Summer Success Programs
2019 Handbook

Summer Success Programs are academic programs specifically designed to advance students’ educational success at UC San Diego.

The overarching goals of Summer Success Programs are to improve students’ academic performance, overall retention, and time-to-degree.

Faculty are the academic leaders designing and leading Summer Success Programs. As part of UC San Diego’s Summer Session these programs are designed either as pre-matriculation academic opportunities for freshmen and transfer students, or as year-round enrollment in (Summer) programs for continuing students. They are often residential.

This handbook is designed to provide departments and Summer Session faculty with information regarding the Summer Success Programs that align or are in addition to the standard Summer Session program. Please note: The content in this handbook does not supersede University policies or procedures and is subject to change. Additional reference material can be found in the Summer Session Guidebook, available at: https://summersession.ucsd.edu/_files/Guidebook/Guidebook.pdf

For any questions regarding Summer Success Programs, contact:
Jonathan Vega, Special Programs Manager
Phone: (858) 534-5358
Email: summer-programs@ucsd.edu
Website: http://summersession.ucsd.edu/success/index.html
Background

UC San Diego’s focus upon improving retention, shortening time-to-degree and reducing the achievement gap has led to an opportunity to increase the number, variety and sophistication of Summer Success Programs. (SSP) [http://summersession.ucsd.edu/success/index.html](http://summersession.ucsd.edu/success/index.html).

**See Appendix A: EVC 2016 Charge Letter – SSP Steering Committee**

The SSP Steering Committee was organized in 2016 to review and assess these programs. The SSP Steering Committee members include:

- Gabriele Wienhausen, Faculty Director of the Teaching & Learning Commons (Chair)
- Jeff Orgera, AVC for Student Retention & Success
- Becky Petitt, VC for Equity, Diversity and Inclusion
- Becky Arce, Director of Summer Session
- Barbara Sawrey, AVC Academic Affairs/ Dean of Undergraduate Education

The rules and procedures described were crafted by (1) faculty, (2) staff and (3) administrators responsible for the design, implementation and assessment of Summer Success Programs.

Three goals provide the framework:

1. Authority: ensuring that decision-making power and organizational responsibility are aligned
   - Pedagogical decisions – designing programs and providing instruction that promise to significantly improve student success – should be concentrated in the hands of faculty;
   - Operational decisions -- establishing administrative structures and practices needed to realize a program’s pedagogical goals – should be concentrated in the hands of staff.
   - Policy decisions – especially concerning funding – should be concentrated in the hands of senior administrators with campus-wide responsibilities;

2. Efficiency: ensuring the most effective use of limited resources
   - Well-designed programs, which take advantage of existing resources and rely on common or shared tools, will ensure that time and money is used effectively and efficiently.

3. Planning: ensuring that programs are collegially designed, implemented and assessed
   - Shared information and consistent reporting will strengthen the ability of faculty, staff and administrators to meet the educational needs of our students.

In some cases this guide clarifies and reinforces existing rules for Summer Session programs; in others, it defines procedures and provides tools that will help us better meet our goals. In all cases, program directors and staff are responsible for managing their program.

November 28, 2018, Gabriele Wienhausen, Chair of the SSP Steering Committee, communicated to committee members that the committee concluded the charge, supported by EVC Simmons. The 2019 charge is forth coming from EVC Elizabeth Simmons.

**See Appendix B: EVC 2018 Work Plan – SSP Steering Committee**

Summer Session/2019/Jonathan Vega, (858) 534-5358, summer-programs@ucsd.edu. 5/2/2019
Introduction

Summer Success Programs (SSP) are developed for incoming freshman, rising sophomores, and transfer students to give opportunities to improve their time-to-degree at UC San Diego. Programs include credit courses offered in a structured and supportive learning environment. Summer Session Manager Jonathan Vega guides program leaders to set up program details such as establishing a budget, adding courses to the schedule of classes, hiring instructional teams (faculty, teaching assistants, tutors, readers, and mentors), recruiting students, enrollment & registration, and answering questions regarding housing & dining, student health services, financial aid, and charges to student billing statements.

See Appendix C: 2019 Reference Chart of Programs

Summer Success Programs Consist of the Following:

Courses – Academic Senate Approved
All SSP courses/classes must be scheduled in the same manner in which standard Summer Session courses are scheduled (See Courses Section in the 2019 Summer Session Guidebook) See section on Registration. Courses must be approved by the Academic Senate. Courses are managed the same as all Summer Session courses listed on the Schedule of Classes. Enrollment may be managed by the preauthorization process to limit which students are enrolled to offer a course as open enrollment (any student can enroll) or closed enrollment (restricted enrollment).

Faculty Compensation
Instructors teaching credit-bearing courses during the summer will receive compensation consistent with Summer Session policies. See Faculty Section in the 2019 Summer Session Guidebook.

A Success Bonus of $500 per week is paid for additional responsibilities. Additional services range from participation at orientation and closing sessions, workgroups, tutor sessions, team meetings, group sessions, mentor training, program assessment reporting for each course, and other assignments.

The SSP Steering Committee must explicitly approve all compensation paid to any individual affiliated with a Summer Success Program.

Staff Support: Team members: administrative staff, student staff
The hiring of any additional administrative staff (student, casual, or career) requires pre-approval and to be listed on the budget worksheet if additional compensation is expected.

Instructional team: TA, Tutor, Reader, Mentor, Activity leaders
Each department is allocated for TA support for all summer session courses. If your programs requires more than the standard summer session model, which varies by academic department, include projections on the budget form. This also includes instructional support (Teaching Assistants, Tutors, Readers, Activity leaders). See Faculty Section in the 2019 Summer Session Guidebook.
BUDGET
New for 2019, (Leticia Hu, Academic Affairs Resource Mgmt) has developed a new process for the accounting process to retain transparency of a student’s billing statement and the programs ability to report expenses. Details will be available by June 1, 2019.

See Appendix D: Program Proposal Template
See Appendix E: Budget Template

Program Fee
Program Fees charged to students may include fees to cover expenses: books, materials, transportation, events, etc., and must be approved in advance via the Campus Budget Office process. The Program Proposal Application includes a section on budgeting for the program.

Student Application, Recruitment, Evaluation and Assessment
All Summer Success Programs will have access to the student profile data gathered from the UC application for admission. Each program leader selects the type of information critical to selecting students that may be eligible to be invited to join a program. The evaluation and assessment tools details will be announced at a later date.

See Appendix F: Admissions Target Audience Criteria- SSP 2019 Example

Support teams from across the Campus
Several units are available to support services required for a program. Special Programs Manager Jonathan Vega serves as an excellent resource for answers to most of your questions. He serves as a coordinator to build community amongst the group of program leaders. If you have any questions please contact him at 858-534-5358 or email: Jonvega@ucsd.edu

For example, Support Teams may include:
- Admissions and Enrollment Services provides a list of students for recruitment.
- Housing, Dining and Hospitality will manage room assignments, meals, and Residential Assistance assignments.
- Student Health provides medical care.

Final Assessment Report
All Summer Success Program Directors will submit a report to the Summer Success Programs Steering Committee that includes core evaluations and assessments, a budget report (in the provided format), and the PIDs of all students participating in the program recommendations.

See Appendix G: Assessment Framework

Timeline
SSP institutional programs serve a diverse and global community of undergraduates in holistic five to ten week academic programs. The programs introduce students to the structure and
rigor of the research university, provides them and emboldens them to take ownership of their academic journey. Students enroll in credit-bearing courses, and may be assigned an academic support such as a tutor. Peer mentors are assigned to each programs to help students adapt to new academic environment with self-efficacy and success.

Summer Success Programs have a year-round operation logistical component.

For an overview of an SSP operations calendar please see:

Appendix H: Operations Calendar

Getting Started

Step 1  Program submits Program Proposal Form and proposed budget.

Program may opt to select questions for the common application that students are required to submit when they apply to a program. Tip: Use a question from UC Application if the program wants an essay.

Step 2  Based on selection criteria on the program proposal form, Summer Sessions coordinates with Admissions for access to students accepted to UC San Diego.

Step 3  Recruit students from the list of students provided by Admissions, calling campaigns, email campaigns, and keep common application dashboard updated by the deadlines to notify students of the decision: (Accepted/Not Accepted)

Step 4  Manage student enrollment, registration, and complete the required student checklist:
  • Housing Application
  • Summer Session Application (includes Academic Integrity Tutorial)
  • File FAFSA for Financial Aid (select programs)
  • Pre-Authorization (for enrollment in some courses if required)
  • Enrollment in courses
  • Student Health – Insurance Plan or early start UC SHIP Insurance waiver

Step 5  Meet with faculty and program team to coordinate operations of program. Activity logistics of reserving space for classes, workshops, etc.

Step 6  File 1st Report of assessment, review and suggestions. (short term)
  2nd report includes Fall, Winter, Spring student results (long term).
Instruction

Faculty Directors
We have a standard job card that states the minimum job requirements for each position. However, each program is allowed to add more information/requirements to the job card for a position.

See Appendix I: SSP Faculty Directors Duties

Instructors
Instructors teaching credit-bearing courses during the summer will receive compensation consistent with standard Summer Session policies and may include additional compensation for additional duties. For more information: (See Faculty Section in the 2019 Summer Session Guidebook)

Summer Success Bonus
A Summer Success Bonus acknowledges the additional responsibilities associated with teaching a course in an approved SSP. Additional services may include, but are not limited to:
1. Orientation and closing ceremonies
2. Student workgroups
3. Training and guiding of peer mentors
4. Reflection and program evaluation

For each four-unit course, the instructor of record may receive a bonus of $500 per week.

See Appendix J: Success Bonus - 2018 Minimum Required Duties Example

Summer Success Bonus - Eligibility
• Faculty must be instructor of record for SSP designated four-unit course
• Course must be approved and offered during Summer Session as part of an SSP
• Course enrollment has a minimum of 15 students
• Summer Success Bonus adheres to UC and Summer Session policies such as:
  Maximum summer compensation of 33% of their annual salary.
  (See Faculty Section in the 2019 Summer Session Guidebook)

All compensation paid to any individual affiliated with a SSP must be explicitly approved by the SSP Steering Committee or other approved person (EVC discretion)

• Example: An administrative staff member already paid at 100% salary, for example, in a department cannot do additional work (outside of Summer Session business as usual) for a SSP and be compensated, if this was not approved during the Program Approval process.
• All university policies are adhered to.

Teaching Assistants, Readers & Tutors
Teaching Assistants, Readers and Tutors for credit-bearing courses will be appointed and paid using established Summer Session rules, scales, and rates (See Faculty Section in the 2019 Summer Session Guidebook). ASES renamed in 2018 to Instructional Assistant, (IA System), a program operated by the Summer Session/2019/Jonathan Vega, (858) 534-5358, summer-programs@ucsd.edu.
requests. All university policies are adhered to for SSP.

- Appointments are managed by each academic department, same as for all other TA, Reader, Tutor, Mentor support (See page 25 in the Summer Session Guidebook)

Requests to increase the TA/student ratio by hiring additional TAs, Readers or Tutors must be approved by the Executive Vice Chancellor.

- Requests are due no later than June 1st, must include both programmatic justification and budgetary impact.

**Hiring Process – Same Process as Summer Session** (See Faculty Section in the **2019 Summer Session Guidebook**.)

**Instructor of Record per course**

- Academic department submits name of instructors and courses to the Summer Session Office.
- Visiting Faculty – Requires an academic hiring packet submitted through SharePoint to Summer Session from the academic department.
- Regular Faculty – No additional paperwork needed if faculty (lecturer) held a current appointment 2018/2019
- Graduate Students (Associate- In) – submitted through the IA System for approval. [https://academicaffairs.ucsd.edu/Modules/ASES/Admin/Reports/Assignments.aspx](https://academicaffairs.ucsd.edu/Modules/ASES/Admin/Reports/Assignments.aspx)

**Teaching Assistants, Tutors and Readers** – (See Faculty Section in the **2019 Summer Session Guidebook**)

- Academic department responsibilities include:
- Create a campaign in IA URL: [https://academicaffairs.ucsd.edu/Modules/ASES/Admin/Reports/Assignments.aspx](https://academicaffairs.ucsd.edu/Modules/ASES/Admin/Reports/Assignments.aspx)
- Select student for position
- Academic Department oversee appointment letters
- Monitor assignment – work hours
- Set up appointment in payroll by timesheet

(For assistance reach out to Lisa Bargabus, Summer Session, x2-5064, summer-payroll@ucsd.edu.)

**Teaching + Learning Commons [Training Resource]**

The Teaching + Learning Commons launched Fall of 2016. The Commons are dedicated to the theory, practice, and scholarship of teaching and learning. Its mission is to advance learning and creating a campus-wide culture of engaged teaching and learning. It will provide teaching, learning and training for faculty and students in the following areas: Instructors, Teacher’s Assistants, Tutors, Mentors, and facilitators. Its goal is to provide an integrated and coordinated network for existing, expanded and new programs, units and centers that enable and promote scholarly, evidence-based teaching practices and excellence in learning.

For Questions, contact the Teaching + Learning Commons at commons@ucsd.edu or visit [http://Commons.ucsd.edu](http://Commons.ucsd.edu)

**See Appendix K: Teaching + Learning Commons Flyer**
Hiring – Faculty - Step 1: After each Program Proposal is approved, the department MSO’s listed on the endorsement page will be contacted to add Faculty to Summer Session payroll worksheets and the appointment letters will be sent out.

Hiring – Support Staff - Step 1: Add campaign to IA for recruitment, appointment letters and academic department management.

https://academicaffairs.ucsd.edu/Modules/ASES/Admin/Reports/Assignments.aspx

Courses and Scheduling

Course Planning
Summer 2019 courses are listed in the Instructional Scheduling Assistant (ISA) from the Academic department responsible for the course, in collaboration with SSP.

All SSP courses/classes that are approved are listed and scheduled in the same manner in which standard Summer Session courses are scheduled. For guidance on how to plan courses and obtain approval, (See Faculty Section in the 2019 Summer Session Guidebook)

In the schedule of classes, a note is added to your course section ID to identify the success program.

On the Course Proposal Application, please include the follow text:
“This course may be limited to Summer Success Program (insert title of SSP). For more information, please see: (include link to web page).”

Scheduling
As usual, the Registrar’s office Scheduling unit will handle course scheduling for academic courses in general use classrooms, and additional scheduling is done for additional Academic sessions such as tutoring, Supplemental Instruction, etc.

Standard Summer Session Teaching Times

<table>
<thead>
<tr>
<th>5 weeks – 30 contact hours</th>
<th>5 weeks – 6 hr/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Days per Week</td>
<td>4 Days Per Week</td>
</tr>
<tr>
<td>MW 8–10:50 a.m.</td>
<td>MTWTh 8–9:20 a.m.</td>
</tr>
<tr>
<td>MW 11–1:50 p.m.</td>
<td>MTWTh 9:30–10:50 a.m.</td>
</tr>
<tr>
<td>MW 2–4:50 p.m.</td>
<td>MTWTh 11 a.m. – 12:20 p.m.</td>
</tr>
<tr>
<td>MW 5–7:50 p.m.</td>
<td>MTWTh 12:30–1:50 p.m.</td>
</tr>
<tr>
<td>MW 6–8:50 p.m.</td>
<td>MTWTh 2–3:20 p.m.</td>
</tr>
<tr>
<td>TTh 8–10:50 a.m.</td>
<td>MTWTh 3:30–4:50 p.m.</td>
</tr>
<tr>
<td>TTh 11–1:50 p.m.</td>
<td>MTWTh 5–6:20 p.m.</td>
</tr>
<tr>
<td>TTh 2–4:50 p.m.</td>
<td>MTWTh 6:30–7:50 p.m.</td>
</tr>
<tr>
<td>TTh 5–7:50 p.m.</td>
<td>MTWTh 8-9:20 p.m.</td>
</tr>
<tr>
<td>TTh 6–8:50 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

8 weeks 2 hrs- 2 times/week [07/01/2019 – 08/24/2019]

For guidance on how to schedule courses, (See Faculty Section in the 2019 Summer Session Guidebook)
This section of the Summer Session Guidebook also covers scheduling of classrooms for courses. For courses that will utilize departmental space if known, please indicate this on the Course Proposal Form. Requests for supplemental Instructional Workshops, or additional programmatic space outside teaching hours for tutoring sessions can be made on the Course Proposal Form as well.

Additional decisions to be made are: **STANDARD TEACHING TIMES**

- Open or Closed Courses – Is enrollment to the course open to other students or closed to only SSP students.
- Schedule of Classes copy
  - Enrollment required (separate application and admission to the program).
  - Academic Classroom Activity Request submitted to Registrar

A general timeline for scheduling of courses can be found in the Summer Session Guidebook.
- Open courses: All students may enroll if they are eligible.
- Closed Courses: enrollment restricted to only SSP students invited to participate in the program.
- If course is OPEN, Enrollment plan to monitor students enrolled, to allow mixed classroom of program students and non-program students

Standard classroom course meeting scheduling of days and times. (see above)

**Student Selection**

**Marketing, Outreach and Recruitment**

**Admissions –Summer Session represents all programs**

The Office of Admissions and Enrollment Services (AES) collaborates with Summer Success Program Manager to assist with marketing and outreach once students have accepted their offer of admissions to UCSD.

- **Deadlines:** Freshmen Students - May 1st
  - Transfer Students - June 1st
- Collaboration with AES on all marketing and outreach calling campaign is critical to ensure that student data is current and contacting students is coordinated to one united message, Come to UCSD, to avoid multiple times to ask a student to join several programs.
- Outreach Email campaign describing each program will be sent out to students from Admissions once students are accepted and once students Accept Offer of Admission

Please see Appendix L: Outreach Admissions Email Campaign Letter - Example

- ASE will include SSPs in the online Triton Guides emailed to all admitted students
- Create a “rave card” for each program for Triton Day and Transfer Triton Day. Copy of Rave card should be submitted to the Summer Session Office to align with Summer Session material.
- AES schedules presentations and tabling during Triton Day Friday Preview, Triton Day and Transfer Triton Day.
- Include in Admitted Student Info Session Next Steps and Triton Day campus tours
• In coordination with AES, Summer Session has created a webpage that lists all of the programs and program websites: http://summersession.ucsd.edu/success/index.html.
• Create a profile of students based on questions from the UC application for your use to recruit students.

For each program, it is important to establish a clear and compelling set of goals. This will enable campus units to suggest the most appropriate promotional opportunities. For example:
  • What university goals are advanced by the program? If more than one, what is their rank in importance?
    o improve time-to-degree
    o close achievement gap
  • Why would incoming students be interested in the program?
  • What is unique about the program?
    o Specifically, how does participating in your program help students?

If you have any questions please contact Jonathan Vega, Special Programs Manager at 858-534-5354 or email at Jonvega@ucsd.edu

For a comprehensive timeline view of the marketing component for Summer Success Programs by Admissions:

Please see Appendix M: Admissions Outreach Timeline

Program Websites
  • Program Coordinators submit the Program Website to the Summer Session Office for review and approval. Goal: Follow a template to help students compare & contrast programs to help distinguish which program is best for them.
  • There will be a link to the Common Application on each Program Website.
  • Information about specific Summer Success Programs can be found at: http://summer.ucsd.edu/success/about.html

Application for students to apply to a program

Information Technology Services (ITS), under the direction of Jonathan Whitman, provides an effective solution to program leaders to meet the campus request for transparency:

• Step 1: review the data field available from the UC admission application. The ITS builds a custom application for your application using the data fields you selected.

• Step 2: review the list of students to extend an offer to eligible students to apply to your program. If the program decides to require an essay question to learn more about how the student values your program, consider using one or more essay questions from UC Application or not requiring essays. The month of June is busy for high school graduates, and essays are usually submitted after the deadline.
The application for your program will be online and students will use Single Sign-On (SSO) to access it.

Data from applications is stored in the data warehouse, enabling assessment of all programs.

ITS provides ongoing IT maintenance of the SPP application. The Summer Session program manager Jonathan Vega is available to assist with non-technical issues in general to aspects including in hosting a program.

For a comprehensive step by step tutorial on how a student applies to Summer Success Programs through the common application:

Please see Appendix N: Common Application Student Handbook

Work Flow for Students accepted into the program:

1. Program accepts students
2. Students confirm acceptance to program
3. Students attending programs begin student checklist:

Please see Appendix O: Student Program Checklist - Example

   a. Enroll in courses
   b. Preauthorization (EASy)
   c. Apply to Summer Session
   d. Academic Integrity Tutorial
   e. Submit final transcripts Summer Session Application
   f. Apply to HDH if not funded
   g. TB requests
   h. We Are Tritons tutorial Submit photo for ID
   i. Submit additional forms/contracts

4. Students arrive to Saturday move-in.

Enrollment and WebReg Instructions for Students after they are notified and accepted into the program:

- Summer Session provides a document to guide students through 6 step process.
Step 1: Activate Summer Status
1. Visit [https://act.ucsd.edu/studentSummerApplication2/application](https://act.ucsd.edu/studentSummerApplication2/application)
2. Log into the system with your PID and PAC/password
3. Success! You have now activated your Summer Status

Step 2: Pre Authorization for Enrollment into courses (may not apply to all students. Programs collaborate with Academic departments to pre authorize students prior to enrollment)
*Departments upload a list into EASy*

1. For courses with pre-requisites or enrollment restriction. Departments can pre-authorize students to allow for enrollment in two ways:
   a. Departments can upload a preauthorization list of students into the system
   b. Students can submit Course pre-authorization requests as an individual to the EASy system.

Step 3: Enroll in Classes identified by the SSP Program Coordinator

1. Student logs onto [WebReg](https://act.ucsd.edu/cgi-bin/tritonlink.pl/2/students/academic/classes/acd/webreg.pl) with PID and password/PAC
2. From the drop down menu, student selects the term “Summer Session I or II 2019.” (Depends on Program)
3. Click Go.
   Screenshot below:

   ![Course Enrollment](https://example.com/course_enrollment.png)

4. Enroll into each course listed for the specific to SSP- Use Course Section ID #
   - WebReg states (see screenshot below) that courses will be dropped if fees are not paid in full by the deadline. Most SSP student fees are covered by the EVC (campus) or a Grant. Please verify with Jonathan Vega how the student tuition fee charges are managed.
   - A student can drop courses with a full tuition credit by the end of Week 1 of each session.

Summer Session/2019/Jonathan Vega, (858) 534-5358, summer-programs@ucsd.edu. 5/2/2019
Example:

- Student clicks on Enroll. Make sure to enroll into the section ID that is specific SSP
- Student reviews the course section ID, title, and grading option. Then student clicks Confirm.
- Student will see a Request Successful notification.
- Student repeats these steps for each course required by the program

Payment Instructions

Step 4: All Students are required to file current FAFSA to Financial Aid Office – Effective Summer 2019 – No Financial Aid Summer Application Required.
If students are financial aid recipients, financial aid will disburse into UCSD student account automatically starting 10 days prior to the start of the program. Student makes a payment for any remaining balances before the fee payment deadline. Most/All programs provide grants to cover tuition, housing, dinning, supplies, etc.

For more information please visit Summer Session Financial Aid:
http://summer.ucsd.edu/tuition/financial-aid.html

Step 5: Payment Options
After a student is enrolled in classes, they choose one of the following payment options to pay the balance of the program cost. If students are not required to direct pay any of the costs, the transaction(s) will be reflected on their student account by Financial Aid. Campus Grant is taxable and reported 1098T for as a scholarship.
*If account is not paid in full, courses are cancelled.
Option 1: Student Sends Payment via Electronic-check – Standard Summer Session Procedure

- E-check is the preferred method of payment.
- Use the Billing and Payment tool on TritonLink to access your student account [https://act.ucsd.edu/studentEBill2/StudentBilling](https://act.ucsd.edu/studentEBill2/StudentBilling)
- Use your personal checking account number and routing number for payment.

Option 2 – Student Sends Payment via Mail (check only, no cash) – Standard Summer Session Procedure

- Check is payable to UC Regents
- Be sure to include your student ID number on the check memo line
- Mail the check to:
  
  UC San Diego Central Cashiers Office
  9500 Gilman Drive MC 0009
  La Jolla, CA 92093-0079

Option 3 - In Person – Student Pays at Central Cashiers Office – Standard Summer Session Procedure

- Office location: Student Services Center, 402 Myers Drive, Suite 170, First floor, south
- Check is payable to UC Regents
- Be sure to include your student ID number on the check memo line

Housing: Reserve Beds

Step 6: Apply to Summer Student Housing if the program coordinator is not submitting housing grids

- Student visits UCSD Summer Housing Website: [http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html](http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html)
- Student clicks on “Summer Housing Apply Now” and follows the instructions listed on the website.
- SSP may choose to assign students on their own using HDH’s housing grid or have HDH assign bedroom space.

Please see Appendix P: Housing Assignment Grid

Budget Details

Program Fees:
The Program Proposal Application includes a section for a projected budget. Expenses might include housing, tuition, enrichment/program fee, health services, recreation or other fees. For example, programs, may refer to five types of fees:

See Appendix Q: Financial Model

Programs may have:

- **Tuition** – per unit¹ fee per course

¹ For example, for UC San Diego Summer 2019, tuition is $281 per unit.
• **Campus Fee** – fee assessed per session during the summer for recreation centers + Activity Fee
• **Housing & Dining Fee** - assessed per session for room/board
• **Health Access Fee** – $30 access fee will be for students who opt out of early Start UC Ship
• **Enrichment/Program Fee** – this fee includes administration, programming, events, transportation costs will be announced by Spring, which are required for the program. The enrichment fee also includes Program Director’s Compensation, Summer Success Bonus for instructors in the program and non-academic staff hired for the program.

Specific fees will be announced by Spring from budget office. The UC San Diego Campus Budget Office (CBO) reviews the program proposal and provides policy oversight for mandatory charges assessed to UC matriculated students to ensure consistency and policy compliance.

CBO will ensure:
- Program costs are reasonable and customary;
- Summer Per Unit Fee is not exempted and folding into Program Fee, (an exemption requires Chancellor’s approval)

**Financial Aid - varies by program**
Financial aid is a critical component of summer enrollment.
In order for students to be eligible for financial aid during summer, students must:

1. **Be admitted** for the upcoming fall and considered pre-matriculated* students for summer, or be continuing students;
2. **Be enrolled** in summer programs which are for course credit (minimum of 6 credits);
3. Complete a Free Application for Federal Student Aid (FAFSA) or California Dream Application for undocumented students, for the academic year preceding the summer enrollment (i.e. 2018-2019 FAFSA for Summer 2019).

All programs will submit a final list of participants with the cost of attendance to Financial Aid to allow to award campus scholarships.

**Please see Appendix R: 2019 Financial Aid Timeline - Example**

Compliance with the following expectations by the designated timeframe as appropriate are required in order for the Financial Aid and Scholarships Office to award summer aid in an effective and timely manner:

**April**

1. Financial Aid is notified of new and continuing programs by **mid-April** by the Summer Session Office.
2. All course-related costs (tuition, fees, program fees, etc.) and summer housing rates are reported to Financial Aid by mid-April by the Summer Session Office.
3. Costs for course-related fees, books/supplies, on-campus housing costs, and/or other non-course-related costs which may be covered directly by the program or waived will be reported

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2Tuition, campus fee For example, for Summer 2019, Campus-based fees are $172.96 per session. Campus-based fees include University Center Fee $47.91/session, Recreation Facility Fee: $56/session, and ICA Student Activity Fee: $69.05/session (undergraduates only). Please note that Campus Fee levels are subject to change year to year. Summer Session/2019/Jonathan Vega, (858) 534-5358, summer-programs@ucsd.edu. 5/2/2019
May
4. Student funding allocations (grants, awards, etc.) by program are provided to Financial Aid.

June
5. List of admitted students is provided to Financial Aid by early June
6. Students should be enrolled in courses by mid-June.

The Financial Aid and Scholarships Office will be responsible for the following: (same for all summer session students)

1. Determine the Cost of Attendance as required by federal regulations which includes tuition/fees, book/supplies, room and board, transportation, and personal expenses.
2. Educate potential and admitted SSP participants of the financial aid application process by sending email notices with the pertinent information and a checklist of document requirements.
3. Respond to student inquiries received by phone, email, or in-person.
4. Notify students of their financial aid eligibility which would include state and institutional funding, and federal eligibility to Pell Grant and Federal Direct Loans.
5. Disburse awards to UC San Diego student accounts.
6. Process Return to Title IV calculations for students who withdraw from the summer program.

Monitor fall enrollment. Pre-matriculated students who do not matriculate in the fall will be required to return summer aid.

Housing and Dining

UC San Diego Housing Dining and Hospitality (HDH) offers a full residential life program, including Resident Assistant (RA) supervision, program planning, and dining. Summer housing rates, which are listed on the HDH web site, here: http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html

See Appendix S – Housing and Dining Q&A

When planning your program. SSPs should consider the following options:

- **Dining**
  - HDH Summer Housing offers dining plan with your contract. Students manage their food through the programs. Plans vary by residence halls vs apartment. Dining dollars are linked to student ID card. Each purchase reduces the available balance. This will help teach students to budget dining dollars.

- **Assignment preferences**
  - The Summer community will be housed at Residential Halls or Apartments across the campus. Each program will be grouped as close together as possible. The Living accommodations are single, double, triple rooms. The housing experts will assign bed spaces and handle housing issues, unless a program coordinator specifically request to
make all assignments. The program lead is responsible for meeting deadlines for assignments.

- **Location preference**
  - Summer housing assignments are designated early by HDH. A goal is to build community for student on campus during a summer.

- **Residential Assistants**
  - Standard HDH RA duties are outlined on the web site. An RA is assigned by HDH, these staff members have been trained to handle campus living situations.

- **Activities**
  - Areas in and around the housing buildings may not be available for SSP activities. Program leaders collaborate with Jonathan Vega for reserving space for program activities.

- **Student Billing**
  - Student Billing is processed the same as Fall, Winter, and Spring. More details regarding student billing will be released soon.

For any questions, contact Jonathan Vega at 858-534-5354 or email at Jonvega@ucsd.edu.

**See Appendix T: 2019 Housing Timeline - Example**

**Student Health Services**

**SHS/CAPS Summer Access Program & Early Start UC SHIP**

SSP in the 2019 Summer Success Programs at UCSD qualifies them for health care benefits. First, they have access to Student Health Services (SHS) and Counseling and Psychological Services (CAPS) through a program called SHS/CAPS Summer Access. SHS and CAPS provide primary care and brief mental health services at no cost or for a small fee per service, depending on the service.

They are also eligible for insurance coverage through the UC Student Health Insurance Plan (UC SHIP). UC SHIP includes benefits for emergency care, preventative care, primary and specialty care, and many other important health care needs. UC SHIP also includes dental and vision coverage.

**What is the cost?**

There is no cost to student for the SHS/CAPS Summer Access Program, however if they use any services at SHS or CAPS, you may be responsible those services, depending on the services you received. A one-time access fee of $30 will be posted to your account to be enrolled in this program. If programs are fully funded, **Students do not pay this fee, the program will cover it.** Any additional fees incurred as a result of a visit to SHS will be the student’s responsibility to pay.

The cost for UC SHIP will vary depending on the start date of the Summer Success Program. Students are responsible for the cost of this insurance unless they opt out of the coverage because he/she have other insurance already. Refer to the **EARLY START UCSHIP** section below.

**What services are included with the SHS/CAPS Summer Access Program?**

**SHS:**
Summer Session/2019/Jonathan Vega, (858) 534-5358, summer-programs@ucsd.edu   5/2/2019
• Scheduled appointments at SHS for care of illness or injury – NO COST
• "In-house" laboratory tests at SHS for care of illness or injury (i.e. tests not sent to an outside laboratory) – refer to SHS website for list of included lab tests – NO COST
• X-ray services at SHS for care of illness or injury – ONLY $15 EACH X-RAY
• Access to SHS Urgent Care – ONLY $20 PER VISIT

CAPS:

• Brief psychotherapy and psychiatry services at CAPS – NO COST
• Urgent Care – NO COST

What services are NOT included with SHS/CAPS Summer Access Program?

Although the following services are not included in this program, students may still receive these services at SHS however, the student is responsible for all charges.

• Laboratory tests drawn at SHS but sent to an outside lab provider
• Special or elective procedures and tests
• Prescriptions and over-the-counter medications
• Immunizations, supplies and optometry services
• Routine health clearances and administrative exams
• Services obtained outside of SHS or CAPS
• Services not listed under "What is included"

Important Details about SHS/CAPS Summer Access Program

• SHS/CAPS Summer Access IS NOT health insurance.
• If you require additional services that are not available at SHS/CAPS, a referral to a community provider may be provided.
• UCSD Summer Access does not include SHS/CAPS services at other UC campuses.
• You may obtain an itemized statement of SHS charges to file a claim with your own private insurance.

EARLY START UCSHIP: (For new incoming freshman and transfer students only) For more information please visit: (Student Health will have a new webpage for Summer Success Programs on May 15, 2019)

Since the Summer Success Program begins prior to fall quarter, students are eligible for the Early Start UC SHIP (ES UC SHIP) which provides insurance coverage for the period before fall quarter starts. There is a quarterly fee for the UC SHIP plus a one-time supplement fee for ES UC SHIP. The cost for UC SHIP changes each year and is charged per quarter. The cost of the ES UC SHIP will vary depending on your program start date. Refer to the Early Start UC SHIP Agreement form for cost information.

Students enrolling in the ES UC SHIP must remain enrolled in UC SHIP for fall quarter. If you enroll in the ES UC SHIP coverage and later waive UC SHIP during the waiver period, your waiver will be denied for fall quarter.
Students must complete a MANDATORY Health Insurance Agreement form, whether they choose to enroll in or waive Early Start UC SHIP and submit to the program. Program Coordinators will submit a final list of participants and Early Start UC Ship to Student Health Services.

Please see Appendix U: 2019 Student Health Timeline - Example

For more information about access to Student Health Services:

- Refer to the SHS website at https://wellness.ucsd.edu/studenthealth/Pages/default.aspx
- Call or email the SHS Insurance Office:
  - Phone: (858) 534-2124
  - Email: ship3@ucsd.edu

For more information about the UC Student Health Insurance Plan (UC SHIP):

- Refer to the SHS website at https://www.ucop.edu/ucship/

Supporting Students of Concern in Summer Success Programs

Please see Appendix V: How to Support Students of Concern

The chart will explain the general workflow of supporting a student of concern in detail. It will also list support services students can attain which include: The Dean of Student Affairs, Behavioral Threat Assessment & Management Team, Counseling and Psychological services (CAPS), CARE at the Sexual Assault Resource Center (SARC), Student Health Services (SHS), and Office for the Prevention of Harassment & Discrimination (OPHD).

Office for Students with Disabilities

If your student has a disability (physical, chronic health, learning, mental health, ADHD, etc.) who may need accommodations in classrooms (lecture and/or examination), labs, housing and/or dining, recreational activities such as hiking, ropes, field sports, etc., please have the student contact the Office for Students with Disabilities (OSD) at (858) 534-4382 as soon as they become aware that the condition may impact your ability to participate in our programs.

Additional information may be found at https://osd.ucsd.edu/

Veteran/CalVet Education Benefits

If your program participant is a Military Affiliated student receiving Federal Veteran Affairs (VA) or Cal Vet assistance during the summer, they may want to verify your benefits and how their participation may be affected, please contact the Student Veteran Benefits Coordinator, Lisa Linares at (858) 534-0477 or by email at linares@ucsd.edu.

Additional information may be found at: https://students.ucsd.edu/finances/financial-aid/types/veterans/federal-benefits.html
Summer Session Calendar

All students participating in Summer Success Programs will need to follow Summer Session Key Dates which include:

- Deadline to add classes on WebReg
- Deadline to drop classes on WebReg
- Financial Aid Disbursements (*for students paying for program*)
- Tuition, Fees, and Payment deadlines (*for students paying for Program*)
- University Holidays – no classes will held on Independence Day & Labor day

Please visit Summer Session Calendar with Key dates for more information: https://summersession.ucsd.edu/calendar/index.html
List of Appendices/ Examples

Appendix A – EVC 2016 Charge Letter – SSP Steering Committee
Appendix B – EVC 2018 Work Plan – SSP Steering Committee
Appendix C – 2019 Reference Chart of Programs
Appendix D – Program Proposal Template
Appendix E – Budget Template
Appendix F – Admissions Target Audience Criteria-SSP 2019 Example
Appendix G – Assessment Framework
Appendix H – Operations Calendar
Appendix I – SSP Faculty Director Duties
Appendix J – Success Bonus – 2018 Minimum Required Duties - Example
Appendix K – Teaching + Learning Commons Flyer
Appendix L – Outreach Admissions Email Campaign Letter - Example
Appendix M – Admissions Outreach Timeline
Appendix N – Common Application Student Handbook
Appendix O – Student Program Checklist - Example
Appendix P – Housing Assignment Grid
Appendix Q – Financial Model
Appendix R – 2019 Financial Aid Timeline - Example
Appendix S – Housing and Dining Q&A
Appendix T – 2019 Housing Timeline - Example
Appendix U – 2019 Student Health Timeline - Example
Appendix V – How to Support Students of Concern
Subject: Charge - Summer Success Programs Steering Committee

Thank you for your commitment to serve as members of the Summer Success Steering Committee. The committee is charged with supporting faculty and academic units interested in creating Summer Success Programs by developing an overarching administrative framework that facilitates the planning, implementation and assessment of summer programs.

Specifically, the Summer Success Steering Committee is charged with:

- providing leadership, oversight, guidance and coordination for the development of Summer Success Programs;
- establishing policy and procedural guidelines and timelines for crafting and submitting Summer Success Programs;
- reviewing proposals and verifying that programs are aligned with the strategic goals of the institution and comply with the guidelines and policies;
- ensuring efficient use of limited resources;
- ensuring that program efficacy will be assessed through ongoing, longitudinal evaluations.

The Steering Committee will make recommendations for program funding actions to the Executive Vice Chancellor and will prepare an annual report assessing the Summer Success Programs.

With best regards,

Peter F. Cowhey  
Interim Executive Vice Chancellor
Appendix B: EVC 2018 Work Plan – SSP Steering Committee

January 12, 2018

SUBJECT: 2018 Work Plan - Summer Success Programs Steering Committee

Dear Colleagues:

Thank you for your commitment to serve as members of the Summer Success Programs Steering Committee. I am presently assessing all student success-related committees and may in due course update the charge and composition of this and other groups. Yet, because time-sensitive issues presently need addressing, I would like the Committee to continue its work for now.

Specifically, as part of the Committee’s present work on 2018 summer success programs, I ask the Committee to do the following:

- Establish clear, unified oversight for operational matters such as student applications, selection processes, communications, etc.

- Draw on subject matter experts in planning every program. Some key examples:
  - The Commons and academic departments will be involved in academic matters for all programs;
  - Student Retention and Success will be involved in psychosocial, co-curricular, conduct, and wellness matters for all programs;
  - All decisions related to support and financial aid will be made by the Financial Aid Office.
  - The Office for Equity, Diversity and Inclusion is to be consulted on the aspects of all of our programs that relate to identity, diversity, etc.

- Develop an inventory of academic summer success programs and other enrichment transition programs.
  - The Committee should define what constitutes an ‘enrichment transition program.’
The Committee should examine the inventory to identify gaps or overlaps.

- Assess all programs in as unified and inter-comparable a way as possible. I understand that the Committee has already designed an assessment framework and protocol. Our collective goal must be to get all programs to adhere to this, so we will be best placed to make informed decisions in the wake of the summer 2018 programs.

- Provide the EVC a report of:
  - Assessment outcomes, plans for summer 2018, and outcomes of summer 2018;
  - Gaps and overlaps in the inventoried programs, especially where these may point to opportunities to improve how we communicate with students and meet their needs.

The findings should be used as the basis for ongoing conversations with the Committee.

- Identify transition/academic needs of transfer students to develop data-based innovation program(s).

I know that you are interested to know which programs have been approved for summer 2018. Based primarily on your assessment reports of 2017 offerings, but also considering the Vice Chancellor-Student Affairs transition and that we are stretched fairly thin, I have decided that there will not be a call for new programs for summer 2018. With respect to existing programs, I have made the following decisions:

1. **Summer Bridge:**
   - Continue along the path of transforming Summer Bridge to incorporate students taking already-existing (credit-bearing departmental) courses that count toward graduation. Provide the EVC a plan for this transition, including vision, resource implications and timelines.
   - Suspend Math Track offering as part of Summer Bridge. The assessment shows that students in Math Track need substantially more time dedicated to mathematics and also require analytical reading and writing courses, which were not being offered. Provision for the needs of students in this constituent group could be met through the Triton Freshman Scholars Program, described below.

2. **Summer Engineering Institute:** Continue program in summer 2018.

3. **Triton Edge:** Continue program in summer 2018.

4. **Triton Prep:** Suspend the program as offered in summer 2017. The Triton Freshman Scholars Program has been designed to serve this constituent group and address some of the challenges of the 2017 offering.

5. **Triton Freshman Scholars Program:**
   - Building on the efforts and experience of Triton Prep, this program is designed as an eight-week pre-matriculation program for admitted UC San Diego students.
• Students take credit-bearing (departmental) courses in mathematics and analytical writing to hone their quantitative and critical reading and writing and learning skills. Students also participate in non-course-based program components designed to improve their transition to college and to UC San Diego.

• Students follow two distinct pathways. Pathway A is designed for students placing into Math 2 or Math 3C as well as into analytical writing, and Pathway B is for students placing into Math 4, 10A or 20A.

6. **Arts & Humanities Transfer**: Continue program in summer 2018, making modifications as needed.

7. **Summer Transfer Academy**: Put this program on hold; do not run in summer 2018. Evaluate findings from the 3-year pilot and assess if this program is still needed (or whether perhaps a different version would be more valuable) in light of recent and ongoing changes to transfer pathways.

8. **Sophomore Scholars**: Offer in summer 2018 and continue to assess carefully. Revise student selection process and pay attention to the already-identified housing issues.

Thank you, again, for your service in support of our students. I look forward to learning about your progress in these areas and to working with you to resolve any challenges you may encounter along the way.

Best regards,

Elizabeth H. Simmons
Executive Vice Chancellor
## Appendix C – 2019 Reference Chart of Programs (Page 1 of 2)

Updated: 2/29/19

<table>
<thead>
<tr>
<th>Program</th>
<th>Student Profile for Recruitment</th>
<th># of Participants</th>
<th>Program Contact</th>
<th>Session/# of Weeks</th>
<th>Require FAFSA &amp; Financial Aid application for loans/grants</th>
<th>Residential</th>
<th>Access to Student Health</th>
<th>Credit-Bearing course(s)</th>
<th>Funding Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>(PATH) Summer Academy in the Arts and Humanities</td>
<td>Incoming Transfer Major: Arts &amp; Humanities SDCCC Community Colleges (Mesa, Miramar, City)</td>
<td>30</td>
<td>Joelle Fusaro Phone: 858-822-0733 Email: <a href="mailto:jmfusaro@ucsd.edu">jmfusaro@ucsd.edu</a></td>
<td>Session 1 July 1 – Aug 3 5 Weeks</td>
<td>No</td>
<td>Yes (Optional)</td>
<td>Yes</td>
<td>LITC 165 MUS 150</td>
<td>Mellon Grant</td>
</tr>
<tr>
<td>Summer Bridge</td>
<td>Incoming Freshmen Low-income First generation Local Control Funding Formula (LCFF)</td>
<td>300</td>
<td>Margarita Lopez Phone: 858-534-2801 Email: <a href="mailto:summerbride@ucsd.edu">summerbride@ucsd.edu</a></td>
<td>Session 2 Aug 5 – Sept 7 5 weeks</td>
<td>No</td>
<td>Yes (Required)</td>
<td>Yes</td>
<td>EDS 25 CHEM 6A ECON 1 BILD 1 ETHN 2 TDGE 1 PSYC 1</td>
<td>EVC Funding</td>
</tr>
<tr>
<td>Summer Engineering Institute</td>
<td>Incoming Freshmen Major: Engineering</td>
<td>150</td>
<td>Gennie Miranda Phone: 858-822-2086 Email: <a href="mailto:gbmiranda@ucsd.edu">gbmiranda@ucsd.edu</a></td>
<td>Session 2 Aug 5 – Sept 7 5 weeks</td>
<td>Yes</td>
<td>Yes (Required)</td>
<td>Yes</td>
<td>ENG 10 SE 1 MAE 8 ECE 5 Nano 15 CSE 5A</td>
<td>Student pays Department Funding Federal Aid (NSF Grant, Scholarships)</td>
</tr>
<tr>
<td>Program</td>
<td>Student Profile for Recruitment</td>
<td># of participants</td>
<td>Program Contact</td>
<td>Session/# of Weeks</td>
<td>Require FAFSA &amp; Financial Aid application for loans/grants</td>
<td>Residential</td>
<td>Access to Student Health</td>
<td>Credit- Bearing course(s)</td>
<td>Funding Model</td>
</tr>
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<td>---------------</td>
</tr>
</tbody>
</table>
| **Triton Freshmen Scholars**  | Incoming Freshmen                                                                                | 160               | Susan Rinaldi                   | Pathway A: Special Session  
July 1 – Aug 24  
8 weeks  
  
Pathway B: Special Session  
July 1 – Aug 24  
8 weeks (5 weeks course; 3 weeks of workshop) | No (Required)                                        | Yes          | Yes                          | AWP 10 (8 weeks)  
A: Math 2(8 weeks)  
B: Math 4C (5 weeks)  
Math 10A (5 weeks)  
Math 20A (5 weeks) | EVC Funding                                        |
| **Triton Sophomore Scholars** | Continuing 2nd year rising (Sophomore) Low GPA/Course grades                                   | 70                | Susan Rinaldi                   | Session 1 + 2  
July 1 – Sept 7  
10 weeks                                           | No (Required)                                        | No           | No                        | 1 course per session | EVC Funding |
| **TOTAL # of Participants:** |                                                                                                | **710**           |                                 |                                                                                     |                                                          |             |                          |                           |               |
Part 1: Program Overview

UC San Diego Summer Success Programs

Program Proposal Date___________

Section 1.1

Summer Program ID (if previously assigned):

Program Title: __________________________________________________________

Example: Summer Bridge

Sponsoring Department:
Unit Dept. /Unit Proposing Program: ________________________________
Division: ____________________________ Phone #: __________________________
Contact Name: _______________________
Email: _____________________________ Unit Mail Code: _________________________

Section 1.2: Management Team:

| 1. Academic Faculty (Course Oversight) | 2. Department Administrator/Director (Budget) | 3. Program Coordinator (Operations, Logistics) | 4. Assessment Coordinator (Assess/Track Program) |
## Appendix D: Program Proposal Template

### Part 2: Students, Program Overview

#### Figure 2.1

<table>
<thead>
<tr>
<th>2.1 a Student Level</th>
<th>_____New _____Continuing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Transfer</td>
<td>Sophomore Junior Senior</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.2a Student Demographic Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Generation</td>
</tr>
<tr>
<td>Community College</td>
</tr>
<tr>
<td>Low-income</td>
</tr>
<tr>
<td>LCFF+ School</td>
</tr>
<tr>
<td>International Student Non-Resident</td>
</tr>
<tr>
<td>Resident</td>
</tr>
<tr>
<td>Non-Resident (out of state)</td>
</tr>
<tr>
<td>Under Represented Minority</td>
</tr>
<tr>
<td>Specific Major</td>
</tr>
<tr>
<td>2.3a Estimated # of participants</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>2.4a Estimated # of participants from last year</td>
</tr>
<tr>
<td>2.5a Program Goals</td>
</tr>
<tr>
<td>2.6a Program Description</td>
</tr>
<tr>
<td>2.7a Additional information about your program</td>
</tr>
<tr>
<td>2.8a UCSD Strategic Plan</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>2.9a Program Dates:</td>
</tr>
<tr>
<td>2.10a Program Website URL:</td>
</tr>
<tr>
<td>2.11a Social Media URL:</td>
</tr>
<tr>
<td>2.12 Assessment</td>
</tr>
</tbody>
</table>
Part 3: Campus Facility Resources: (laboratory, housing, dining, classroom) & Residential

Figure 3.1:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>
Appendix D: Program Proposal Template

4. ______ ____ Housing & Dining Services
   Please input total cost projected for housing and dining per day______________
   **Describe all Special requests related to:**
   ______ ______ Dining Special Request: __________________________________________
   ______ ______ Room Type: Single________________ Double______________ Other________________
   ______ ______ Location of Housing on-campus________________________________________
   *(Summer Session Housing limited. Specific building/area decided by HDH)*

5. ______ ____ Residential Assistants
   Housing provides RAs during the Summer. Does your Program require any special requests?________________

6. ______ ____ Recreational Services
   Type of accommodation requested________________________________________________________

Part 4: Academic Course Information

Figure 4.1 Course

1.) Senate approved course? Yes_____ No_______ If yes, how many UC courses does this program include_______
   Total amount of units_______________

2.) Will the Program be credit bearing? Hover (Will the courses for this program lead to a qualification or institutional credit)
   If yes how many UC Courses does this program include ______ Total amount of units ______

3.) Course Name: __________________

SSP – Program Proposal for Database - Draft 11/24/18
Example: Math 20A, Name: Calculus/Science & Engineering
Option to select multiple courses.
Course 1: (Required Core Course) ________________________________ Units____
Course 2: (Have an option for more course) a + and/or____________________ Units____

4.) Proposed Faculty/Instructor’s Name

1.) ______________
2.) ______________
3.) ______________

5.) Prerequisites: Yes______ No_______

1.) ________________________________
2.) ________________________________
3.) ________________________________
4.) ________________________________

Will any exceptions to enrollment be required for students to enroll in courses? 1.______________________________

2.______________________________
3.______________________________

Part 5: Budget Page:

See Excel for Budge Page.
Part 7: Endorsements

Please list all of Academic Departments for which courses are included in this program:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Department Chair or Dean – (Program)</th>
<th>Email</th>
<th>MSO</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Please Note:
### 2019 Summer Success Program

<table>
<thead>
<tr>
<th>Enrollment:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #(s) and Title(s):</td>
<td></td>
</tr>
<tr>
<td>Session:</td>
<td>Weeks:</td>
</tr>
<tr>
<td>Units:</td>
<td>Courses:</td>
</tr>
</tbody>
</table>

### BUDGET SUMMARY

#### A. Housing & Dining: (Rooms, Meal + RA)

$ -

#### B. Tuition (Units + campus based fees):

$ -

#### C. Program Expenses

- Faculty Director’s Compensation (1/9 annual salary): $ -
- Instructor Success Bonus ($500 per week x # of Faculty): $ -
- Student Employment: Non-Academic (STDT 4, STDT 3, etc.): $ -
- Student Benefits (Non-Academic) @ 2.5%: $ -
- Program Costs (S&E, events, books, transportation, etc.): $ -

**Total Program Expenses:** $ -

#### D. Student Employment: Academic (TAs, Tutors, Readers, etc.)

$ -

#### E. Student Benefits (Academic) @ 2.5%

$ -

#### F. Instructor Compensation Salary

$ -

**Total Expenses:** $ -

#### F. Instructor Compensation Salary

**Total (Fee * # students):** $ -

### BUDGET DETAIL

#### A. HOUSING & DINING

<table>
<thead>
<tr>
<th>Rate</th>
<th># Students</th>
<th># days</th>
<th>Total H&amp;D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Rate</td>
<td>0</td>
<td></td>
<td>$ -</td>
</tr>
</tbody>
</table>

#### B. TUITION & CAMPUS-BASED FEES

<table>
<thead>
<tr>
<th>Units</th>
<th>Fee</th>
<th># students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (Group):</td>
<td>(Units x $ fee x # students)</td>
<td>$ 273.00</td>
</tr>
<tr>
<td>Campus based fees:</td>
<td>($ fee x # students)</td>
<td>$ 167.10</td>
</tr>
<tr>
<td>Health Fee:</td>
<td>($ fee x # students)</td>
<td>$ 30.00</td>
</tr>
</tbody>
</table>

**Total Tuition & Fees:** $ -

#### C. PROGRAM COSTS (Enter costs per student)

- Events/entertainment: $ -
- Books, S&E: $ -
- Transportation: $ -
- Other: $ -

**Total (Fee * # students):** $ -

#### C. FACULTY DIRECTOR COMPENSATION (1/9 Annual Salary)

Director’s Name (Last, First) & Home Dept:  
Enter total here: $ -

#### C. INSTRUCTOR SUCCESS BONUS

($500 per week x # of Faculty)

$ -
**D. STUDENT EMPLOYMENT**

**UPDATE RATES FOR 10/16/2018**

<table>
<thead>
<tr>
<th>Academic Titles</th>
<th># hired</th>
<th>Rate</th>
<th># Hours Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Assistant 2310</td>
<td>0</td>
<td>$31.29</td>
<td>0.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Tutor (Postdoc) 2510</td>
<td>0</td>
<td>$23.30</td>
<td>0.00</td>
<td>$ -</td>
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<tr>
<td>Tutor (Grad) 2860</td>
<td>0</td>
<td>$18.92</td>
<td>0.00</td>
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<tr>
<td>Tutor (Ugrad) 2860</td>
<td>0</td>
<td>$14.56</td>
<td>0.00</td>
<td>$ -</td>
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<tr>
<td>Reader (Grad) 2850</td>
<td>0</td>
<td>$15.32</td>
<td>0.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Reader (Ugrad) 2850</td>
<td>0</td>
<td>$14.56</td>
<td>0.00</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**Non-Academic Titles**

| Assistant 4 4919           | 0       | 0.00  | $ -          |
| Assistant 3 4920           | 0       | 0.00  | $ -          |
| Assistant 2 4921           | 0       | 0.00  | $ -          |

**Total Academic**

**E. Benefits @ 2.5%**

| Assistant 4 4919           | 0       | 0.00  | $ -          |
| Assistant 3 4920           | 0       | 0.00  | $ -          |
| Assistant 2 4921           | 0       | 0.00  | $ -          |

**Total Non-Academic**

**E. Benefits @ 2.5%**

**F. INSTRUCTOR COMPENSATION SALARY (Summer Session Expense)**

Enter # of Faculty Here: [ ]

Enter Faculty Names (Last, First), Course numbers/titles: [ ]

<table>
<thead>
<tr>
<th>Total Salary</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>$ -</td>
<td></td>
</tr>
</tbody>
</table>

**Total Compensation**

| $ - |

**INCOME**

Student-paid Tuition: $ -

Student-paid Campus Based Fees: $ -

External Funding (Grants, Scholarships, etc.): $ -

UC Sources:

Total paid by Student: $ -

Total Grants: $ -

Total UC: $ -

**Total Income**

| $ - |
# Appendix F - Admissions Target Audience Criteria, SSP 2019 - Example

## Student Profile Target per Program

### Summer Success Programs - Summer 2019

<table>
<thead>
<tr>
<th>Students: Freshmen Admitted to Fall 2019</th>
<th>Engineering Institute FRESHMEN</th>
<th>Triton Freshman Scholars FRESHMEN</th>
<th>Summer Bridge FRESHMEN</th>
<th>Program for Arts &amp; Humanities TRANSFER</th>
</tr>
</thead>
</table>
| **What is the "key selection criteria" for the group of students that is different from all other programs?** | **Summary:** All ENGR majors only. | **Summary:** Request for Math Placement scores are not included in UC Application data.  
A. Focus: Math Scores. Open to all student who meet the math placement criteria to enroll in Math 2, 3C, 4C, 10A, 20A.  
C. Exclude Engineering Majors. | **Summary:**  
A. major: student not admitted to their 1st choice - exclude engineering.  
B. All undeclared majors | **Summary:** Students from San Diego Community Colleges- San Diego City College, Miramar College, Mesa College, only.  
**Majors:** Humanities, Arts, Institute of Arts and Humanities. |

### Student Level

<table>
<thead>
<tr>
<th>Freshman</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### Student Demographics

<table>
<thead>
<tr>
<th>First Generation</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low-income ($80,000)</td>
<td>X</td>
</tr>
<tr>
<td>LCFF+ school (replace 4/5th)</td>
<td>X</td>
</tr>
<tr>
<td>International Student</td>
<td>X</td>
</tr>
<tr>
<td>Under Represented Minority</td>
<td>X</td>
</tr>
</tbody>
</table>

### Selection related to Major

**Major: Specific fields**

| ENGR only:  
Electrical Engr (ECE), Structural Engr (SE), Mechanical & Aerospace (MAE), BioEngineering (BE), NanoEngineering (NANO), Computer Science Engr (CSE) | open to all majors (Non- ENGR) | open to all majors |
|---|---|---|
| Major: Undeclared | | Arts & Hum only:  
Majors: Humanities, Arts, Institute of Arts and Humanities. |
| Major: NOT admitted to their 1st choice | X |

### Test Scores

| SAT Score below 650 | X |
| ACT Score below 28 | X |
| IB HL (Higher Level) 4 or less | X |
| AP AB Score below 4 | X |
| AP AB sub-score below 4 | X |

---

*Summer Session, JV, 2/26/2019*
A. Background

1. Why do we assess?

The assessment process provides opportunities to identify what is working and what isn’t across Summer Success Programs; done well, it fosters incremental improvement and allows us to make programming decisions based on evidence, rather than assumptions. Through the assessment process, we can better understand which programs are best meeting their goals and identify aspects of programmatic activity areas where improvement would likely lead to better outcomes for both the students and the university. Given reasonable program expectations, it further allows the institution to determine if resources are being spent wisely (is the institution getting a good return on investment?) with the overarching goal of improving, rather than judging the programs or colleagues responsible for the programs.

2. General Overview Summer Success Program:

Summer Success Programs (http://summer.ucsd.edu/success/index.html) are academic programs aligned with the strategic and educational goals of the university. They are academic opportunities for incoming freshmen and transfer students or for continuing students expected to contribute to students’ success at UC San Diego. The programs’ explicit goals are to advance students’ educational success during their entire time at UC San Diego by:

- (1) improving students’ academic performance
- (2) increasing overall retention
- (3) reducing time- to-degree

Programs are expected to assess if these goals have been met. Administratively, Success Programs are administratively part of Summer Session, with student recruitment coordinated with UC San Diego’s Admissions Office.

B. Assessment Goals

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1 For the purposes of this document, we are defining assessment as the systematic collection and analysis of information from programs (and UC San Diego) to determine the ability of those programs to improve students’ success at UC San Diego in a cost-effective manner.

2 Definition: Student Success: A successful undergraduate student at UC San Diego will maintain or exceed good academic standing and make steady progress toward completing their degree in a timely manner; actively engage in research, co-curricular opportunities, and campus and/or local communities; and utilize resources to intentionally develop the competencies (https://myccr.ucsd.edu/aboutCCR/overview.htm#Competencies) to lead in a global society.
The goal of assessment is to understand if the summer success programs support students’ success at UC San Diego, increase retention at the university and in the major, and advance on-time-graduation with a meaningful GPA. Therefore, programs must engage in both, short-term as well as longitudinal assessment processes.

C. Assessment Protocol

1. Expectations:
Assessment activities should allow programs to understand their short and long-term impact. They should elucidate if institutional goals (participants’ graduation time; retention at the university and in the major; meaningful GPA) have been met.

1.1 Specifically, at the conclusion of an assessment, all programs should be able to respond to the following questions:

- Does the program promote student preparation for university level academic, social, and professional expectations?
  - Do participants graduate on-time and with a GPA that is meaningful?
  - Do participants demonstrate improvements relative to a comparison group?
  - Does students’ retention in the major improve?
- Does the program support students’ development of non-academic skills and strengths, such as: ability to identify and seek out resources and support, networking, public speaking, interview skills, community engagement?
- What is the program cost per students?
- Are UC San Diego’s resources used wisely?

1.2 Programs are encouraged to develop program specific questions, i.e., identify additional outcomes that could be measured by a program.
Examples are:

- Does the program improve students’ development of self-determination within the context of their diverse backgrounds?3?
- Do students develop a sense of belonging to the university as a result of the program?

---

3 **Self-determination**: a combination of skills, knowledge, and beliefs that enable a person to engage in goal-directed, self-regulated, autonomous behavior. An understanding of one’s strengths and limitations, together with a belief of oneself as capable and effective are essential to self-determination. When acting on the basis of these skills and attitudes, individuals have greater ability to take control of their lives and assume the role of successful adults in our society.
Appendix G: Assessment Framework

Page 3 of 5

- Have students learned to identify campus engagement opportunities, services, centers, and connections with staff that promote sense of belonging?
- Does the program increase students’ self-efficacy⁴?
- How does the program promote campus connections for and with the students?

2. Control Group

Because only a subset of students eligible for Summer Success Programs will actually enter those programs⁵, there is an opportunity to create a comparison group, matched on important demographic characteristics for each of the programs being assessed. While not perfect, creating a reasonable comparison group⁶ is an important step toward a fair “apples to apples” assessment of program impact. By (at least partially) controlling for important variables such as entering academic credentials (grade point average, writing and mathematics placement scores), as well as race, ethnicity, and family SES we can produce a more reasonable baseline against which the longitudinal impact of program participation can be measured. Whenever possible, we suggest using wait-listed students from each program as the pool from which comparison students are drawn, as these students will have demonstrated a similar motivation to participate in a program.

3. Required Data Collection

3.1 Program Data

- Program Goals⁷
- Program Outcomes⁸
- Program Description:
  - Target audience – who is the program assisting?
  - Program components and activities⁹:

---

⁴ Self-Efficacy: a person’s beliefs about his or her capabilities to produce designated levels of performance that exercise influence over events that affect his or her life. Self-efficacy beliefs determine how a person feels, thinks, motivates himself or herself and how he or she behaves. Such beliefs produce these diverse effects through four major processes. They include cognitive, motivational, affective and selection processes (Bandura, A. (1994).

⁵ Likely due to program space limitations

⁶ Achieved using propensity score matching or similar statistical techniques.

⁷ Goal: general statement of program’s purpose; not measurable

⁸ Outcome: describe in concrete terms what program goals mean; they describe in concrete terms the expected results at the end of the project period. Outcomes must be specific, measurable, achievable, realistic and time-bound.

⁹ Program Description – should answer the following questions: what do you expect students to do and accomplish; what are the programmatic requirements; what changes do you expect as a result of students having attended your program; what will you measure when the students leave the program?)
- Academic Components: Courses (closed or open);
- Academic Enrichment (e.g.: learning environment (tutoring, Supplemental Instruction; faculty development); learning skills development), incl. hours/frequency/interval/duration
- Social Enrichment and Community Building Programs; incl. Hours/frequency/interval/duration
- Timeline, e.g., summer + subsequent periods
- Specific milestones, i.e., x number of units completed at the end of the first year

○ Resource Needs:
  - Campus infrastructure resources (e.g., housing; Teaching + Learning Commons)
  - Financial resources

○ External funding sources – if applicable

- Budget (aligned with program description)

3.2 Demographic characteristics (quantitative data):

- High school data: SAT, ACT, ETS, GPA, AP, SSID; zip code of High School
- Personal data: Ethnicity; Pell eligibility and financial unmet needs
- UCSD data: PID; Math Diagnostic test (MDTP); AWPE information; course grades; academic progression (transcripts; pull list of courses students have taken at the end of ea. quarter and analyze)
- Academic and instructional data: Course syllabi, worksheets, exams and other instructional artifacts; Faculty and TA training activities
- Qualitative characteristics to measure internal behavioral changes (change in thought and attitudes) and external behavioral changes (change in action): go to office hours; go to study sessions):
  - Pre/post survey (if applicable)
  - Interview data from students, instructional staff, coordinators, peer educators
  - Attendance in academic support programs, i.e., study sessions, Supplemental Instruction, tutoring via Red Rock
  - Tracking attendance in enrichment programs
  - Program costs – Tracking of program component expense
Appendix G: Assessment Framework

3.3 Optional data collection:
Co-curricular activities (via the co-curricular record): i.e., internships, and research students have been engaged with over the course of their studies.

4. Timeline for Submitting Assessment Reports

4.1 Short-term Assessment Report
The first assessment report should be submitted to the Summer Success Steering Committee via the Summer Session Office by Monday week two of the Fall Quarter directly following the summer during which the summer success program was offered. All reports must contain names of students, their PIDs and the assessment data available by Monday of week two of the Fall Qtr, including all program data, students’ grades and students’ course enrollment data for the Fall Qtr.

4.2 Subsequent Assessment Reports (Longitudinal Tracking)
Subsequent reports should be submitted to the Summer Success Steering Committee via the Summer Session Office by Monday of week two of the Spring Qtr. Of the Academic Year following the summer during which the program was offered.

Because the subsequent reports are necessary to determine the long-term impact of the summer success programs data that measure student success (defined by the university as (1) good academic standing and steady progress toward degree completion; (2) ability to intentionally utilize resources, and (3) actively engage in research and co-curricular activities) reports must contain data necessary for assessing if students are successful. Specifically, reports should contain students’ names and PID number, students’ grades and student’s course enrollment data.

5. Sources and Methods of Data Collection

Data collection will occur at multiple points in time: before, during and after the program is implemented, suggested data sources include:

- UC San Diego data sources: see [http://ir.ucsd.edu/](http://ir.ucsd.edu/); the Student Research and Information data ([http://studentresearch.ucsd.edu/](http://studentresearch.ucsd.edu/)) including the student surveys ([http://studentresearch.ucsd.edu/surveys/index.html](http://studentresearch.ucsd.edu/surveys/index.html)); specifically the University of California Undergraduate Experiences Survey (UCUES), the CIRP Freshman Survey (TFS), Your First College Year (YFCY) and the Graduating Student Survey (College Senior Survey (CSS) are a rich source of information

- UC San Diego Student Activity Hub, which will include academic support, enrichment and co-curricular engagement data

- Surveys, interviews and focus groups.
Appendix H - Operations Calendar

**Start**

**October**
- Programs submit a Short Assessment: Summer grades + summary
- Program proposes new program & budget

**November**
- Final Expense Report due to SS
- Budgets are reviewed for reconciliation
- Budgets reviewed for recommendations

**December**
- Reconcile all detail codes and tuition swap with EVC CBO/SS
- EVC approval of programs for upcoming summer

**January**
- Programs submit Final Assessment report with Fall grades
- PC collaborates with Academic Departments to submit SSP courses to SS
- PC submits schedule for program activities to SS

**February**
- Update all SSP websites for Upcoming/Current Program

**Recruitment Phase**

**March**
- Calling campaign: Triton Brochure Aid
- Collaborate with Admissions
- Common Application opens
- March 15th for all SSP students
- SS Payroll hires faculty

**April**
- Programs begin recruitment campaign to recruit students to SSP programs
- PC recruits peer mentors
- PC students revised proposed budget

**May**
- Programs continue recruitment campaign to recruit students to SSP programs
- PC recruits peer mentors

**May (cont.)**
- Deadline for students to apply for programs via common app
- Deadline for programs to accept students and for students to confirm their attendance

**June**
- Students attending programs begin student checklist:
  - Birell in courses
  - Preauthorization (EASY)
  - Summer Session Application
  - Academic Integrity Tutorial
  - Submit final transcripts
  - Summer Session Application
  - Apply to HDH if not funded
  - TB requests
  - We Are Tritons Tutorial
  - Submit photo for ID
  - Submit additional forms

**June (cont.)**
- Programs submit final list of participants and UC Ship waivers to Student Health
- $30 Access Fee posted to student accounts by Student Health
- Programs submit space grids to Housing and Dining (HDH)
- Program Fee posted

**Financial Aid**
- Financial Aid disburses scholarship funds to student accounts with Aid codes
  - Deadline: Session 1 & 3: June 22
  - Student Financial Solutions review and adjust student accounts

**July**
- Housing and Dining posts Housing charge & Cashier's post payment
- Standard billing accounts

**July (cont.)**
- Programs submit final list of participants and UC Ship waivers to Student Health
- $30 Access Fee posted to student accounts by Student Health
- Programs submit space grids to Housing and Dining (HDH)
- Program Fee posted

**August**
- Students move in (HDH)
  - Welcome orientation
  - Courses/program begins
- Housing and Dining posts Housing charge & Cashier's post payment
- Standard billing accounts

**Program ends**
- Closing orientation
- Move out

**September**
- Housing and Dining posts Housing charge & Cashier's post payment
- Standard billing accounts

**October**
- Summer Session debriefs with programs and campus partners, surveys sent out, review feedback for T2 planning and T2 reporting
- HDH reconciliation for each program on the backend
- Program proposes new program & budget

**End**
Appendix I - SUCCESS PROGRAM – FACULTY DIRECTOR DUTIES

- Identify the specific goals and outcomes of the program, in consultation with the Summer Success Program Steering Committee and in partnership with the campus units such as the Teaching + Learning Commons, and the office of the Assistant VC for Student Retention and Success.

- Develop the program framework and associated timelines for key milestones.

- Manage the development, implementation, and assessment of programs aims.

- Provide oversight of intensive and ongoing formative and summative assessment, which will guide program-planning efforts.

- Implement the program by following UC San Diego policies and procedures as outlined in the Summer Success Programs Handbook.

- Ensure effective coordination and communication, and establish practices to identify and address any problems and conflicts.

- Develop a budget that meets guidelines set by the Summer Success Program Steering Committee and manage the budget.

- Align program service needs to utilize the campus service infrastructure to avoid duplication such as Teaching Assistants (TA) and tutor training by the Commons, Residential Assistants (RA) provided by Housing and Dining, etc.

- Marketing campaign to recruit students requires an alignment with campus outreach in partnership with Admissions, Summer Session, and full use of campus tools such as the Common Application.

- Provide guidance and assistance to students for various types of enrollment and registration student services including university requirements to complete admissions (My Triton), as well placement examinations, preauthorization, financial aid (FAFSA filing), etc.

- Attend regular meetings for directors set by the Summer Success Program Steering Committee.

- Submit an end-of-program assessment following the framework approved by the Summer Success Program Steering Committee.
## Appendix J: Success Bonus - Minimum Required Duties Example

<table>
<thead>
<tr>
<th>ARTS &amp; HUM. (PATH)*</th>
<th>TRITON SOPH. SCHOLARS*</th>
<th>SUMMER BRIDGE</th>
<th>SUMMER ENGINEERING INSTITUTE</th>
<th>TRITON FRESHMAN SCHOLARS AWP INSTRUCTORS</th>
<th>TRITON FRESHMAN SCHOLARS MATH INSTRUCTORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>Attend program preparation meetings during Spring Quarter.</td>
<td>Attend program preparation meetings during Spring Quarter.</td>
<td>Attend program preparation meetings during Spring Quarter.</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>Participate in the program welcome and farewell ceremonies.</td>
<td>Participate in the program welcome and farewell ceremonies.</td>
<td>Participate in the program welcome and farewell ceremonies.</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>While the program is in session, attend weekly meetings with program staff and other instructors.</td>
<td>While the program is in session, attend weekly meetings with program staff and other instructors.</td>
<td>While the program is in session, attend weekly meetings with program staff and other instructors.</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>Participate in transition-to-the-college sessions conducted as part of the program.</td>
<td>Participate in transition-to-the-college sessions conducted as part of the program.</td>
<td>Participate in transition-to-the-college sessions conducted as part of the program.</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td>Provide timely feedback on student progress.</td>
<td>Provide timely feedback on student progress.</td>
<td>Provide timely feedback on student progress.</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td>Conduct extra office hours and tutoring for students.</td>
<td>Conduct extra office hours and tutoring for students.</td>
<td>Conduct extra office hours and tutoring for students.</td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td>Encourage student participation in mandatory Supplemental Instruction and other tutoring sessions.</td>
<td>Encourage student participation in mandatory Supplemental Instruction and other tutoring sessions.</td>
<td>Encourage student participation in mandatory Supplemental Instruction and other tutoring sessions.</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td>Contribute to program assessment: write a detailed reflection; participate in an interview conducted by assessment specialist.</td>
<td>Contribute to program assessment: write a detailed reflection; participate in an interview conducted by assessment specialist.</td>
<td>Contribute to program assessment: write a detailed reflection; participate in an interview conducted by assessment specialist.</td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td>Math Instructors:</td>
<td>Math Instructors:</td>
<td>Math Instructors:</td>
</tr>
</tbody>
</table>

* Note: Arts & Humanities, Triton Edge, and Triton Sophomore Scholars opted-out of paying 2018 Success Bonuses and identifying a list of required instructor duties.

LB, Summer Session, 2/11/19
<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate, Relevant and Meaningful (ARM)</td>
<td>Explore the use of ARM tech with aligned student learning outcomes to increase student engagement. Examples include student response systems (Poll Everywhere, Kahoot, Google Slides), Blogs, Twitter, Vine, Instagram, Podcasts, Screencasting, Video Scribe, Stop Motion, Padlet, Mobile Learning</td>
<td>Jace Hargis [<a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>]</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course-Specific Active Learning Support</td>
<td>Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.</td>
<td>Susan Rinaldi [<a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a>]</td>
</tr>
<tr>
<td>Curriculum Design and Classroom Teaching</td>
<td>Get support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.</td>
<td>Jace Hargis [<a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>]</td>
</tr>
<tr>
<td>Methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engaged Learning Tools (ELT)</td>
<td>Post research/internship opportunities on the REAL and officially recognize your students on the Co-Curricular Record and Portfolio.</td>
<td>Kim Elias [k <a href="mailto:Elias@ucsd.edu">Elias@ucsd.edu</a>]</td>
</tr>
<tr>
<td>Faculty Development</td>
<td>Request confidential consultations, classroom observations, small group evaluations, new faculty support and help facilitating learning communities.</td>
<td>Jace Hargis [<a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>]</td>
</tr>
<tr>
<td>Faculty/Staff Writing Retreats</td>
<td>Enjoy distraction-free writing time in the supportive company of other faculty and staff writers.</td>
<td>Matt Nelson [<a href="mailto:mtnelson@u.osd.edu">mtnelson@u.osd.edu</a>]</td>
</tr>
<tr>
<td>Program Assessment</td>
<td>Receive support on assessment at all levels (assessment framework, learning outcomes, instrument development, assignment design, data collection and analysis, evidence-based teaching and learning improvement).</td>
<td>Ying Xiong [y <a href="mailto:ingxiong@ucsd.edu">ingxiong@ucsd.edu</a>]</td>
</tr>
<tr>
<td>Scholarship of Teaching and Learning</td>
<td>Explore teaching as a scholarly endeavor; develop hypotheses on teaching methods and create experimental design and data gathering instruments to prepare manuscripts for publication in scholarly, peer-reviewed journals.</td>
<td>Jace Hargis [<a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>]</td>
</tr>
<tr>
<td>Syllabus Guidance</td>
<td>Develop effective graphic and electronic syllabus for effective teaching.</td>
<td>Jace Hargis [<a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>]</td>
</tr>
<tr>
<td>Write-to-Learn Departmental Consultations</td>
<td>Explore ideas about how to integrate writing across majors and programs of study, both graduate and undergraduate, to increase student engagement and learning.</td>
<td>Matt Nelson [<a href="mailto:mtnelson@u.osd.edu">mtnelson@u.osd.edu</a>]</td>
</tr>
<tr>
<td>Writing Across the Curriculum</td>
<td>Integrate writing into courses using write-to-learn pedagogies for deeper student engagement; explore best practices for assignment design, grading or commenting on student work, and creating effective peer review activities.</td>
<td>Matt Nelson [<a href="mailto:mtnelson@u.osd.edu">mtnelson@u.osd.edu</a>]</td>
</tr>
</tbody>
</table>
### Services for Graduate Students

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Curricular Record (CCR)</td>
<td>Document your non-class-based UC San Diego learning experiences to better position yourself on the job market.</td>
<td>Kim Elias <a href="mailto:kielias@ucsd.edu">kielias@ucsd.edu</a></td>
</tr>
<tr>
<td>Digital Design Workshops</td>
<td>Enhance your visual and digital rhetoric skills to create compelling academic projects and presentations.</td>
<td>Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Dissertation Writers Retreats</td>
<td>Enjoy distraction-free writing time with other grad students, plus mini-workshops and one-on-one feedback from writing staff.</td>
<td>Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Writing consultations</td>
<td>Meet one-on-one with writing mentors for in-depth conversations, guidance, and reader-response feedback.</td>
<td>Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Thesis/Dissertation Writing Groups</td>
<td>Connect with fellow grad students to form supportive writing groups that are research-proven to aid in the timely completion of graduate writing projects.</td>
<td>Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
</tbody>
</table>

### Services for Graduate Student Teaching Assistants (TAs)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate, Relevant and Meaningful (ARM) Instructional Technology</td>
<td>Explore the use of ARM tech with aligned student learning outcomes to increase student engagement. Examples include student response systems (Poll Everywhere, Kahoot, Google Slides), Blogs, Twitter, Vine, Instagram, Podcasts, Screencasting, Video Scribe, Stop Motion, Padlet, Mobile Learning.</td>
<td>Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>Course-Specific Active Learning Support</td>
<td>Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.</td>
<td>Susan Rinaldi <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td>Curriculum Design and Classroom Teaching Methods</td>
<td>Support in course design and redesign; feedback on designing effective, well- aligned learning outcomes and course assessments, and on creating active learning opportunities.</td>
<td>Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>English Language Testing and Classes</td>
<td>International graduate students must pass an oral English language test to TA. We test to students with TOEFL speaking scores of 23-27 and provide language classes for students in need of training.</td>
<td>Martha Stacklin <a href="mailto:mstacklin@ucsd.edu">mstacklin@ucsd.edu</a></td>
</tr>
<tr>
<td>Summer Graduate Teaching Scholars</td>
<td>Graduate students are mentored through their first undergraduate teaching experience after completing a course on effective teaching strategies.</td>
<td>Teaching + Learning Commons <a href="mailto:commons@ucsd.edu">commons@ucsd.edu</a></td>
</tr>
<tr>
<td>Teaching + Learning at the College Level</td>
<td>Develop knowledge and skills in evidence-based effective teaching practices that support student learning through a quarter-long workshop series.</td>
<td><a href="mailto:commons@ucsd.edu">commons@ucsd.edu</a></td>
</tr>
<tr>
<td>Writing Across the Curriculum</td>
<td>Explore ideas on how to integrate writing into courses for deeper student engagement; learn best practices for feedback, grading, guided peer review, and write-to-learn pedagogies.</td>
<td>Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
</tbody>
</table>
Appendix K– Teaching + Learning Commons Flyer – Continued (3 of 3)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Internship Program</strong></td>
<td>Enrich learning with hands-on research and theory-to-practice academic internships, earning course credit while gaining professional experience.</td>
<td>Tricia Taylor <a href="mailto:aipinfo@ucsd.edu">aipinfo@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Academic Skill-Building Workshops</strong></td>
<td>Learn best practices for key academic skills, such as time management, test performance, reading comprehension, concentration/memory, effective note-taking, and stress reduction.</td>
<td>Susan Rinaldi <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Co-Curricular Record (CCR)</strong></td>
<td>Document your non-class-based UC San Diego learning experiences to better position yourself for internships, jobs, and grad schools.</td>
<td>Kim Elias <a href="mailto:klelias@ucsd.edu">klelias@ucsd.edu</a></td>
</tr>
<tr>
<td>Digital Design Workshops</td>
<td>Enhance your visual and digital rhetoric skills to create compelling academic projects and presentations.</td>
<td>Matt Nelson <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Engaged Learning Tools (ELT)</strong></td>
<td>Discover, record, and share your real-world learning experiences through the Engaged Learning Tools: REAL CCR Enhanced Electronic Transcript Portfolium</td>
<td>Kim Elias <a href="mailto:klelias@ucsd.edu">klelias@ucsd.edu</a></td>
</tr>
<tr>
<td>REAL Portal</td>
<td>Find internships, research assignments, community partnerships. Create a profile so faculty and employers can contact you.</td>
<td>Kim Elias <a href="mailto:klelias@ucsd.edu">klelias@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Supplemental Instruction (SI)</strong></td>
<td>Deepen learning &amp; improve performance in challenging courses in peer-led collaborative learning sessions; SI sessions integrate how-to-learn with what-to-learn, fostering active student involvement.</td>
<td>Susan Rinaldi <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td>Tutoring</td>
<td>Connect with one-on-one and small group tutoring in a variety of subject areas through the Triton Achievement Hub.</td>
<td>Susan Rinaldi <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td>Writing Skills Tutoring</td>
<td>Meet one-on-one with peer writing tutors for in-depth conversations, guidance, and reader-response feedback.</td>
<td>Matt Nelson <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
</tbody>
</table>

Questions? Contact the Teaching + Learning Commons at commons@ucsd.edu or visit http://commons.ucsd.edu.
Hello {First},

Congratulations to you and your family on your admission to UC San Diego! As you consider your college choices, we want to inform you about our exciting Summer Success Programs for freshmen.

We offer 5 and 8-week on-campus academic programs to introduce you to the UC-San Diego community. These programs allow you to get a head start on your courses in a supportive and invigorating environment while living on campus. Each program listed below will give you an opportunity to take courses toward your degree, participate in community-building activities, attend program workshops, and make lasting friendships. You will also be introduced to faculty and staff who will support you and become part of your success.

We invite you to consider and apply for all programs that align with your interest and availability. Applying to multiple programs will ensure that we can help find the best program for you!

Below is a short description of our three programs:

**Triton Freshman Scholars** helps you build a strong foundation for the next four years here at UC-San Diego. During this 8-week summer residential program, you will earn 8 units towards your degree by completing a math course and a critical reading and writing course that also meets the campus Diversity, Equity, and Inclusion requirement.

We will help you prepare for success in university-level mathematics and writing through academic support, such as Supplemental Instruction and tutoring where you will learn with and from seasoned peers. You will also build community through fun out-of-class activities and social events. Through our program, you will build networks across campus with other important units, such as community centers, career services, and your undergraduate colleges.

**Course Credit**: 8 units.
8-weeks: June 29 – August 25

**Summer Bridge** is a year-long transition program that begins with an intensive 5-week academic and residential program during the summer.

Summer Bridge is designed for students from underserved backgrounds—many of whom will be the first in their family to graduate from college—to the academic, social, and cultural life at the university. Our professional and student staff will work closely with you to become successful students both in and out of the classroom.

During Summer Bridge, you will earn 8 units towards their degree by completing two courses. All students enroll in *American Higher Education and the Collegiate Experience* (which fulfills a Diversity, Equity, and Inclusion requirement) that introduces students to the foundation, purpose, and ethical dilemmas of colleges and universities. Students then choose a second
course in one of the following subjects: Biology, Chemistry, Economics, Ethnic Studies, Psychology, and Theater/Dance.

**Course Credit:** 8 units.

**5-weeks:** August 3 – September 8

**Summer Engineering Institute (SEI)** is a 5-week residential program during the summer for freshman students majoring in Engineering. Students receive support in making the transition from high school to the rigors of a university-level engineering curriculum, and build awareness of relevant campus programs and resources. Students participate in organized community-building activities, begin forming a supportive peer network, and make lasting friendships.

SEI allows you to earn 6 units towards your engineering degree by enrolling in two courses. All students enroll in a *Fundamentals of Engineering Applications* course, which is a unique hands-on introduction into how engineers use mathematics to solve real-world engineering problems. You will also choose a second 4-unit course from your engineering major.

**Course Credit:** 6 units.

**5-weeks:** August 3 – September 8

For complete details, program contact information, and how to apply, visit the [Summer Success Programs website](http://summer.ucsd.edu). We hope you consider participating in one of our Summer Success Programs at UC San Diego.

If you have any questions, please contact us at 858-534-5358 or by email at summer-programs@ucsd.edu.

Best,
Summer Session Office
summer.ucsd.edu
Appendix M: Admissions Outreach Timeline

OUTREACH WORKSHEET
- ADMISSIONS
- MARKETING: Website
- EVENTS: Triton Day

**Program begins:**
- Session 1 begins: July 1
- Special Session begins: July 1
- Session 2 begins: August 5

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May, June, July through August</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March 15:</strong> deadline to submit content for individual Calling Campaigns</td>
<td></td>
<td></td>
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<tr>
<td>• “Congratulations”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Invite to events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Calling Campaign will be set up for each program that intends to call prospective program students. Calling begins:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshmen:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• For Freshmen: <strong>the week of April 1st</strong>.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• After Freshmen students Accept offer of Admission – data will be refreshed – <strong>the week of May 6</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers:</td>
<td></td>
<td></td>
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<tr>
<td>• For transfers: <strong>the week of May 6th</strong>.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• After Transfer students Accept offer of Admission – data will be refreshed – <strong>week of June 6</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshmen:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• <strong>Week of April 1st:</strong> Email blast to Admitted Freshmen students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• <strong>Week of April 15:</strong> Reminder email to Freshmen students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• <strong>Week of May 6:</strong> Reminder email to Freshmen students who have accepted the offer of admission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• There will be 3 email messages:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• <strong>To admitted freshmen</strong> in the target population for Summer Bridge, the Summer Engineering Institute and the Triton Freshman Scholars programs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The email will include the program descriptions for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Summer Bridge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Summer Engineering Institute</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Triton Freshmen Scholars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 11 - Transfer Triton Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June – Enrollment &amp; Registration complete before the start of Session 1 program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July - Enrollment &amp; Registration complete before the start of Session 2 program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 1 – Deadline for official final transcripts for all incoming students (postmark deadline).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 15 – Deadline for official AP and IB Exam results.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix M: Admissions Outreach Timeline

- **Instructions for the calling campaign:**
  - To register for the calling campaign, go to [calling.ucsd.edu](http://calling.ucsd.edu)
  - Click on **submit a user registration** and complete the form (must have UC San Diego SSO)
    - Indicate the name of the Summer Success Program you will be calling for in the comments section of the form.
  - An email will be sent to registered users once the campaign is live.
  - The tool includes program specific talking points and instructions for placing and recording the outcome of each call.

- **March 9: Summer Session website**
  - List programs
  - Link to Common Application

- **March 18: Common Application Opens 2018**
  - Students begin to apply to programs

- **Each email will contain a link to:**
  - The specific program website;
  - The Summer Success Programs website and contact information; and
  - The Summer Success Programs Common Application
# Appendix M: Admissions Outreach Timeline

## Transfer:
- **Late April**: Email blast to Admitted Transfer students for the Arts & Humanities program
- **Week of May 15**: Reminder email to Transfer students for the Arts & Humanities program
- **Week of June 6**: Reminder email to transfer students who have accepted the offer of admission.
  - To admitted transfers in the target population for the Summer Transfer in the Arts & Humanities program. The email will not include information on other programs.
- **Each email will contain a link to:**
  - The specific program website;
  - The Summer Success Program Transfer website and contact information; and
  - The Summer Success Programs Common Application
- **April 13** - Triton Day
- Triton Guide for admitted first-year students is emailed in April.
1. Before applying to the Summer Success Programs:

**Step 1:** Accept your Offer of Admissions and pay enrollment deposit (if required)

**Step 2:** Wait 3 business days for your student ID # to be issued and go to TritonChecklist.ucsd.edu and log in to the system using your new Student PID #

**Step 3:** Click "First Time User" link on the right hand side of the UserID box. You will be asked to provide your UC Application ID, Date of Birth, City of Birth, and email address you used on your UC application as confirmation your student’s identity

**Step 4:** Once your information is authenticated, you will be provided with your official PID and asked to create a password. This is your new PID for UC San Diego.

**Step 5:** Set-up your New UCSD email address.

*Look up your new UCSD email address.* All program(s) correspondence will be sent to your UCSD email address.

**Step 6:** Click on the Common Application link below to apply to Summer Success Programs:

[APPLY TO SUMMER SUCCESS PROGRAMS HERE](#)

**Step 7:** Sign on as Student Single Sign-on (SSO) with your new PID and Password.

**Signing on Using: Student SSO**

[Image of login page]

**Step 7:** Once you log in, you will be directed to the Common Application Dashboard, where a list of Summer Success Programs that available. Click on the Summer Success Program(s) of your choice to begin the application process, some programs require essay questions.
Note: The Common Application allows you to select multiple programs. You only need to submit your application **once for one/two/or three programs**. The application is available only once, after you select your program, the application page is locked. **We invite you to consider and apply for all programs that align with your interest and availability.**

**Summer Success Program Common Application Workflow**

1. **Student accepts Offer of Admission to confirm attendance to UC San Diego**

2. **Student encouraged to apply via the Common Application to Success Program from UC San Diego Admissions**
   summersuccessprogram.ucsd.edu

3. **Application**
   - **Step 1**
     Check box to select programs to apply to
     - ✔️
     - ✔️
     - ✔️

4. **Step 2**
   Complete Essay questions (cut/paste)

5. **Step 3**
   Review Application (Essay questions)

6. **Step 4**
   Submit
2. Common Application Dashboard

The first screen contains program description. Please read the yellow highlighted box carefully. You may check one-two-three program. Each program manager will review your application to determine if you’ll be offered acceptance. Good luck!

Summer Success Program Application - Program(s) Selection

Note: Each student is given an opportunity to select which program(s) they would like to apply to. The application system allows a one-time access to apply to programs. Check off one-two-three programs to be considered for admission. Each program coordinator will review your application and reply with a decision. After you receive a decision, you’ll be asked to accept or decline an offer from the program.

PLEASE REMEMBER, your application to one or more programs is only available NOW. If you do not apply to one of the programs, and change your mind later, the application will not be open again because each student is given one opportunity to select programs. PLEASE take time to select all programs of interest. Thank you. Questions? Please contact summer-programs@ucsd.edu

Please select the Summer Success Program(s) you would like to apply to:

- Triton Freshman Scholars (07/01/2019 - 08/24/2019)
  Triton Freshman Scholars helps you build a strong foundation for the next four years here at UC-San Diego. During this 6-week residential program, you will earn 6 units towards your degree by completing a math course and a critical reading and writing course that also meets the campus Diversity, Equity, and Inclusion requirement.

  We will help you prepare for success in university-level mathematics and writing through academic support, such as Supplemental Instruction and tutoring where you will learn with and from seasoned peers. You will also build community through fun out-of-class activities and social events. Through our program, you will build networks across campus with other important units, such as community centers, career services, and your undergraduate colleges.

  Eligibility: Incoming freshmen to UC San Diego
  Session: Special Session 3
  Dates: 6-week program; (Move-in) Saturday, June 29 – Sunday, August 25 (Move-out)
  Majors: Open to all majors and undeclared majors

  Deadline: 05/15/2019

- Summer Bridge (06/05/2019 - 06/07/2019)
  OASIS Summer Bridge is a year-long transition program that begins with an intensive 5-week academic and residential program during the summer.

  Summer Bridge is designed for students from underserved backgrounds—many of whom will be the first in their family to graduate from college—to the academic, social, and cultural life at the university. Our professional and student staff will work closely with you to become successful students both in and out of the classroom.

  During Summer Bridge, you will earn 6 units towards their degree by enrolling in two courses. All students enroll in American Higher Education and the Collegiate Experience (which fulfill a Diversity, Equity, and Inclusion requirement) that introduces students to the foundation, purpose, and ethical dilemmas of colleges and universities. Students then choose a second course in one of the following subjects: Biology, Chemistry, Economics, Ethnic Studies, Psychology, and Theater/Dance.

  Eligibility: Incoming freshmen to UC San Diego
  Session: Summer Session 2
  Dates: 5-week program; (Move-in) Saturday, August 3 – Sunday, September 8 (Move-out)
  Majors: Open to all majors and undeclared majors

  Deadline: 05/15/2019

- Summer Engineering Institute (06/05/2019 - 06/07/2019)
  Summer Engineering Institute is a 5-week residential program during the summer for freshmen students majoring in Engineering.

  Receive support in making the transition from high school to the rigors of a university-level engineering curriculum, and build awareness of relevant campus programs and resources. Take part in organized community-building activities, begin forming a supportive peer network, and make lasting friendships.

  SEI allows you to earn 6 units towards your engineering degree by enrolling in two courses. All students enroll in a Fundamentals of Engineering Applications course, which is a unique hands-on introduction into how engineers use mathematics to solve real-world
If you have any questions regarding a specific program please contact a program coordinator:

<table>
<thead>
<tr>
<th>Program</th>
<th>Coordinator</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Engineering Institute</td>
<td>Gennie Miranda</td>
<td>858-534-6105</td>
<td><a href="mailto:idea@eng.ucsd.edu">idea@eng.ucsd.edu</a></td>
</tr>
<tr>
<td>Summer Bridge</td>
<td>Margarita Lopez</td>
<td>858-534-2801</td>
<td><a href="mailto:summerbridge@ucsd.edu">summerbridge@ucsd.edu</a></td>
</tr>
<tr>
<td>Triton Freshman Scholars</td>
<td>Susan Rinaldi</td>
<td>858-246-5599</td>
<td><a href="mailto:TFSP2019@ucsd.edu">TFSP2019@ucsd.edu</a></td>
</tr>
<tr>
<td>Triton Sophomore Scholars</td>
<td>Susan Rinaldi</td>
<td>858-246-5706</td>
<td><a href="mailto:TSSP2019@ucsd.edu">TSSP2019@ucsd.edu</a></td>
</tr>
</tbody>
</table>
4.) Please check mark all programs you would like to, then click next:

Summer Success Program Application - Program(s) Selection

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**Triton Freshman Scholars (07/01/2019 - 08/24/2019)**

- Triton Freshman Scholars helps you build a strong foundation for the next four years here at UC-San Diego. During this 8-week summer residential program, you will earn 8 units towards your degree by completing a math course and a critical reading and writing course that also meets the campus Diversity, Equity, and Inclusion requirement.

- We will help you prepare for success in university-level mathematics and writing through academic support, such as Supplemental Instruction and tutoring where you will learn with and from seasoned peers. You will also build community through fun out-of-class activities and social events. Through our program, you will build networks across campus with other important units, such as community centers, career services, and your undergraduate colleges.

- **Eligibility:** Incoming freshmen to UC San Diego
- **Session:** Special Session 3
- **Dates:** 8-week program (Move-in) Saturday, June 29 – Sunday, August 25 (Move-out)
- **Majors:** Open to all majors and undeclared majors

- **Deadline:** 05/15/2019

---

**Summer Bridge (06/05/2019 - 09/07/2019)**

- OASIS Summer Bridge is a year-long transition program that begins with an intensive 5-week academic and residential program during the summer.

- Summer Bridge is designed for students from underserved backgrounds—many of whom will be the first in their family to graduate from college—to the academic, social, and cultural life at the university. Our professional and student staff will work closely with you to become successful students both in and out of the classroom.

- During Summer Bridge, you will earn 8 units towards their degree by enrolling in two courses. All students enroll in American Higher Education and the Collegiate Experience (which fulfills a Diversity, Equity, and Inclusion requirement) that introduces students to the foundation, purpose, and ethical dilemmas of colleges and universities. Students then choose a second course in one of the following subjects: Biology, Chemistry, Economics, Ethnic Studies, Psychology, and Theater/Dance.

- **Eligibility:** Incoming freshmen to UC San Diego
- **Session:** Summer Session 2
- **Dates:** 5-week program (Move-in) Saturday, August 3 – Sunday, September 8 (Move-out)
- **Majors:** Open to all majors and undeclared majors

- **Deadline:** 05/15/2019

---
5.) You will now start your Summer Success Program Application.

**Step 1:** Update your Alternative Phone Number to allow program coordinators reach you.

**Step 2:** You are required to add your newly assigned UCSD email address as your Contact Email. If your personal email address is populated, delete it and substitute it with your UCSD email before you click continue. All program(s) correspondence will be sent to your UCSD email address. Please visit, [http://acms.ucsd.edu/students/accounts-and-passwords/start.html](http://acms.ucsd.edu/students/accounts-and-passwords/start.html) to look up your new UCSD email account.

**Step 3:** Click Continue to view program essay prompts.
6. The program application(s) with essay prompts requires you to add your essays.

**Step 1:** Click on your first program of choice

**Step 2:** Once you complete adding your essays, click Continue to view next program application, you have the option to save and continue later, if so, your application will be saved as a draft until you log in again.

**QUICK TIP** If you leave the application open for more than 10 minutes the system will end, Please save your work frequently. If the system locks down you will get an error textbox, and will not be able to select the next screen. The system will prompt you to log-in again.

To improve your experience, we suggest you complete the essay questions in Microsoft Word first, then copy and paste each essay into the textbox, Read your final answers to finalize, your essay application.

**Example: Essay Prompts for Program Choice #1**

![Essay Prompt Example](image)
7.) **Step 1:** Once you have completed essay prompts for program #1, you will be given the option to complete another set of essay questions if you are applying to more than one program.

**Step 2:** Once you complete adding your essays, click Continue to view next program application, you have the option to save and continue later, if so, your application will be saved as a draft until you log in again.

**Example:** Essay prompts are different from each program
8.) **Step 1:** Once you have completed your second program application, you will be able to select a third program (if applicable)

**Step 2:** Complete and finalize last application

**Step 3:** Click Continue to view next program application, you have the option to save and continue later, if so, your application will be seen as draft once you log in again.

**Example:** Essay prompts are different from each program
9.) **Step 1:** Once you have completed and finalized all essays submitted for your program choices. You will have the opportunity to review, and edit any changes before Clicking submit.

Please note, as soon as you submit your Summer Success program with your 1, 2 or 3 choice programs and a full set of essays the system will lock your submissions.

**Step 2:** When you are satisfied with your FINAL application, click submit. Your application(s) will be reviewed, and you will be notified via email of acceptance to the email address you submitted in your UC Application.
Appendix N: 2019 Student Common Application Handbook

Summer Bridge

Essays

Please discuss a personal challenge or barrier (e.g., family, social, personal, financial, etc.) you’ve faced, how it impacted you, and how you responded to the situation. Please limit your response to 600 words or less.

Please describe an experience you have had that demonstrates your willingness to engage with social justice issues. Also, discuss how the experience changed your way of thinking or challenged you. Please limit your response to 600 words or less.

Summer Bridge students enroll in two courses over the summer. All students must enroll in EDS 25, however, you are able to select between six options for your second course. Before ranking your preference in question 4, please answer this question with a Yes, acknowledging you have reviewed all your options. For course descriptions and which degree requirements they fulfill, please visit http://basis.ucsd.edu/programs/summer-bridge/program-details.html#Summer-Bridge-Academic-Courses

Please rank the following courses in order of preference for your second course: A) CHEM 6A: Principles of Chemistry B) TDGE 1: Introduction to Theatre C) ECON 1: Principles of Microeconomics D) BILD 1: The Cell E) ETHN 2: Introduction to Ethnic Studies: Circulations of Difference F) PSYC 1: Psychology (for example: #1 ETHN 1, #2 CHEM 6A, #3 TDGE 1, #4)

Summer Engineering Institute

Essays

Why are you inspired and motivated to study engineering? How do you plan to use your engineering degree in the future? (250 word maximum)

Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again? Why, or why not? (250 word maximum)

In addition to applying to SEI, would you like to apply to the IDEA Scholars Program (jacobsschool.ucsd.edu/idea/programs/scholars.shtml), the Academic Community for Engineering Success (ACES) Scholars Program (jacobsschool.ucsd.edu/idea/programs/aces.shtml), or the Padovani Scholars Program for ECE majors (cce.ucsd.edu/undergraduate/padovani-scholars-program)? Why would you like to become an IDEA, ACES, or Padovani Scholar? Note: You may apply to multiple programs and write a combined answer.

Administrative Items: 1) In addition to completing the 2019-20 FAFSA, you must complete the 2018-19 FAFSA to apply for summer financial aid. ACES Scholars applicants please email a screen shot of your Student Aid Report (SAR) to j baldia@eng.ucsd.edu after you complete the 2018-19 FAFSA. 2) Consent to release your financial aid information to SEI by following this link: https://bit.ly/2URjKAM 3) Rank your 1st and 2nd housing choice: Single ($55.50/day); Double ($54.50/day).
10.) If you would like to save the application(s) and make changes or edits before selecting submit.

**Step 1:** Once you re log-in to the Common Application. The system saves a DRAFT mode until you SUBMIT.
Step 2: Click Actions.

You will be able to edit program essay questions and finish your application or Remove Program from your application.

Step 3: If you click Edit, the system returns to your draft application.
### Summer Success Program Application

#### Essays - Triton Freshman Scholars
Triton Freshman Scholars Students may earn 8-credit hours by enrolling in two credit-bearing courses to promote students' academic success and achievement in their first math course and a critical reading and writing course. That meets the campus Equity, Diversity, and Inclusion requirement.

1. **Did you take an AP Calculus AB or BC course? Please list each exam and date taken.**

   

2. **Did you take the AP Calculus AB or BC exam? Please list exam and date taken.**

   

3. **Did you take an IB Calculus course? Please list exam and date taken.**

   

4. **A. What is the current math course that you are enrolled in? B. Or if you are not enrolled in a math course currently, what is the last math course that you completed?**

   

---

**JV. Summer Session**
Appendix N: 2019 Student Common Application Handbook

**Step 4:** Review your FINAL application.

**Step 5:** Complete the application process by clicking **Submit**.

Note: A decision from Summer Success programs will be sent to your UCSD email Address:

---

**Summer Success Program Application**

Contact Information

- **Full Legal Name**: CHOI, HYUN WOO
- **Email Address**: h2choi@ucsd.edu
- **Current Mailing Address**: 
- **Phone Number**: 
- **Alternate Phone Number**: 
- **Contact Email**: h2choi@ucsd.edu

---

**Summer Bridge**

**Essays**

Please discuss a personal challenge or barrier (e.g., family, social, personal, financial, etc.) you’ve faced, how it impacted you, and how you responded to the situation. Please limit your response to 500 words or less.

Please describe an experience you have had that demonstrates your willingness to engage with social justice issues. Also, discuss how the experience changed your way of thinking or challenged you. Please limit your response to 500 words or less.

Summer Bridge students enroll in two courses over the summer. All students must enroll in EDS 25, however, you are able to select between six options for your second course. Before ranking your preference in question 4, please answer this question with a Yes, acknowledging you have reviewed all your options. For course descriptions and which degree requirements they fulfill, please visit http://oasis.ucsd.edu/programs/summer-bridge/program-details.html#Summer-Bridge-Academic-Courses.

Please rank the following courses in order of preference for your second course: A) CHEM 6A: Principles of Chemistry I; B) TDGE 1: Introduction to Theatre; C) ECON 1: Principles of Microeconomics; D) BILD 1: The Colli; E) ETHN 2: Introduction to Ethnic Studies: Circulations of Difference; F) PSYC 1: Psychology (for example: #1 ETHN 1, #2 CHEM 6A, #3 TDGE 1... #1 being your top choice).
Congratulations on applying to Summer Success Programs!

Final Submission required to send applications to program coordinator.
Sample of Student Accepted Email Letter

Summer Success Programs
Congratulations on Your Acceptance

Dear (Name, Last Name),

Congratulations on your acceptance into (Program Name) at UC San Diego for this upcoming summer. On behalf of (Program Name) at UC San Diego, we are honored to have you join this elite group of individuals.

(Program Name) will assist you in making the transition to UC San Diego's intensive quarter system. This program includes credit bearing courses and academic mentorships which are structured to help you manage your academic demands, improve time-to-degree, and connect with campus resources.

Please confirm your attendance to the program by following deadlines:

<table>
<thead>
<tr>
<th>Program</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Engineering Institute</td>
<td>May 27</td>
</tr>
<tr>
<td>Summer Bridge</td>
<td>May 27</td>
</tr>
<tr>
<td>Triton Freshman Scholars</td>
<td>May 27</td>
</tr>
<tr>
<td>Triton Sophomore Scholars</td>
<td>Confirm acceptance within 3 days of this notice</td>
</tr>
<tr>
<td>PATH Summer Transfer Academy</td>
<td>Confirm acceptance within 3 days of this notice</td>
</tr>
</tbody>
</table>

If you have applied to more than one program in Session 1, and Session 2, the deadline will be enforced for all programs. Students are limited to one program for the full summer.

Please click on the following link to confirm your acceptance: (Link to the common app)

If you have questions about (Program Name) please visit the Program website Summer Success to find your Program Contact information.

If you have any questions, please feel free to contact your Summer Success Program Coordinator below: Or visit Program website Summer Success for more information on your program

<table>
<thead>
<tr>
<th>Program</th>
<th>Coordinator</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Engineering Institute</td>
<td>Gennie Miranda</td>
<td>858-534-6105</td>
<td><a href="mailto:idea@eng.ucsd.edu">idea@eng.ucsd.edu</a></td>
</tr>
<tr>
<td>Summer Bridge</td>
<td>Margarita Lopez</td>
<td>858-534-2801</td>
<td><a href="mailto:summerbridge@ucsd.edu">summerbridge@ucsd.edu</a></td>
</tr>
</tbody>
</table>

JV. Summer Session
Appendix N: 2019 Student Common Application Handbook

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triton Freshman Scholars</td>
<td>Susan Rinaldi</td>
<td>858-246-5599</td>
<td><a href="mailto:TFSP2019@ucsd.edu">TFSP2019@ucsd.edu</a></td>
</tr>
<tr>
<td>Triton Sophomore Scholars</td>
<td>Susan Rinaldi</td>
<td>858-246-5706</td>
<td><a href="mailto:TSSP2019@ucsd.edu">TSSP2019@ucsd.edu</a></td>
</tr>
<tr>
<td>PATH Summer Transfer Academy</td>
<td>Joelle Fusaro</td>
<td>858-822-0733</td>
<td><a href="mailto:path@ucsd.edu">path@ucsd.edu</a></td>
</tr>
</tbody>
</table>

Welcome and best wishes for your success at UC San Diego
Appendix O – Student Program Checklist - Example

UNIVERSITY OF CALIFORNIA, SAN DIEGO

2019 PATH SUMMER ACADEMY CHECKLIST
SESSION 1 (June 29- August 4)

Checklist must be completed before the start of summer program. Students are accountable for all program requirements. Any questions about the below steps need to be addressed before the listed deadline.

Questions? Contact Joelle Fusaro at (858) 822-0733 or path@ucsd.edu

Office for Students with Disabilities If you are a student with a disability (physical, chronic health, learning, mental health, ADHD, etc.) who may need accommodations in classrooms (lecture and/or examination), labs, housing and/or dining, recreational activities such as hiking, ropes, field sports, etc., please contact the Office for Students with Disabilities (OSD) at 858.534.4382 as soon as you become aware that the condition may impact your ability to participate in our programs. Additional information may be found at https://disabilities.ucsd.edu/about/index.html.

IF YOU DO NOT COMPLETE THE CHECKLIST, YOUR ADMISSION TO THE PROGRAM WILL BE CANCELLED

☐ STEP 1: LOG-IN TO YOUR UCSD STUDENT EMAIL ACCOUNT
• DEADLINE: JUNE 5
• Log-in and ensure your account is working. All program notifications will be sent to this email
• https://acms.ucsd.edu/students/email/

☐ STEP 2: COMPLETE PROGRAM QUESTIONNAIRE
• DEADLINE: JUNE 5
• Click on the following link: https://tinyurl.com/2019PATH

☐ STEP 3: ACTIVATE SUMMER STUDENT STATUS - (Summer Session Application)
• DEADLINE: JUNE 5
• Click on the below link: log-in with your PID and password to activate Summer Session Application
  https://moodle.ucsd.edu/course/view.php?id=16

☐ STEP 4: COMPLETE ACADEMIC INTEGRITY TUTORIAL - (Summer Session Application)
• DEADLINE: JUNE 5
• Log-in and look for the Academic Integrity Tutorial under courses
• https://moodle.ucsd.edu/

☐ STEP 5: REGISTER FOR SUMMER COURSES ON WEBREG - MUST COMPLETE STEPS 3 & 4 FIRST
• DEADLINE: JUNE 5
• Log-in using PID and Password/PAC: https://act.ucsd.edu/webreg2
Appendix O – Student Program Checklist - Example

- **Courses:**
  - LTCS 165 —Special Topics: The Politics of Food
  - MUS 150—Jazz and the Music of the African Diaspora

☐ **STEP 6: COMPLETE MANDATORY HEALTH INSURANCE AGREEMENT FORM**
  **DEADLINE: JUNE 6**
  - This form will be used for enrolling in OR waiving the UC Student Health Insurance Plan (UC SHIP)
  - Click on the below link to download the Early Start UCSHIP Insurance Waiver, under EARLY START UCSHIP section of the website. Your program coordinators will also distribute the waiver.
  - [http://summer.ucsd.edu/success/about.html#SSP-Student-Health-&-Early-Star](http://summer.ucsd.edu/success/about.html#SSP-Student-Health-&-Early-Star)
  - Please submit this completed form to path@ucsd.edu and include your name in email subject

☐ **STEP 7: APPLY FOR SUMMER HOUSING AND DINING* - ONLY IF LIVING ON CAMPUS IN SUMMER**
  **DEADLINE: JUNE 7**
  *WAIT UNTIL YOU HAVE BEEN CONTACTED BY HOUSING AND DINING (ucsdhousing@ucsd.edu)*
  - **ONCE YOU HAVE BEEN CONTACTED BY HOUSING:**
    - Click this link to apply to housing  [http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html](http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html)
    - Once you are in the Housing Dashboard, you will click on the “Summer Housing Portal” button
    - Login with your student credentials, select the Summer Success Programs link
    - Click on “Contract” next to your Summer Success Program to complete the housing application and contract. Emails are sent to your UC San Diego email address

☐ **STEP 8: COMPLETE TUBERCULOSIS SCREENING REQUIREMENT**
  **DEADLINE: JUNE 14**
  - Enter the student health portal [https://shs.ucsd.edu](https://shs.ucsd.edu)
  - Click on "TB Requirement" and answer the five screening questions
  - If you are required to do further testing, an additional form (TB Screening Admission Requirement) will be provided to download. If you are not required to do further testing, this is the end of the process
  - Health Requirement Info: [https://wellness.ucsd.edu/studenthealth/health-requirements/Pages/default.aspx](https://wellness.ucsd.edu/studenthealth/health-requirements/Pages/default.aspx)

☐ **STEP 9: SUBMIT YOUR PHOTO ONLINE FOR A TRITON ID CARD**
  **DEADLINE: JUNE 14**
  - Instructions: [https://students.ucsd.edu/finances/campus-cards/photo-tool.html](https://students.ucsd.edu/finances/campus-cards/photo-tool.html)
  - ID cards serve as the keys for dorm room access, and will be distributed by housing on move-in day, and provided to students not staying in the dorms at the orientation dinner. ID cards may also be loaded with dining dollars

☐ **STEP 10: COMPLETE MANDATORY STUDENT TRAINING- WE ARE TRITON TUTORIAL**
  **DEADLINE: JUNE 15**
  - Tutorial will open June 1, 2019
    [https://ophd.ucsd.edu/programs/undergraduate-students.html](https://ophd.ucsd.edu/programs/undergraduate-students.html)

☐ **STEP 11: SUBMIT FINAL TRANSCRIPTS TO UC SAN DIEGO OFFICE OF ADMISSIONS**
  **DEADLINE: JUNE 21**
Appendix O – Student Program Checklist - Example

- Follow the Applicant Portal Link: https://beatriton.ucsd.edu/account
- Review "Transcripts and Test Scores" on the MyApplication checklist for instructions to submit official transcripts
- **Admitted students must submit official transcripts prior to the start of the program**
- Incoming transfers do not need to send a high school transcript unless they have not completed a US History or US Government course in college to clear the American History & Institutions requirement
- **All college or university transcripts are required.** If you attended more than one school, we require a transcript from each school showing the date of withdrawal or graduation. Additionally, you must send any college transcripts reflecting college coursework.
- **Admitted students should begin submitting transcripts around May 1 or upon graduation.** Students with any transcripts from schools outside the United States must have all official transcripts sent before the start of the Summer Success Program. For helpful details about transcripts from 36 countries and regions, review our list of accepted international documents.
- UC San Diego Admissions accepts **electronic transcripts** sent to them by the following e-transcript vendors: Docufide/Parchment, Credential Solutions, eScripSafe, eTranscript California and JST Military Transcripts. They are unable to process electronic transcripts from any other vendors. If your school has its own transcript request process, please follow that protocol and be sure you provide the correct mailing address for UC San Diego.
- **QUESTIONS? Contact Admissions:** admissionsreply@ucsd.edu | Phone: (858) 534-4831
- **REMEMBER TO INCLUDE:** the name of the office AND the numbers 0021 on the two lines as shown below.

University of California, San Diego
Office of Admissions
ATTN: TRANSCRIPTS
9500 Gilman Dr. #0021
La Jolla, CA 92093-0021
United States

☐ **STEP 12: SIGN & RETURN PATH PROGRAM CONTRACT**
- **DEADLINE:** JUNE 25
- Download the contract from the below link
- Name the file as noted on the bottom of document and send signed contract to path@ucsd.edu
Appendix O – Student Program Checklist - Example

SSP Contacts:

**Summer Session**  
Phone: (858) 534-5285  
Email: summer@ucsd.edu  
SS Website: [http://summer.ucsd.edu](http://summer.ucsd.edu)

**Summer Program Specialist**  
Contact: Jonathan Vega  
(858) 534-5358  
Summer-Programs@ucsd.edu  
SSP Website: [http://summer.ucsd.edu/success](http://summer.ucsd.edu/success)

**PATH Summer Academy in the Arts & Humanities**  
Contacts: Laura Martin | Joelle Fusaro  
Phone: (858)-534-0966  
Email: PATH@ucsd.edu  
Program Website: [https://knit.ucsd.edu/path](https://knit.ucsd.edu/path)

Links:

- Summer Session  
  [http://summersession.ucsd.edu/](http://summersession.ucsd.edu/)

- Summer Success Programs  
  [http://summer.ucsd.edu/success/index.html](http://summer.ucsd.edu/success/index.html)

- Summer Access – Student Health Services  
  [https://wellness.ucsd.edu/studenthealth/services/Pages/Summer-Access-Programs.aspx](https://wellness.ucsd.edu/studenthealth/services/Pages/Summer-Access-Programs.aspx)

- Student Billing and Payment  
  [https://students.ucsd.edu/finances/billing-payment/](https://students.ucsd.edu/finances/billing-payment/)

- UCSD Summer Session Financial Aid Website  

- UCSD Housing, Dining and Hospitality Website  
  [http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html](http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html)

- UCSD Transportation Services  
  [https://transportation.ucsd.edu/parking/](https://transportation.ucsd.edu/parking/)

- UCSD Library  
  [https://library.ucsd.edu/](https://library.ucsd.edu/)
## Appendix P - Housing Assignment Grid Example

### SUMMER BRIDGE SPACE GRID

<table>
<thead>
<tr>
<th>Floor</th>
<th>Suite</th>
<th>Rm #</th>
<th>Bed Space</th>
<th>RM Type</th>
<th>PID</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marshall Residence Hall - N</td>
<td>TM-N-300</td>
<td>TM-N-301</td>
<td>TM-N-301a</td>
<td>Double</td>
<td></td>
<td>John</td>
<td>Smith</td>
</tr>
<tr>
<td>Marshall Residence Hall - N</td>
<td>TM-N-300</td>
<td>TM-N-301</td>
<td>TM-N-301b</td>
<td>Double</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marshall Residence Hall - O</td>
<td>TM-O-300</td>
<td>TM-O-301</td>
<td>TM-O-301a</td>
<td>Triple</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marshall Residence Hall - O</td>
<td>TM-O-300</td>
<td>TM-O-301</td>
<td>TM-O-301b</td>
<td>Triple</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marshall Residence Hall - O</td>
<td>TM-O-300</td>
<td>TM-O-301</td>
<td>TM-O-301c</td>
<td>Triple</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix Q – Financial Model
Summer Success Program 2019 Pilot
Financial Model - One Revenue Fund to CBO

1. Create a Summer Success Program for a specific group of incoming or matriculated UCSD students.

EXAMPLES
- Incoming Freshman (1st gen., underrepresented, etc.)
- Incoming Transfer Students
- Selected Sophomores
- Incoming Freshman International Students

2. Determine the program costs.
- Tuition (per unit course fee)
- Campus-Based Fees
- Housing & Dining Fees
- Student Health Fee Access
- Enrichment Fee – Supplies & Expenses

Program Benefits: High-touch offerings
- Faculty Director
- Mentors, peer mentors as staff
- Extra TA support for course work
- Social events & activities

3. CHARGES to Student Account

<table>
<thead>
<tr>
<th>TUITION</th>
<th>CAMPUS-BASED FEES</th>
<th>HOUSING &amp; DINING</th>
<th>STUDENT HEALTH</th>
<th>ENRICHMENT FEE</th>
</tr>
</thead>
</table>

4. Charges are PAID – Credit directed to...

<table>
<thead>
<tr>
<th>TUITION</th>
<th>CAMPUS-BASED FEES</th>
<th>HOUSING &amp; DINING</th>
<th>STUDENT HEALTH</th>
<th>ENRICHMENT FEE</th>
</tr>
</thead>
</table>

Campus Budget Office → VC Student Affairs Recreation, etc.
Housing & Dining → Student Health Access
Enrichment Fee → Campus Budget Office

ONE Revenue Fund with a unique detail code for each Success Program.

5. Campus Budget Office DEPOSITS FUNDS to each Success Program’s SOFI account(s).
### Appendix R – 2019 Financial Aid Timeline - Example

#### All Programs: (Excluding Summer Engineering Institute)

<table>
<thead>
<tr>
<th>Category</th>
<th>Action</th>
<th>SS 1</th>
<th>SS 2</th>
<th>SS 3</th>
<th>Responsible Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>Programs Submit Aid ID form to Summer Success Program</td>
<td>5/1/19</td>
<td>5/1/19</td>
<td>5/1/19</td>
<td>Summer Success Program</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Programs submit a Final list of students with cost of attendance per program to Financial Aid &amp; Awards</td>
<td>6/12/19</td>
<td>7/15/19</td>
<td>6/12/19</td>
<td>Summer Success Program</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid funds are dispersed and distributed to student accounts Financial Aid Office</td>
<td>6/22/19</td>
<td>7/26/19</td>
<td>6/22/19</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Deadline to apply to FAFSA</td>
<td>6/30/19</td>
<td>6/30/19</td>
<td>6/30/19</td>
<td>Student</td>
</tr>
</tbody>
</table>

#### Summer Engineering Institute

<table>
<thead>
<tr>
<th>Category</th>
<th>Action</th>
<th>SS 2</th>
<th>Responsible Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>Students start filling out waiver of consent to release financial aid information to SEI</td>
<td>4/1/19</td>
<td>Student</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>ACES Scholars must confirm FAFSA application</td>
<td>5/20/19</td>
<td>ACES Scholars</td>
</tr>
<tr>
<td>Common Application</td>
<td>Program accepts student into the program</td>
<td>5/15/19</td>
<td>Summer Engineering Institute</td>
</tr>
<tr>
<td>Common Application</td>
<td>Program submits list of accepted students to Financial Aid (not final list)</td>
<td>5/28/19</td>
<td>Summer Engineering Institute</td>
</tr>
<tr>
<td>Common Application</td>
<td>Program submits a Final list of students with cost of attendance per program to Financial Aid &amp; Awards</td>
<td>6/3/19</td>
<td>Summer Engineering Institute</td>
</tr>
<tr>
<td>Common Application</td>
<td>Deadline for students to apply to SEI closes</td>
<td>5/12/19</td>
<td>Student</td>
</tr>
</tbody>
</table>

---

**Summer Session JV. 4/26/19**
## Appendix S – Housing and Dining Q&A

**What are the Summer Housing Room and Board Rates?**

*Includes weekly custodial services in common areas only.*

<table>
<thead>
<tr>
<th>Summer Housing Rates 2018 Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room Triton Blue: $56.00/day</td>
</tr>
<tr>
<td>Double Room Triton Blue: $52.00/day</td>
</tr>
<tr>
<td>Triple Room Triton Blue: $49.00/day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is the Dining Plan for Summer Success Programs?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Success Programs use the Triton Blue Dining Plan:</td>
</tr>
<tr>
<td>$21 per day</td>
</tr>
<tr>
<td>$735 per 5 week session</td>
</tr>
<tr>
<td>$1,470 per 10 week session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How are Residence Halls furnished?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Students need to bring their own linens (blankets, pillows, sheets, etc.)</em></td>
</tr>
<tr>
<td>Included (per student):</td>
</tr>
<tr>
<td>Bed, Desk, Chair, Closest/wardrobe, Bookshelf</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How are Apartment Units furnished?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Students need to bring their own linens (blankets, pillows, sheets, etc.)</em></td>
</tr>
<tr>
<td>Included (per student):</td>
</tr>
<tr>
<td>Bed, Desk, Chair, Closest/wardrobe, Bookshelf</td>
</tr>
<tr>
<td>Kitchen (stove, refrigerators, and stoves)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Where are laundry facilities and how much do they cost?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry Facilities are located within the complex. It</td>
</tr>
<tr>
<td>cost $1.25 to wash a load and $1.00 to dry (in triton cash).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is Pest Control offered in the Residence Halls/Apartments?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, Pest control is offered. Pest Control should be</td>
</tr>
<tr>
<td>contacted if there is a problem with ants, cockroaches,</td>
</tr>
<tr>
<td>fleas or mice in your living area. To properly contact EH&amp;S</td>
</tr>
<tr>
<td>about pest control, send an e-mail <a href="mailto:ehspest@ucsd.edu">ehspest@ucsd.edu</a> with</td>
</tr>
<tr>
<td>the following information: 1) Full Name 2) College of</td>
</tr>
<tr>
<td>Residence 3) Building/Apt and room # 4) Phone Number</td>
</tr>
<tr>
<td>5) Short description of the pest problem You may also</td>
</tr>
<tr>
<td>use their online request form: <a href="http://www.ehs.ucsd/pest/forms/pest_request.html">www.ehs.ucsd/pest/forms/pest_request.html</a></td>
</tr>
<tr>
<td>the office of Environmental Health &amp; Safety will contact</td>
</tr>
<tr>
<td>you directly.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is Custodial Service offered in the Residence Halls/Apartments?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, custodial service is offered only in common areas.</td>
</tr>
<tr>
<td>All residents are responsible for emptying all trash from</td>
</tr>
<tr>
<td>their rooms and common areas. You are responsible for</td>
</tr>
<tr>
<td>maintaining a clean apartment/room. Vacuum cleaners are</td>
</tr>
<tr>
<td>available in each apartment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is Maintenance Service offered in the Residence Halls/Apartments?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, maintenance service is offered. Maintenance may be contacted</td>
</tr>
<tr>
<td>if maintenance work needs to be done in your residence or if you</td>
</tr>
<tr>
<td>have a maintenance emergency (e.g. light bulb burned out; toilet</td>
</tr>
<tr>
<td>not flushing; leaky faucet). Submit a fix it ticket request HDH</td>
</tr>
<tr>
<td>FIX IT or support from the HDH Customer Service Center ASAP only</td>
</tr>
<tr>
<td>for emergencies and issues that need immediate</td>
</tr>
<tr>
<td>Question</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Does UC San Diego offer Personal Property Insurance?</td>
</tr>
<tr>
<td>Can students receive mail?</td>
</tr>
<tr>
<td>Can students send mail?</td>
</tr>
<tr>
<td>Can students receive large packages from Non US Postal services (UPS, FedEx, DHL, etc.)?</td>
</tr>
<tr>
<td>Are there any policies students must follow?</td>
</tr>
<tr>
<td>* Refer to Housing &amp; Residential Life Policies for specific details</td>
</tr>
<tr>
<td>Can students have guest or visitors over?</td>
</tr>
<tr>
<td>How does a student access their room?</td>
</tr>
</tbody>
</table>
### Appendix S – Housing and Dining Q&A

**Page 3 of 5**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What happens if a student gets locked out?</strong></td>
<td>If a student does not have their key and/or ID on them, they must contact the college’s Residential Life Office during the Summer Business Hours (1:00pm-4:00pm). If the Residential Life Office is closed, student may call (858) 534-HELP (4357) for the RSO to unlock your unit. There can be up to a 45 minute delay if the office is closed. After the third lockout, students will be charged a $10.00 fee per lockout.</td>
</tr>
<tr>
<td><strong>What happens if a student loses their key?</strong></td>
<td>If a student loses their key, they need to go to the college’s Residential Life Office where they will be charged $10 to their student account to replace it. Note: keys must be returned at check out, so students will eventually pay for a lost key even if they are trying to avoid it. Remember that University keys may never be duplicated as this is a violation of the Student Code of Conduct and violators will be subject to disciplinary action.</td>
</tr>
<tr>
<td><strong>Can students bring their cars to campus and where do they park?</strong></td>
<td>Yes, students can bring their cars on to campus. They must pay for their own parking permit prior to bring their car. Go to the transportation.ucsd.edu site to learn if you are eligible. You may never park in a “Reserved” space.</td>
</tr>
<tr>
<td><strong>If students lose and item, where should go?</strong></td>
<td>Students should check with the college’s Residential Life Office temporary Lost and Found or call the general the general campus lost and found at (858) 534-4361.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Application Process</strong></th>
<th><strong>Standard Program</strong></th>
<th><strong>Optional</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Students apply directly with Housing using their Single Sign On username and password.</td>
<td>• N/A</td>
</tr>
</tbody>
</table>

| **Prepayment**         | • Students pay a $150 prepayment when they sign their housing contract, typically within 3-5 days of submitting an application.                                                                                                                                                                                                                           | • Programs may request to pay the prepayment for the student.                                                                                                                                                                    | • Programs may request that the prepayment be waived. This is not a guaranteed option. Housing will consult with Summer Session before                                                                                                                                 |


### Cancellation

- Students who cancel their housing contract prior to the start date are charged a $150 cancellation fee.
- Programs may request to pay the cancellation fee for the student.
- Programs may request that the cancellation fee be waived. This is not a guaranteed option. Housing will consult with Summer Session before deciding if a waiver is appropriate.

### Assignments - Location of Summer Housing

- Housing will select the location of the summer housing program 6-9 months prior to the start of the program. Selection decision is based on space needs; and the program rotates among the residential communities.
- Programs may request to be located in residential halls or apartments, depending on availability.

### Assignments – Room Type

- Singles, double and triple room options may be available. Quantity varies by location.
- Program may request their students be housed in the same room type, for example, all double rooms, depending on availability.

### Assignments – Gender Identity

- Students will be assigned to spaces based on preferred gender identity.
- N/A

### Assignments – With Other Summer Session students

- Students will be assigned to spaces with other students who are enrolled in summer session courses.
- Programs may request that their students be only housed with other students enrolled in the same program.

### Move In – Move In time

- Residents are able to pick up keys to their housing assignment at 12 noon on the start date of the housing contract. The Residential Life staff at the housing location will be on site to issue keys.
- Programs may request an earlier move in time which will be reviewed with the Residential Life and Custodial teams to determine availability. There may be a cost involved.
<p>| <strong>Move In – Maintenance Request</strong> | • Residents may report maintenance/housekeeping requests 24/7 by calling 858.534.2600 or submitting an HDH Fix It Request online. | • N/A |
| <strong>Residential Life – Professional Staff</strong> | • The Residential Life professional staff includes one director and two assistant directors. | • N/A |
| <strong>Residential Life – RAs</strong> | • The Residential Life staff hire Resident Advisors based on a 1:70 Resident Advisor (RA) to student ratio. | • Programs may request that Housing/Residential Life hire additional RAs at a cost. Requests need to be receive by mid-March. |
| <strong>Residential Life – Programs/Events</strong> | • RAs will host one mandatory floor meeting during the first couple of days of the program to review the residential life policies. • RAs will host one social program per week in the residential community. | • Programs may request additional social programs be offered at a cost. |
| <strong>Extra Housing Spaces for Live On Staff</strong> | • Extra space is not provided. | • Programs may request additional housing spaces for staff to reside on campus at a cost. |
| <strong>Meeting Rooms</strong> | • Meeting room space is not provided. | • Programs may request additional meeting rooms at a cost. |
| <strong>Parking</strong> | Parking is not provided and must be coordinated thru UC San Diego Transportation Services. | |</p>
<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Participant List to HDH</td>
<td>Monday, June 3rd (housing optional – program pays)</td>
<td>Thursday, May 30th (program pays) Thursday, May 25th (3 options) NA</td>
</tr>
<tr>
<td>Issue Contract</td>
<td>Wednesday, June 5th</td>
<td>Wednesday, June 5th Wednesday, July 10th Wednesday, July 10th NA</td>
</tr>
<tr>
<td>Contract Deadline</td>
<td>Monday, June 10th</td>
<td>Monday, June 10th Monday, June 15th Monday, June 15th NA</td>
</tr>
<tr>
<td>Allocated Space</td>
<td>Reverie Apartments</td>
<td>Tuolumne Muir Apartments Reverie Apartments Reverie Apartments Fleets Residence Halls NA Sixth College Apartments</td>
</tr>
<tr>
<td>Blank Space Grids Delivered to SSP</td>
<td>Monday, May 20th</td>
<td>Monday, May 20th Monday, May 20th Monday, May 20th NA NA</td>
</tr>
<tr>
<td>Completed Space Grid Delivered to HDH</td>
<td>Monday, June 10th (assigned by program, due by 12pm)</td>
<td>Monday, June 10th (assigned by program, due by 12pm) Monday, July 15th (assigned by program, due by 12pm) NA (housed w/TRAD, HDH to assign) NA</td>
</tr>
<tr>
<td>Summer Space Assignment Available to View Online</td>
<td>Friday, June 21st</td>
<td>Friday, June 21st Friday, July 26th Friday, July 26th NA NA</td>
</tr>
<tr>
<td>Welcome/Move In Information Online</td>
<td>Friday, June 21st</td>
<td>Friday, June 21st Friday, July 26th Friday, July 26th NA NA</td>
</tr>
<tr>
<td>Mentors/Peer Facilitator Move-In</td>
<td>NA</td>
<td>June 24 (afternoon) June 24 (afternoon) July 31 after 3pm July 29 (maybe 30th) NA NA</td>
</tr>
<tr>
<td>Move In</td>
<td>Saturday, June 29th 9am – 4pm Reverie</td>
<td>Saturday, June 29th 9am – 4pm Muir Saturday, June 29th 9am – 4pm Reverie Saturday, August 3rd 9am – 4pm Reverie Saturday, August 3rd 9am – 4pm Reverie NA Saturday, June 29th 9am – 4pm Sixth</td>
</tr>
<tr>
<td>No Show List (Students that did not arrive to SSP Housing)</td>
<td>Wednesday, July 3rd</td>
<td>Wednesday, July 3rd Wednesday, July 3rd Wednesday, August 7th Wednesday, August 7th NA NA</td>
</tr>
</tbody>
</table>
### Move Out
<table>
<thead>
<tr>
<th></th>
<th>Sunday, August 4th out by 12pm</th>
<th>Sunday, August 4th out by 12pm</th>
<th>Sunday, Sept. 8th out by 12pm</th>
<th>Sunday, Sept. 8th out by 12pm</th>
<th>NA</th>
<th>NA</th>
</tr>
</thead>
</table>

### Index
<table>
<thead>
<tr>
<th></th>
<th>NA</th>
<th>NA</th>
</tr>
</thead>
</table>

### Contact
<table>
<thead>
<tr>
<th></th>
<th>NA</th>
<th>NA</th>
</tr>
</thead>
</table>

### Dining Plan
<table>
<thead>
<tr>
<th></th>
<th>3 swipes per day at 64, Pines &amp; Café Ventanas</th>
<th>3 swipes per day at 64, Pines &amp; Café Ventanas</th>
<th>3 swipes per day at 64, Pines &amp; Café Ventanas</th>
<th>3 swipes per day at 64, Pines &amp; Café Ventanas</th>
<th>3 swipes per day at 64, Pines &amp; Café Ventanas</th>
<th>NA</th>
</tr>
</thead>
</table>

### Rates (Include dining plan)
<table>
<thead>
<tr>
<th></th>
<th>TR - NA DB - $54.50 SG - $58.50</th>
<th>TR - NA DB - $54.50 SG - $58.50</th>
<th>TR - NA DB - $54.50 SG - $58.50</th>
<th>TR - NA DB - $54.50 SG - $58.50</th>
<th>TR - $51.50 DB - $54.50* SG - $58.50* Only in case of Pro-Staff and OSD</th>
<th>NA</th>
</tr>
</thead>
</table>

*Conference Rate*
## Appendix U: 2019 Student Health Timeline - Example

<table>
<thead>
<tr>
<th>Program</th>
<th>Dates</th>
<th>Projected # of Students</th>
<th>Program Coordinator</th>
<th>Access Fee for Students opting out of Early Start UC SHIP</th>
<th>Early Start UC SHIP Premium (Students opting in)</th>
<th>Student Health submits Early Start UC Rates from UCOP</th>
<th>Early Start UC Ship Waiver Form Updated by Student Health with UC Rates</th>
<th>Student Health Website updated with SSP Early Start Ship</th>
<th>Programs Submit final list of participants and waivers to Student Health</th>
<th>Student Health posts Access Fee to Student's Account</th>
<th>Student Health posts Early Start UC Ship Insurance fee to Student’s Account (with Fall Date/Fall Bill)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triton Sophomore Scholars (second year UCSD students)</td>
<td></td>
<td>70</td>
<td>Susan Rinaldi</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total** 710

Jonathan Vega, 4.25.2018

*subject to change
This informational guide is designed to assist faculty and staff in recognizing and supporting students of concern.

What is a Student of Concern?
A student whose academic progress or functioning in the university environment is adversely affected due to a number of indicators outlined below that are impacting their well-being and/or the well-being of others.

Indicators of Concern

<table>
<thead>
<tr>
<th>Physical Signs</th>
<th>Change in Behavior</th>
<th>Psychological Signs</th>
<th>Unmet Basic Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor personal hygiene</td>
<td>Withdrawal or isolation</td>
<td>Delusions or paranoia</td>
<td>Lack of housing</td>
</tr>
<tr>
<td>Change in appetite; weight loss or gain</td>
<td>Loss of interest or pleasure in activities</td>
<td>Guilt or worthlessness</td>
<td>Food insecurity</td>
</tr>
<tr>
<td>Agitation or restlessness</td>
<td>Increased alcohol or substance use</td>
<td>Sad, anxious, empty mood or mood swings</td>
<td>Financial struggles</td>
</tr>
<tr>
<td>Change in sleep</td>
<td>Irritability or anger</td>
<td>Missed or late arrival to class/work</td>
<td></td>
</tr>
<tr>
<td>Recurring physical complaints</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report your concerns 24/7 to the Triton Concern Line: (858) 246-1111

Safety Risks
- Physical violence
- High risk/dangerous behavior
- Suicidal behavior
- Threats of violence to others

Imminent Risks to Health and Safety
Call Campus Police at (858) 534-HELP or 911 from any campus phone
What happens when you call the Triton Concern Line?

**Within 1 Business Day**
- Your call will be routed to the appropriate Dean of Student Affairs.
- Action will be taken regarding the case.
- If requested, a follow-up email will be sent to the caller.

**Potential Action Steps**
- The Dean of Student Affairs may:
  - Coordinate a joint response to the student.
  - Identify next steps and additional support, if needed.
  - Consult with multidisciplinary team on health and behavioral issues.

**Behavioral Threat Assessment & Management Team**
The goal of the Team is to mitigate behavioral threats to the UC San Diego community through an integrative process of communication, education, prevention, problem identification, assessment, and recommendation of action. Learn more on BLINK: Behavioral Threat.

**Addressing Privacy Concerns**
The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern in connection with a health and safety emergency. Observations of a student's conduct or statements made by a student are not FERPA protected. Such information should be shared with appropriate consideration for student privacy.

**Note**: Health records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting or assisting in that capacity, are subject to HIPAA Privacy Rule’s restrictions on use and disclosure and cannot be released to a third party without written consent from the student.

**Additional Student Resources**
- Counseling and Psychological Services (CAPS) (858) 534-3755
- CARE at the Sexual Assault Resource Center (SARC) (858) 534-5793
- Student Health Services (SHS) (858) 534-3300
- Office for the Prevention of Harassment & Discrimination (OPHD) (858) 534-8298