Proposal | Instructional Support | Course Proposals | Approve

### STEP 2: COURSE PROFILE

**Instructor:** Mark Twain

Course was submitted for Summer Session 2014 and I want to use it as a template for Summer 2015. Please select the course using the pull-down menu.

Select from these previous sections:

Propose a course for Summer Session 2015.

I need to make a change to/edit a course that has been submitted for Summer Session 2015.

If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064

Confirm the name of instructor proposed for the course.

- Summer 2014 course as a template - The course and instructor information are auto-populated to the Course Scheduling Screen (and Additional Meetings). You can change the instructor on this screen.
- You can only propose one course at a time.
- Reminder, no independent study courses are required to be entered in SSIMS. The request goes directly to Scheduling. Make sure to provide a start and end date.

**TIP:** SSIMS will close after an idle period of time (if you take a break or are interrupted). You will need to provide your login and password again.

## COURSE SCHEDULING SCREEN

Summer Session

UNIVERSITY OF CALIFORNIA, SAN DIEGO

| [Home Page](#) | [Instructor Profile](#) | [Course Proposal](#) |
| [Instructional Support](#) | [Approve](#) |

STEP 3: COURSE SCHEDULING

<b>Instructor</b>	<input type="text" value="Twain, Mark"/>
<b>Department *</b>	<input type="text" value="Literature"/> <small>If Dept. is not listed, contact Summer Session, (858) 534-7149.</small>
<b>Course *</b>	<input type="text" value="LTWL107 :: Prose Fiction"/> <small>The course must be active. If Course is not listed, please call Summer Session at (858) 534-7149 to get the course immediately added to the list.</small>
<b># of Course Units *</b>	<input type="text" value="4"/>
<b>Course Subtitle-- Special Topics Only</b>	<input type="text"/> <small>The EPC course approval must state that the course is a special topics course and the topics may vary. Enter the course subtitle here.</small>
<b>This course is a Lab Course Only *</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>Select "Yes" if there is no required Lecture section per EPC course approval</small>
<b>This course has been approved by EPC *</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Cross-Listed? *</b>	<input checked="" type="radio"/> No <input type="radio"/> Yes If yes, enter the Course #: <input type="text"/> e.g. HIUS140 <small>Please refer to the Course Approval approved by EPC for this information</small>
<b>Enrollment Limit *</b>	<input checked="" type="radio"/> No Enrollment Limit <input type="radio"/> Maximum Enrollment Limit: <input type="text"/> <small>Please select one option. If you select "Maximum Enrollment Limit", you must provide a quantity. This information will not be used for scheduling purposes; it will be used for enrollment management.</small>

Confirm the name of instructor proposed for the course.

- Select an instructor.
- Providing a subtitle for special or varied topic courses is helpful for student enrollment and will be included at the Schedule of Classes.
- For lab only courses, select Yes. You must select a Session, but a day/time is optional.
- Approved by Educational Policy Committee (EPC) - The course approval includes minimum meeting hours and if there are required discussion or lab sections. If the course has been submitted and you're waiting for a reply from EPC, select No.
- If there is more than one cross-listed course, separate the courses in the box with a comma.
- Enrollment Maximum Limits - are set for lab courses only.



## COURSE SCHEDULING


### SCREEN Continued

<input checked="" type="checkbox"/> <b>Course Scheduling *</b>	<input checked="" type="checkbox"/> Please check one: <input checked="" type="radio"/> 1st (5 Weeks) From: 6/29/2015 To: 8/1/2015 <input type="radio"/> 2nd (5 Weeks) From: 8/3/2015 To: 9/5/2015 <input type="radio"/> Special Session	
<input checked="" type="checkbox"/> <b>Days and Times TBD</b>	<input type="checkbox"/> Schedule will be submitted between January 5 -12, 2015	
<input checked="" type="checkbox"/> <b>Course Meeting Time *</b>	Note that a 4-unit course meets a minimum of 30 contact hours or 6 hours/week for 5 weeks. Indicate your 1st and 2nd lecture choices using the dropdowns below. To de-select your choice, click on the blank space above the 1 option before selecting your new choice.	
<input checked="" type="checkbox"/> <b>Mon.Wed</b> 3 hours-2 times/week	<input checked="" type="checkbox"/> <b>Tue.Thu</b> 3 hours-2 times/week	<input checked="" type="checkbox"/> <b>Mon.Tue.Wed.Thu</b> 1.5 hours-4 times/week
<input type="checkbox"/> 08:00AM-10:50AM <input type="checkbox"/> 11:00AM-01:50PM <input type="checkbox"/> 02:00PM-04:50PM <input type="checkbox"/> 05:00PM-07:50PM <input type="checkbox"/> 06:00PM-08:50PM	<input type="checkbox"/> 08:00AM-10:50AM <input type="checkbox"/> 11:00AM-01:50PM <input type="checkbox"/> 02:00PM-04:50PM <input type="checkbox"/> 05:00PM-07:50PM <input type="checkbox"/> 06:00PM-08:50PM	<input type="checkbox"/> 08:00AM-09:20AM <input type="checkbox"/> 09:30AM-10:50AM <input type="checkbox"/> 11:00AM-12:20PM <input type="checkbox"/> 12:30PM-01:50PM <input type="checkbox"/> 02:00PM-03:20PM <input type="checkbox"/> 03:30PM-04:50PM <input type="checkbox"/> 05:00PM-06:20PM <input type="checkbox"/> 06:30PM-07:50PM <input type="checkbox"/> 08:00PM-09:20PM
<input checked="" type="checkbox"/> <b>Special Choices *</b>	<input type="radio"/> Meets On Campus <input type="radio"/> Off Campus Location (City and Country): <input type="text"/> Please select one option. If you select "Off Campus Location", you must indicate the city and country where the course is held.	
<input checked="" type="checkbox"/> <b>Final Exam Schedule</b>	Just as in Fall, Winter, and Spring quarters, the Registrar's Office schedules Summer final exam times according to a formula designed to avoid conflicting exam times whenever possible.	
<input type="button" value="Continue"/>		
If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064		

- Selecting a Session is required. The screen will refresh showing the day/time options. The day/time options are limited and are dictated by the Office of the Registrar to more effectively use the limited facilities during summer.
- Selecting "Schedule will be submitted January 5 -12, 2015" - You do not need to make a 1st and 2nd choice at this time.
- The Special Choices default is "Meets on Campus". Change, if meeting off campus.

**TIP:** The day/time options are limited and reviewed by the Office of the Registrar to more effectively utilize the limited facilities during summer.

## ADDITIONAL MEETINGS SCREEN Continued

**UCSD** Summer Session  
UNIVERSITY OF CALIFORNIA, SAN DIEGO

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**STEP 3: ADDITIONAL MEETINGS**

The "template" course that you are basing your new course on had the following meetings added to it.

Please check any of them that you want to keep as additional meetings for your new course.

You'll have a chance to change the specifics of each one on the next screen.

Keep?	Meeting Type	Enrollment Limit	Location	Days	Times
<input type="checkbox"/>	Lab	20		TR	1:00 PM - 2:50 PM
<input type="checkbox"/>	Lab	20		TR	3:00 PM - 4:50 PM
<input type="checkbox"/>	Lab	20		TR	5:00 PM - 6:50 PM

If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064

If you are using a Summer 2014 course as a template where additional meetings were created, the section information will be auto-populated to the Additional Meetings Screen.

- Select which sections you want to keep. The screen will refresh to provide you with the options -
  1. Edit section you want to keep.
  2. Delete sections you don't want to keep.

## ADDITIONAL MEETINGS SCREEN

UCSD Summer Session  
UNIVERSITY OF CALIFORNIA, SAN DIEGO

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### STEP 3: ADDITIONAL MEETINGS

Use this screen to additional (in addition to the lecture) meeting types, i.e. Discussion, Lab, Makeup, Midterm, Problem, Review, or Tutorial. Please see 'Meeting Type Descriptions' below. *Note: Additional meetings must be listed at the Schedule of Classes prior to the start of enrollment.*

Proposed Course: **2nd (5 Weeks) 8/3-9/5/2015 : LTWL107 : Prose Fiction : MW : 11:00AM-01:50PM (4 units)**  
Course Instructor: **Mark Twain**

Special Notes:

Mid-terms scheduled outside of class time need EPC approval and must be published prior to the first day of instruction.  
Discussion sections may be required for this course. Please refer to the course approval.  
Lab sections may be required for this course. Please refer to the course approval.  
Problem and Review sections are optional.

If you do not want to add any additional meetings, click the "skip" button:

Confirm the name of instructor proposed for the course.

Skip this screen if:

- There are no required sections per the course approval, i.e. discussion or lab sections.
- You do not need any non-required sections for the course, i.e. problem or review sections.

**TIP:** If you need to create required or non-required sections, see the next page.

## ADDITIONAL MEETINGS

### SCREEN continued

**Add your additional section meetings:**

**How to add your additional section meetings:**

- 1) Input the data for one meeting and then click the 'Save' button.
- 2) Add the information for the next meeting and click 'Save' again.
- 3) Repeat as many times as necessary. **Each of your added meetings will appear in a list at the bottom of the page.**
- 4) When all the additional meetings have been added, click 'Continue'.

NOTE: This section extends over the July 4 holiday.

**Meeting Type:** \*  **Enrollment Limit:** \*  \* = Required Field.

**1st Choice** | **2nd Choice**

If a single meeting, indicate a specific date. Otherwise indicate the weekdays of the meetings throughout the session.

Single Meeting	or Days of Week						
Date:*	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Starting Time** | **Ending Time**

Times: \*    |

**Additional Section Meetings that have been added to this Course:**

No additional meetings have been added to this section

Do not click 'Continue' until you have added all the additional meetings you require.

If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064

- Schedule required sections per the course approval, i.e. discussions or labs.
- Schedule non-required sections for the course, i.e. problem or review sections.
- This screen auto-populates if using a Summer 2014 course template that included additional meetings.
- Create all additional sections before you Continue at the bottom of the screen.

**TIP:** If you are creating multiple sections, use the Enrollment Limit to break into even sections. The enrollment limit for each section should add up to the enrollment maximum limit for the course.

Example:

PHYS 1AL

Enrollment Maximum Limit - 48

Enrollment Limit (two sections) - 24 each

**REVIEW THE PROPOSED COURSE  
SCREEN**

**STEP 4: REVIEW THE PROPOSED COURSE**

This is the new course you have proposed. Please review it for accuracy and edit if necessary.  
When everything is OK, press the 'Save and Continue' button to submit it.

**Course Data** [Edit](#)

Department:	Literature
Course Title:	LTWL107 : Prose Fiction
# of Course Units:	4
Instructor:	Twain, Mark
Session:	2nd (5 Weeks) 8/3/2015 - 9/5/2015
Approved by EPC:	Yes
Cross-Listed:	No
Cross-Listed Course:	
Enrollment Limit:	No
Special Comments/Requests:	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>

Special requests noted in this box (for scheduling, building, room, equipment, etc.) will be considered but are not guaranteed.

**Schedule Preferences:** [Edit](#)

Choice	Days	Times
1	MW	11:00AM-01:50PM
2	TR	11:00AM-01:50PM

**Meetings Added to this Course** [Edit](#)

No additional meetings have been added to this section

If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064

Confirm the name of instructor proposed for the course.

- The course proposal is divided into three main components - 1) Course Data; 2) Schedule Preferences; and 3) Additional Meetings. Select "Edit" for the portion of the proposal you want to revise.
- Special Comments/Requests box - Use only for special facility requirements, i.e. need room with movable chairs, need a room with a projector.

**TIP:** Do not use the Special Comments/Requests box for special scheduling requests. Contact Summer Session if you have special scheduling needs.

## INSTRUCTIONAL SUPPORT SCREEN

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Home Page | Instructor Profile | Course Proposal | Addit'l Meetings | Instructional Support | Course Proposals | Approve |

### INSTRUCTIONAL SUPPORT

Please contact your department administrator to see if there is a staff member that places instructional support requests on your behalf or if you place them directly with the Campus Service.

Print a copy of this screen for your reference. Check with your department to see if they arrange any of the services for you or you must directly arrange the services.

Proposed Course	2nd (5 Weeks) 8/3-9/5/2015 : LTWL107 : Prose Fiction : MW : 11:00AM-01:50PM (4 units)
Course Instructor	Mark Twain
Textbooks	The UCSD Bookstore will contact academic departments in April to place textbook orders for their instructors or to distribute textbook ordering information to their instructors so they can place orders directly. <a href="https://ucsandiegobookstore.com/t-coursematerials.aspx">https://ucsandiegobookstore.com/t-coursematerials.aspx</a>
TA/Reader/Tutor	Departments are block-funded for instructional support. Please contact your department for allocation of this funding.
Computer Services	Please visit <a href="http://cinfo.ucsd.edu">http://cinfo.ucsd.edu</a> to see what services are available to instructors and to place your request.
Media Services	Many campus rooms are now equipped with standard audio/visual equipment. Please visit <a href="http://mediacenter.ucsd.edu">http://mediacenter.ucsd.edu</a> to see what your room is equipped with and to place your request.
Supplies & Expenses	Academic departments are block-funded to handle miscellaneous supplies and expenses for their instructors and their courses.

Continue

If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064

Confirm the name of instructor proposed for the course.

- Departments are block-funded to provide instructional support services. As the department, you handle arranging instructor support services or allow the instructor to work directly with campus service.
- Departments must provide instructors with the departmental index# if their expense is approved.

**TIP:** Contact Andrea at Summer Session, x25064, if an instructor can't set-up a service. Some campus services require the instructor's name to be posted at the Schedule of Classes.

## COURSE PROPOSAL SUMMARY SCREEN

UCSD Summer Session  
UNIVERSITY OF CALIFORNIA, SAN DIEGO

Home Page | Instructor Profile | Course Proposal | Instructional Support | Course Proposals | Approve

**STEP 5: COURSE PROPOSAL SUMMARY**

Instructor: **Mark Twain**

These are all the course proposals you have submitted.

Only Summer Session can remove/delete a course proposal. Please call (858) 534-7149. To submit another course proposal, [click here](#).

[Print this Page](#)

Course Title	Preference	Days	Times	Status
<a href="#">Summer 2 2015 : LTWL107 : Prose Fiction</a>	1	MW	11:00AM-01:50PM	Inactive
	2	TR	11:00AM-01:50PM	Inactive

[Export to Excel](#)

Thank you for using the on-line Course Proposal System.

[Start Again or Log Out](#)

If you have questions, please contact Nallely "Natalie" Garcia at (858) 534-7149 or Andrea Olaguer at (858) 822-5064

The summary is for a specific instructor. To "View All for Dept", select the Approve button in the upper-right corner of the screen.

Status of each course managed by Summer Session:

- Inactive - Default status when a course is proposed by department.
- Awaiting Dept Approval - As of the closing of SSIMS access in November 2014.
- Approved by Dept - Waiting for written endorsement of the course list by the Department Chair (Academic Departments) or College Dean (Programs and Colleges).
- Not Approved by Dept - Status updated upon receipt of written endorsement from their Department Chair (Academic Departments) or College Dean (Programs and Colleges).
- Awaiting ACM Approval - Upon receipt of written endorsement of the course list and provides Advisory Committee with list.
- Approved by ACM - Status updated after the Advisory Committee meets.
- Not Approved by ACM - Status updated after the Advisory Committee meets.
- Cancelled - If course cancelled after the Schedule of Classes opens for enrollment.
- Scheduling - Summer Session assigns status when course information provided to Scheduling.

Click Approve in the upper-right corner of the screen if you have submitted all proposed courses. Or select Start Again or Log Out.

**TIP:** Contact Summer Session to delete a course from your course proposals.

COURSE APPROVAL  
SCREEN

UCSD Summer Session  
UNIVERSITY OF CALIFORNIA, SAN DIEGO

Submit Proposals Dept Course Approval

[Log In](#) [Select](#)

**COURSES REQUIRING APPROVAL: SELECT INSTRUCTOR OR VIEW ALL COURSES FOR DEPARTMENT**

[ALL](#) | [A-D](#) | [E-H](#) | [I-L](#) | [M-P](#) | [Q-T](#) | [U-Z](#) or [View all for Dept](#)

Page: 1  
\_1

<a href="#">View</a>	<b>Instructor</b>
<a href="#">View</a>	Adler, Steven
<a href="#">View</a>	Borgo, David
<a href="#">View</a>	Braswell, Geoffrey E.
<a href="#">View</a>	Unknown, Instructor


Page: 1

UCSD

- You can view the course proposals submitted for each instructor. This is a view only screen.
- To edit an instructor's course proposal. Return to the instructor selection screen and select the option to edit an existing Summer 2015 course proposal.



**VIEW ALL FOR DEPT  
SCREEN**



UNIVERSITY OF CALIFORNIA, SAN DIEGO

[Submit Proposals](#)    [Dept Course Approval](#)


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The summary of courses below will be reviewed by the Summer Session Advisory Committee in December. If this list is accurate and complete, please print a copy for signature approval from your Department Chair (Academic Departments) or College Dean (Programs and Colleges). Please include their printed name and the date signed. Send the approval in PDF format to [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu). Note: The Director of Summer Session will advise departments of approved courses.

Select by Status:

[Export to Excel](#)

Course Title / Instructor(s) / Subtitle	Pref.	Days	Times	Session / Final Exam
<a href="#">Edit</a> <b>ANAR103 : Archaeology in the Holy Land</b> <i>Braswell Geoffrey E.</i>	1	MW	08:00AM-10:50AM	6/29/2015-8/1/2015 <b>Summer 1 2015</b>
	2	TR	08:00AM-10:50AM	<i>TBD by Campus Scheduling</i>
<a href="#">Edit</a> <b>ANAR184 : The Political Economy of Early Empires</b>	1	MW	08:00AM-10:50AM	6/29/2015-8/1/2015 <b>Summer 1 2015</b>
	2	TR	11:00AM-01:50PM	<i>TBD by Campus Scheduling</i>
<a href="#">Edit</a> <b>ANBI147 : American Creationism</b> <i>Adler Steven</i>	1	MW	08:00AM-10:50AM	6/29/2015-8/1/2015 <b>Summer 1 2015</b>
	2	MW	11:00AM-01:50PM	<i>TBD by Campus Scheduling</i>
<a href="#">Edit</a> <b>ANRG108 : Hinduism</b>	1	MW	08:00AM-10:50AM	6/29/2015-8/1/2015 <b>Summer 1 2015</b>
	2	TR	08:00AM-10:50AM	<i>TBD by Campus Scheduling</i>



- You can sort courses proposed by Status.  
Status - Refer to Course Proposal Summary Screen on pg. 15.
- After reviewing information for each course, i.e. session, days/times for 1st and 2nd choices, instructor assignment -
  1. Export to Excel and print
  2. Print screen
  3. Get written endorsement of the course list from your Department Chair (Academic Departments) or College Dean (Programs and Colleges) and send to [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

**TIP:** This new feature allows the flexibility to view and sort by course status.

# Thank you.

If you have questions, please contact:

Data entry questions

Nallely, x47149, [n1garcia@ucsd.edu](mailto:n1garcia@ucsd.edu)

Error messages or faculty/courses

Andrea, x25064, [aolaguer@ucsd.edu](mailto:aolaguer@ucsd.edu)

Not sure who to contact:

[Summer-scheduling@ucsd.edu](mailto:Summer-scheduling@ucsd.edu)