

2025 - 2026 Summer Programs Guidebook

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Overview

What are Summer Programs at UC San Diego?

What are Summer Programs?

UCSD Summer offers a variety of programs for all age groups whether your program is for parents looking for a non-credit camp for their children or an undergraduate student in need of a credit bearing program. Summer programs include a wide range of experiences including K-12 as well as university and beyond.



Types of Summer Programs

UCSD Credit Bearing

- Incoming
- Transfers
- Current Students

UCSD Non-Credit Bearing

- Incoming
- Transfers
- Current Students

Non-UCSD Students

- K-12
- Visiting

Summer Programs

Through participation in *credit bearing* Summer Programs, newly admitted students can:

- Reduce time to degree
- Explore UCSD campus
- Take part in tutoring and mentoring opportunities in a structured and supportive learning environment
- Take advantage of on-campus housing and dining options
- Participate in targeted co-curricular activities
- and so much more...

How to Get Started with a Credit Bearing Program

Things to consider before launching your program:

- **Overview**

- What is the goal of my program?
- Do the dates of my program align with Summer Session term dates?
- Do I have my leadership team's approval?
- Assessment – have a plan in place for program review & assessment
- Program Management Team – who will run the program? Do you have a team in place?

- **Student**

- Which student population will my program serve?
- What is the size of my program?
- Is there an existing program on campus similar to my idea that I can leverage?

Things to consider before launching your program:

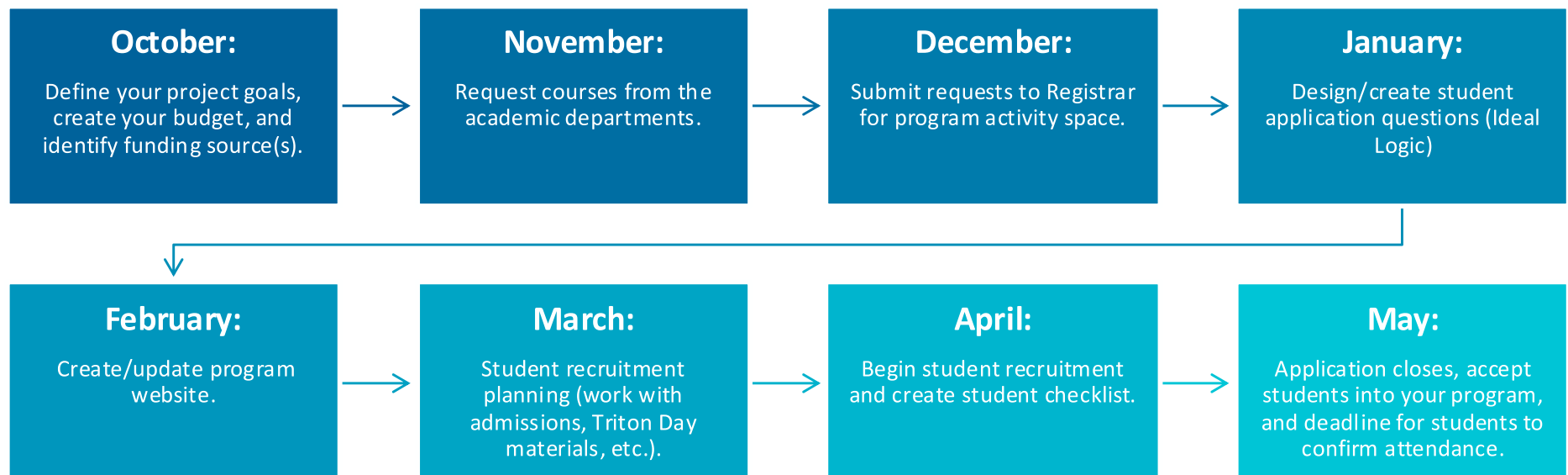
- **Courses**

- Do I have the academic department's partnership and support?
- Can I offer xyz course in my program or do I need a course/department approval?
- Will the course be closed to program participants?

- **Business**

- Residential vs. Nonresidential Program (housing on campus)
- Campus space need – does your program require campus space for courses /events / recreation / team building / labs?
- Budget & Costs – figure out your funding, costs to students, & budget

Operations Timeline - Summer Programs with Credit-Bearing Courses



Operations Timeline - Summer Programs with Credit-Bearing Courses

June

- Students complete pre-program checklist
- **Session 1 & Special Session Programs**
- Submit list of students to Student Health. Student health charges \$30 access fee to students waiving UC Ship
- Submits space grids to Housing & Dining (HDH).
- Program fee charged to student accounts.
- Submit final list of students to Financial Aid with cost of attendance per student.
- Financial Aid disburses scholarship funds to student accounts.
- Students move-in & orientation.
- Program/courses begin.

July

- Housing & Dining posts charges & Cashier's post payment.
- Standard billing to student accounts.
- Program ends.
- Closing ceremony, move out.
- **Session 2 Programs**
- Submit list of students to Student Health. Student Health charges \$30 access fee to students waiving UC Ship.
- Submit space grids to Housing & Dining (HDH).
- Program fee charged to student accounts.
- Submit final list of students to Financial Aid with cost of attendance per student.
- Financial Aid disburses scholarship funds to student accounts

August

- Students move-in & orientation.
- Program/courses begin.
- Housing & Dining posts charges & Cashier's post payment.
- Standard billing to student accounts
- Program Ends.
- Closing ceremony, move out.

September

- Assess the success of your program
- Collect feedback from students, program staff & faculty
- Review student grades
- Adjust programming as needed for next summer.

Students

Figure Out Your Target

Student Type:

**First Year/
Transfer**

**Currently
Enrolled**

Attributes:

Majors

**First
Generation**

International

**Underserved
Backgrounds**

**Community
College**
(applicable to Transfers only)

**Resident /
Nonresident**

Marketing and Outreach for Recruitment



IDEAL LOGIC Platform

What is IDEAL LOGIC?

IDEAL LOGIC is a tool for campus to build an application and workflow for Summer Programs.

Advantages of using Ideal Logic for your Summer Program:

- SSO integration (pull student info into app simply logging in; prevent non-UCSD students from applying, etc)
- Streamlined and automated communication (all messaging can be done in Ideal Logic while still coming from your program email; all student comms are linked to their profile so you can see anyone who has spoken with them)
- Identify Applicants across other programs participating in Ideal Logic (e.g. Student applies to SEI and Bridge)
- Dedicated support team for customization, troubleshooting, etc.

For more information, please contact Rocco Fragomeni, Summer Planning Director summerplanning@ucsd.edu

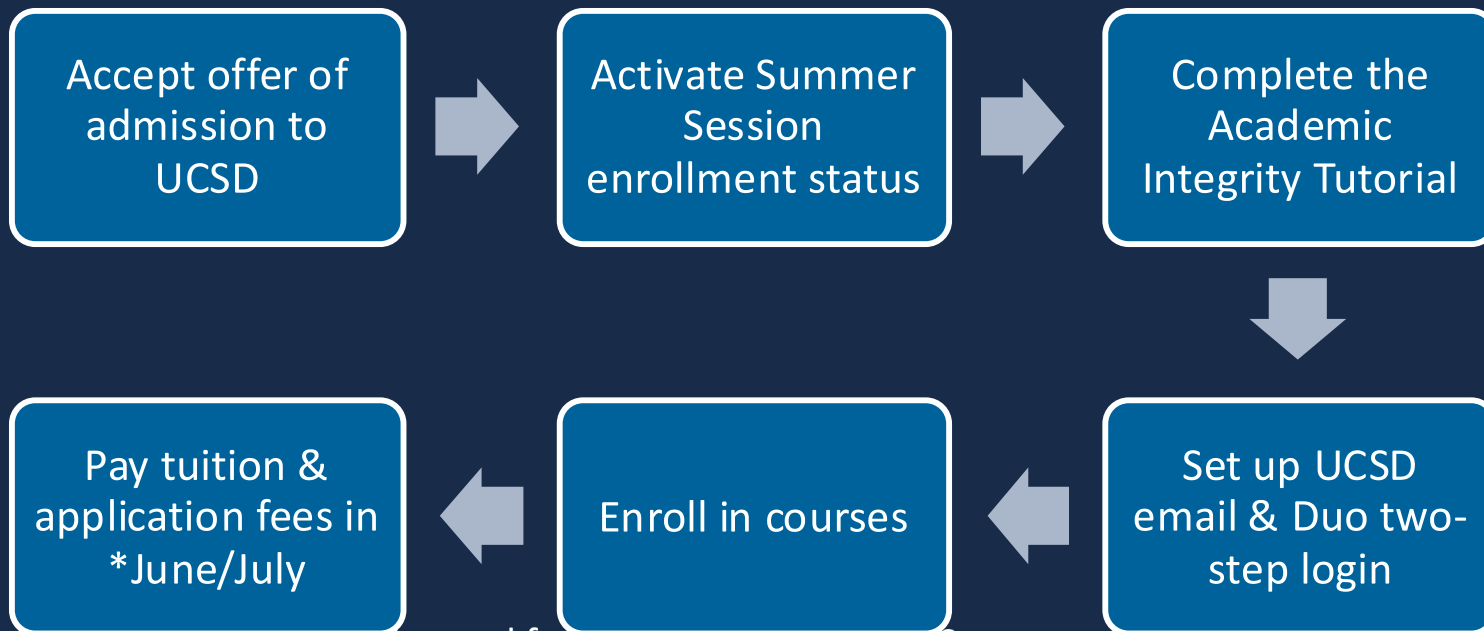
Step 1: Program Application Process (Program Coordinator sets up)



*Incoming students must complete the Summer Session application after being accepted into your Summer Program

**Current students enroll via webreg

Step 2: Incoming Students' Summer Session Application Process



*Programs that cover student tuition and fees should work with SFS to ensure students aren't dropped for non-payment

Enrollment during the Summer

- Hold a mandatory orientation via zoom to walk students through enrolling into course(s)



Scholarship / Financial Aid

Summer programs offering credit courses can work with the UCSD Financial Aid Office to set up scholarship and financial aid opportunities for **Undergraduates**.

Note: Campus grant is taxable and reported on the 1098T tax form as a scholarship.

Graduate students refer to their academic department for funding.

There are 3 main buckets for the financial aid model:

Campus Sponsored

Program is fully funded and paid by the campus.

Hybrid or other sources of funding

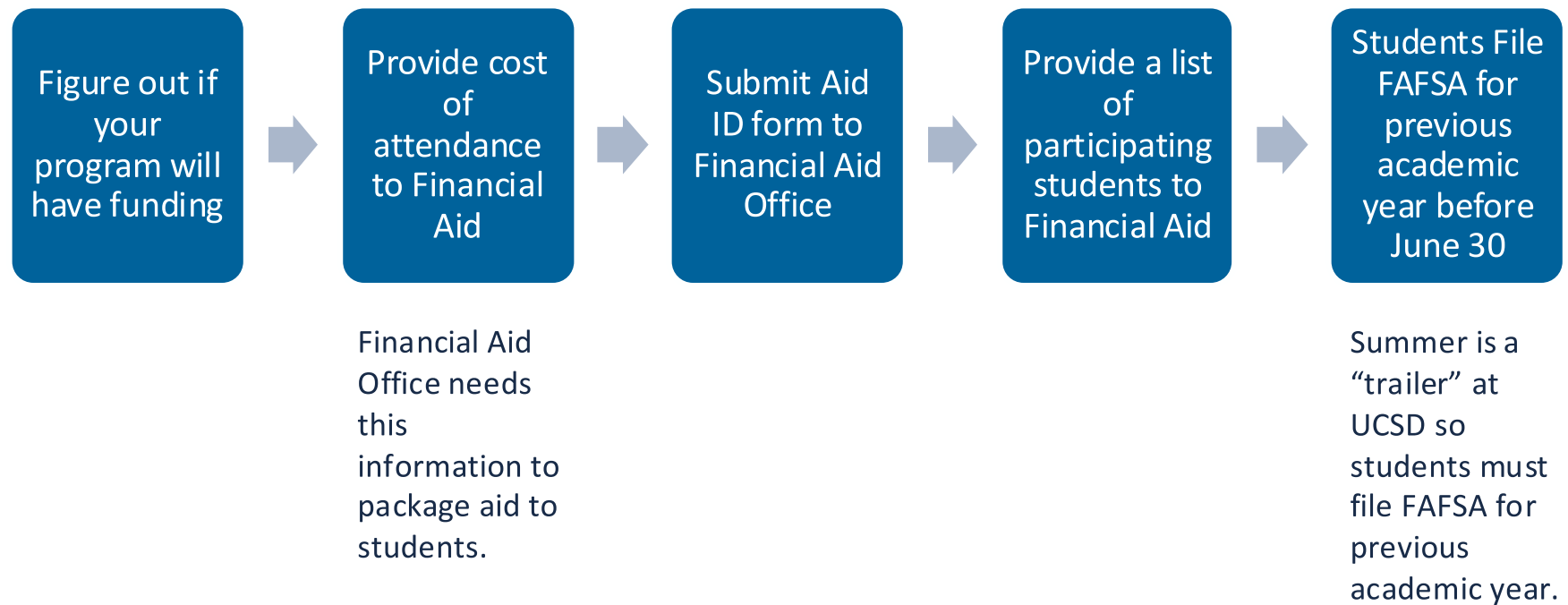
Campus covers part of the program costs. Programs can look for external funding to help with student costs.

Student Pays

Student pay for the program and tuition. May apply for financial aid.

Scholarship / Financial Aid

How to set up financial aid for campus-sponsored and hybrid programs:



Scholarship/ Financial Aid

Please note that the current information is from summer 2025 and the information for summer 2026 is anticipated to update in early April 2026.

Updated information can be found online here:

<https://fas.ucsd.edu/summer-session/>

Courses

What Types of Courses will your program offer?

Credit Courses

- Courses are **approved** by Academic Senate
- Student grades post to UCSD Transcript
- Courses may be open for all students or closed to students in your program
- Partner with **academic departments** and **Summer Session** for course scheduling
- Summer Session does pay for instructors and instructional support (subject to change)

Non-Credit Courses

- Courses are **not approved** by Academic Senate
- Not on official UCSD transcript
- Students may add the experience to a co-curricular record (if approved)
- Partner with academic departments, UCSD Extension, or other campus units
- Summer Session **does not** pay for instructors and instructional support

How to Plan & Schedule Credit Courses

1. Review the [UCSD course catalog](#) to select the courses your program will offer.
2. Contact the academic department chief administrative officer (CAO) to request the course(s). Specify if the course(s) will be closed to students enrolled in your program, or open to all Summer Session students.
**Note: The academic department will hire the instructor(s) and TA(s).*
3. The academic department's scheduler will enter the course in the [Instructional Scheduling Assistant \(ISA\)](#).
4. Summer Session reviews & approves courses in the ISA.
5. Registrar Scheduling coordinates online and remote courses as well as with the academic departments to schedule the course(s) in general use classroom space, and additional scheduling is done for program-specific sessions such as tutoring, supplemental instruction, etc.

Credit Courses Must be Offered in Standard Summer Session Teaching Times

- *Standard Summer Session Courses Require 30 Contact Hours in a 5 Week Session*

MW	TTH	MTWTh
8 – 10:50 am	8 – 10:50 am	8 – 9:20 am
11 – 1:50 pm	11 – 1:50 pm	9:30 – 10:50 am
2 – 4:50 pm	2 – 4:50 pm	11 – 12:20 pm
5 – 7:50 pm	5 – 7:50 pm	12:30 – 1:50 pm
6 – 8:50 pm	6 – 8:50 pm	2 – 3:20 pm
		3:30 – 4:50 pm
		5 – 6:20 pm
		6:30 – 7:50 pm
		8 – 9:20 pm

Instructional and Supplemental Support

In Summer Programs, you can choose to provide additional academic support to students. Examples include:

Supplemental Instruction

The Teaching + Learning Commons provide Supplemental Instruction for certain courses. This complements the classroom learning to help support students.

For more information, visit the [Academic Achievement Hub](#) website.

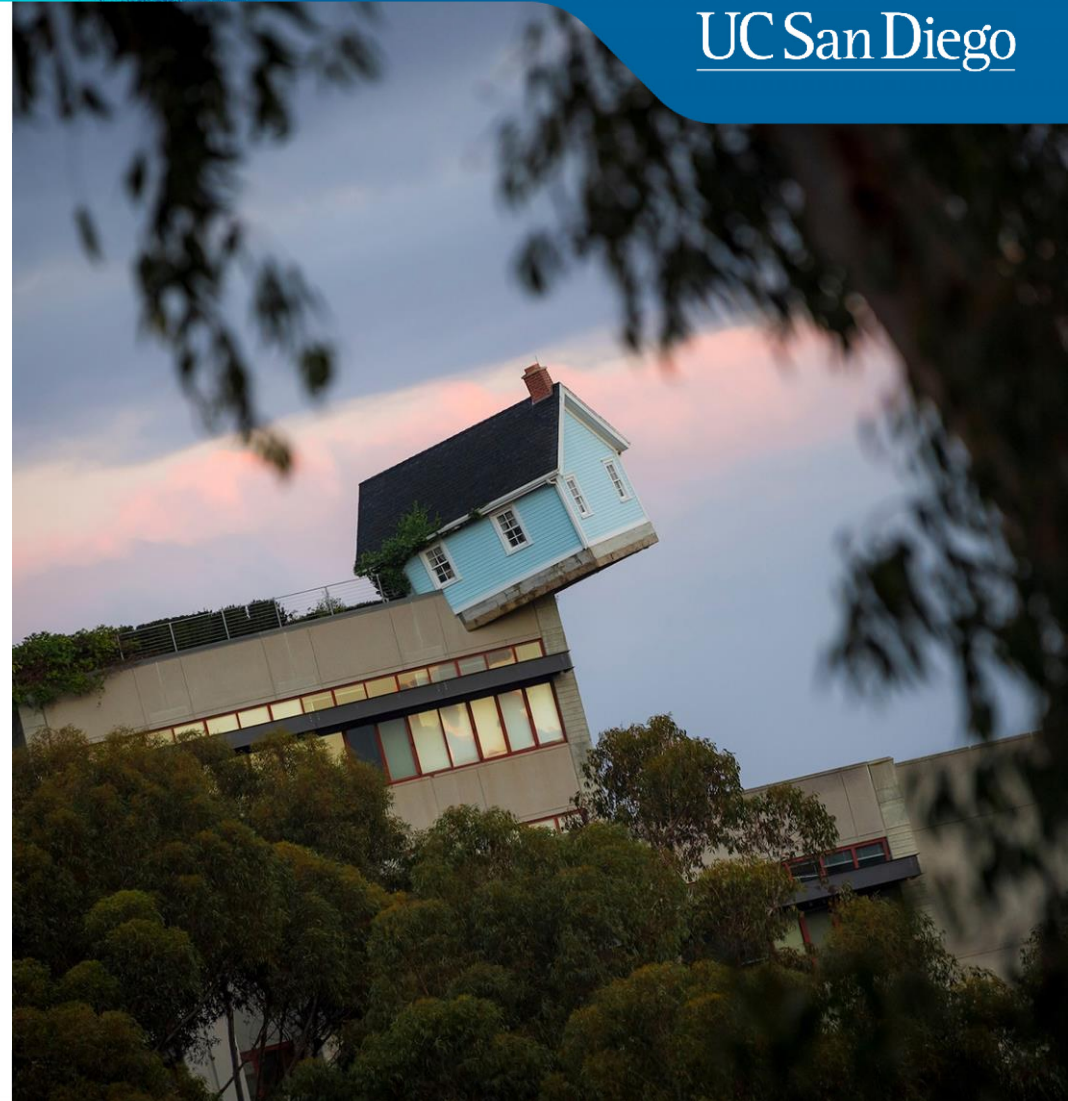
Instructional Support – TAs, Tutors, & Readers

Hired by the academic department for credit courses to support the instructor and course. For more information, see the [Business section](#).

Workshops and Activities on Campus

- Orientation
- Field Trips
- On-Campus workshops
- Social Events
- Campus Tours
- Concerts
- Movies

*Plan accordingly based off course meeting dates/times



Reserving Space at UCSD

- Identify space needs early on [here](#)
- For a complete list of spaces with campus location, view this [google sheet here](#)



Triton Transit

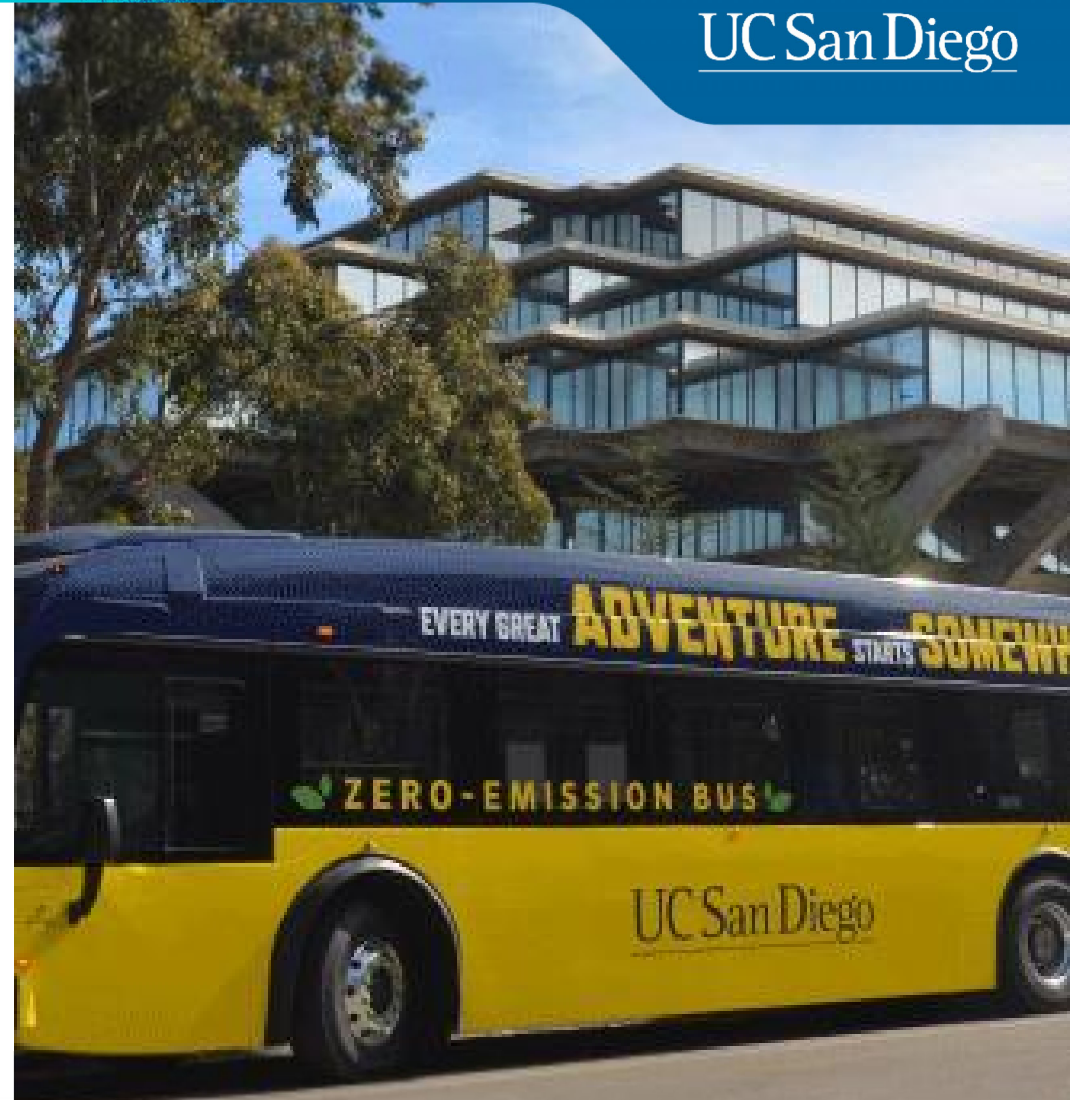
Summer Shuttle Hours

*6:30 am - 6:00 pm

Triton Transit Route Schedule

- Mobility services *6:00 – 10:00 pm
(registered with OSD or DCC
faculty/staff)
- Looking to extending services, tbd

*subject to change, please see route
schedule



Business

How to Hire Instructors for Summer Session Credit Courses

Academic Departments hire the instructors to teach the credit Summer Session courses in your program.

Instructors are compensated using the standard Summer Session salary model, in alignment with UCSD AP policies. See [Appointment-&-Payroll-Documents](#) for details.

*Summer Session pays the instructors' salaries. (Instructor gross salary, benefits, and GL are not a cost to your program.)

**subject to change, pending 2026 financial model*

How to Hire TAs, Readers, & Tutors for Summer Session Credit Courses

Academic departments hire the TAs, Readers, and Tutors for the Summer Session credit courses in your program.

Each department has a standard practice for hiring instructional support, refer to your department for detailed information.

Summer Session may fund actual TA, Tutor, and Reader payroll expenses for undergraduate Summer Session classes. (Pending new 2026 financial model.)

How to Hire TAs, Readers, & Tutors for Summer Session Credit Courses

If courses in your program require more than the standard number of TAs, Readers, or Tutors, the academic department can hire additional support, and your program will cover the additional cost.

*standard number of TAs varies by department

The TA, Reader, and Tutor pay rates are published on the GEPA website, [Student Academic Title Pay Rates](#)

Examples of payment amounts for typical Summer Session TA, Reader, and Tutor appointments [Scales & Rates](#).

Risk Management

- [Risk Management Resources](#) for special events or field trips

*For more information, contact [Risk Management](#), (858) 534-2454

Residential Programs: On-campus Housing

On-campus Housing is available to programs that have a residential component.

*HDH will reserve space based off the [Summer Program Inventory](#)

Recommendation: Contact Stacy Travis at stravis@ucsd.edu in Housing & Dining Hospitality (HDH) as early as possible to reserve rooms.

Note: Campus renovates and cleans residence halls so housing options may be limited during the summer.

HDH Summer Housing website - [HDH Undergrad Housing](#)

Student Health Insurance

UCSHIP is funded by quarterly registration fees (FA, WI, SP) and is only provided to a summer school student if they are enrolled for Spring quarter, where coverage would start the first day of Spring Quarter and continue through the end of summer.

- *Proof of medical insurance during the summer is not necessary, however, a copy of the student's insurance card and summary of coverage & benefits will be required for the online waiver application in consideration to waive the academic year.*
- Typically, **UCSHIP is not offered for students who start in the summer sessions.** (However, there are certain departments that require their Fall programs to start over the summer and would need to ensure their students' health insurance requirement is met. With the approval & coordination with UCOP, an early start insurance premium and start date is offered to those early start participants.)
- Health coverage with UCSHIP over the summer is optional. However, the enrollment is automatic during the academic year unless an [annual waiver](#) approval is on file.
- The programs will provide Health Services with their program start date(s) and will send a list of their participants in advance. Health Services will reach out to each student whose name is listed and they will be required to submit a form indicating whether they need UCSHIP prior to the start of FALL (September).

***For more information about UC Ship and student coverage – ship3@ucsd.edu or 858-534-2124**

Program Fee Form (Campus Budget Office)

Program Fees charged to students may include fees to cover expenses: books, materials, transportation, events, etc.

The program fee must be approved in advance via the Campus Budget Office process.

Questions? Contact Louie Cruz loc021@ucsd.edu

Participant Fee and Payment Collection

For hybrid or student pay programs, students must pay all tuition & fees by the published deadlines listed in the [Summer Session Calendar](#).

Payment is accepted via e-check on TritonLink or check payment to the Cashier's Office.

Questions?

Thank you!

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