

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>.

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

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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

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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.
- Step 2** 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 3** Based on selection criteria on the program proposal form, Summer Sessions coordinates with Admissions for access to students accepted to UC San Diego.
- Step 4** 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 5** 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 6** Meet with faculty and program team to coordinate operations of program. Activity logistics of reserving space for classes, workshops, etc.
- Step 7** 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

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graduate division to organize appointments for students, is available to list campaigns for open positions.

- No additional payments may be made to Teaching Assistants, Readers and Tutors for any reason. 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>

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>
- 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>

See Appendix K: Teaching + Learning Commons Flyer

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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 following 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

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

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](#))

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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**

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- 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?
 - improve time-to-degree
 - close achievement gap
- Why would incoming students be interested in the program?
- What is unique about the program?
 - 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>
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)

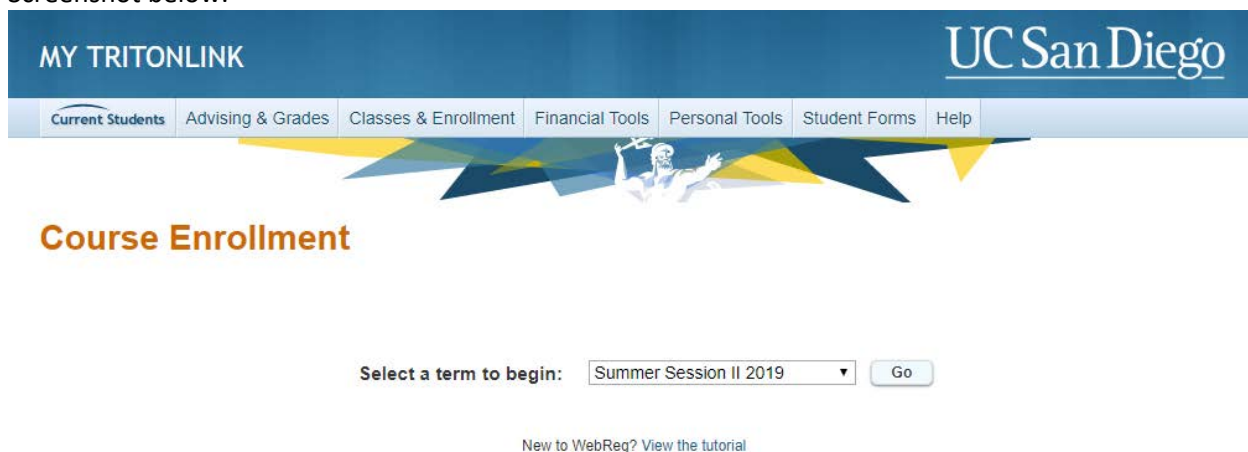
*Departments upload a list into EASy

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 (<https://act.ucsd.edu/cgi-bin/tritonlink.pl/2/students/academic/classes/acd/webreg.pl>)
2. From the drop down menu, student selects the term "Summer Session I or II 2019." (Depends on Program)
3. Click Go.

Screenshot below:



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.

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Example:

Please review Summer Session deadlines, policies, and procedures at [Summer Session Web site](#).

- June 24: Fees are posted to your student account - View details on [Billing and Payment](#).
- NOTE: If you enroll after July 1, you will not receive an e-mail notification of your bill. Check your account online.
- July 25: Fees are due - [Ways to Pay Your Bill](#)
- July 29: Courses dropped if fees are not paid in full
- August 5: Deadline to drop to receive 100% refund
- August 6: No course refunds begins

Search for Classes: Search

Advanced Search Hide search result

Show 10 First 1 Last 1 course found

Search results and action

▼ MATH 20E Vector Calculus (4 units)

Section ID Section Meeting Type Days Time Building Room Avail Seats Total Seats Waitlist Count Book Instructor Action

Course Note: Transfer students: For information on the Math 20E Requirement Fulfillment Exam, please go HERE (http://www.math.ucsd.edu/programs/undergraduate/math_20e_exam/).
Textbook information (http://math.ucsd.edu/resources/math_textbooks.pdf)
Summer Session I 2016: August 01 2016 - September 03 2016 [Catalog](#) | [Prerequisites](#) | [Resources](#) | [Evaluations](#)

Section ID	Section	Meeting Type	Days	Time	Building	Room	Avail Seats	Total Seats	Waitlist Count	Book	Instructor	Action
873811	A00	LE	MWF	9:00a-10:50a	CENTR	109					Staff	Plan Waitlist
873812	A02	DI	TuTh	9:00a-10:50a	APM	E402	0	30	2		Staff	Plan Waitlist
873814	A04	DI	TuTh	9:00a-9:50a	APM	E402	0	30	3		Staff	Plan Waitlist
873814	A00	LE	MWF	9:00a-10:50a	CENTR	109					Staff	Plan Waitlist
873813	A03	DI									cancelled	
FINAL			Sa	8:00a-10:50a	TBA	TBA						09/03/2016
<small>Section 800 Note: This course section is restricted to students approved to enroll in the Summer Academy Transfer Program. For more information see http://academy.eng.ucsd.edu</small>												
802971	B00	LE	MTWTF	1:00p-2:20p	APM	B412					Staff	Plan Waitlist
	B01	DI	MTh	3:00p-3:50p	SEQUO	147	0	0	6		Staff	Plan Waitlist
<small>Make-up Sessions</small>												
FINAL			F	4:00p-6:50p	TBA	TBA						09/02/2016

- 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, dining, 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.

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

- **Campus Fee** – fee assessed **per session** during the summer² 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

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

to Financial Aid by mid-April. This information will also be proposed on the Budget form which is part of the Program Proposal. Students may be eligible for loans.

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.
7. Monitor students for Financial Aid Satisfactory Academic Progress.

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 UCSHIP (ES UCSHIP) 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 UCSHIP. 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 UCSHIP Agreement form for cost information.

Students enrolling in the ES UCSHIP must remain enrolled in UCSHIP for fall quarter. If you enroll in the ES UCSHIP coverage and later waive UCSHIP 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 llinares@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



OFFICE OF THE EXECUTIVE VICE CHANCELLOR
ACADEMIC AFFAIRS

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November 4, 2016

Becky Arce (Director, Summer Session)
Juan González (VC Student Affairs)
Jeffrey Orgera (Assistant VC, Student Retention and Success)
Becky Pettitt (VC Equity, Diversity, and Inclusion)
Barbara Sawrey (Associate VC and Dean of Undergraduate Education)
Gabriele Wienhausen (Faculty Director, Teaching + Learning Commons), *Chair*
Paul Yu (Revelle College Provost)

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 Programs¹ 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,

A handwritten signature in black ink that reads "Peter F. Cowhey".

Peter F. Cowhey
Interim Executive Vice Chancellor

¹ Summer Success Programs are academic programs specifically designed to advance students' educational success at UC San Diego. Their overarching goals 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 fourth-quarter type (summer) programs for continuing students. They are often residential.

Appendix B: EVC 2018 Work Plan – SSP Steering Committee

UNIVERSITY OF CALIFORNIA, SAN DIEGO

UCSD

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SANTA BARBARA · SANTA CRUZ

OFFICE OF THE EXECUTIVE VICE CHANCELLOR
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January 12, 2018

Becky Arce (Summer Session)
Adele Brumfield (Admissions)
Glynda J. Davis (Equity, Diversity and Inclusion)
Vonda G. Garcia (Financial Aid)
Kathleen D. Johnson (Undergraduate Education)
Cindy G. Lyons (Registrar)
John C. Moore (Undergraduate Education)
Jeffrey M. Orgera (Student Success)
Gabriele K. Weinhausen (Teaching + Learning Commons) **Chair**
Paul K. Yu (Council of Provosts)

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.

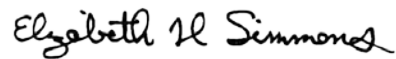
5. **Triton Freshman Scholars Program:**

- 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

Program	Student Profile for Recruitment	# of Participants	Program Contact	Session/# of Weeks	Require FAFSA & Financial Aid application for loans/grants	Residential	Access to Student Health	Credit- Bearing course(s)	Funding Model
(PATH) Summer Academy in the Arts and Humanities	Incoming Transfer Major: Arts & Humanities SDCCC Community Colleges (Mesa, Miramar, City)	30	Joelle Fusaro Phone: 858-822-0733 Email: jmfusaro@ucsd.edu	Session 1 July 1 – Aug 3 5 Weeks	No	Yes (Optional)	Yes	LITC 165 MUS 150	Mellon Grant
Summer Bridge	Incoming Freshmen Low-income First generation Local Control Funding Formula (LCFF)	300	Margarita Lopez Phone: 858-534-2801 Email: summerbride@ucsd.edu	Session 2 Aug 5 – Sept 7 5 weeks	No	Yes (Required)	Yes	EDS 25 CHEM 6A ECON 1 BILD 1 ETHN 2 TDGE 1 PSYC 1	EVC Funding
Summer Engineering Institute	Incoming Freshmen Major: Engineering	150	Gennie Miranda Phone: 858-822-2086 Email: gbmiranda@ucsd.edu	Session 2 Aug 5 – Sept 7 5 weeks	Yes	Yes (Required)	Yes	ENG 10 SE 1 MAE 8 ECE 5 Nano 15 CSE 5A	Student pays Department Funding Federal Aid (NSF Grant, Scholarships)

Appendix C – 2019 Reference Chart of Programs (Page 2 of 2)

Program	Student Profile for Recruitment	# of participants	Program Contact	Session/# of Weeks	Require FAFSA & Financial Aid application for loans/grants	Residential	Access to Student Health	Credit- Bearing course(s)	Funding Model
Triton Freshmen Scholars	Incoming Freshmen Math Placement Exam Recruitment of PATHS Program	160	Susan Rinaldi Phone: 858-822-3618 Email: smrinaldi@ucsd.edu	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	Yes (Required)	Yes	AWP 10 (8 weeks) A: Math 2(8 weeks) Math 3C (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 Phone: 858-822-3618 Email: smrinaldi@ucsd.edu	Session 1 + 2 July 1 – Sept 7 10 weeks	No	Yes (Required)	No	1 course per session	EVC Funding
	TOTAL # of Participants:	710							

Appendix D: Program Proposal Template

Page 1 of 8

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

Page 2 of 8

Last Name				
First Name				
Phone #				
Email				

Part 2: Students, Program Overview

Figure 2.1

2.1 a Student Level	<input type="checkbox"/> New <input type="checkbox"/> Freshman <input type="checkbox"/> Transfer <input type="checkbox"/> Continuing <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior
2.2a Student Demographic Selection	First Generation _____ Community College _____ Low-income _____ LCFF+ School _____ International Student _____ Non-Resident _____ Resident _____ Non-Resident (out of state) _____ Under Represented Minority _____ Specific Major _____

Appendix D: Program Proposal Template

Page 3 of 8

	<p>___ Male ___ Female</p> <p>Other _____</p>
<p>2.3a Estimated # of participants</p> <p>2.4a Estimated # of participants from last year</p>	<p>MAXIMUM_____ MINIMUM_____</p> <p>(Please write N/A if this is a newly proposed program)</p> <p>_____</p>
<p>2.5a Program Goals</p>	<p>Summer Success Programs are offered to students to strengthen academic skills, increase engagement, and reduce achievement gap.</p> <p>Briefly Describe how your program meets one or more of these goals.</p>
<p>2.6a Program Description</p>	<p>Description of your program.</p>
<p>2.7a Additional information about your program:</p>	<p>Is there anything more about this proposed program you would like to include for consideration:</p>

Appendix D: Program Proposal Template

Page 4 of 8

2.8a UCSD Strategic Plan	Program coordinator or Director, please select goals and strategies that will translate as a main tool for the proposed SSP UC San Diego's strategic plan. http://plan.sdsc.edu/documents/Exec-Summary-Strategic-Plan.pdf
2.9a Program Dates:	
2.10a Program Website URL: 2.11a Social Media URL:	
2.12 Assessment	How will this program be tracked and assessed? please describe: (This information will be reviewed and used for the purpose of improving student learning and development)

Appendix D: Program Proposal Template

Page 5 of 8

	of this program for future purposes)
--	--------------------------------------

Part 3: Campus Facility Resources: (laboratory, housing, dining, classroom) & Residential

Figure 3.1:

- | | Yes | No | |
|----|-------|-------|---|
| 1. | _____ | _____ | Would you like to request on-campus space for classes, events, recreation, etc.
If yes, please describe rooms, location of campus, facility _____
(Example: laboratory, residential, lounge, classrooms, field, |
| 2. | _____ | _____ | Will off-campus space be used?
If yes, please list location or type of facility requested _____ |
| 3. | _____ | _____ | Transportation Services: How will students get to this off campus location? _____
(Example: bus, private vehicle) |

Appendix D: Program Proposal Template

Page 6 of 8

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: _____

Appendix D: Program Proposal Template

Page 7 of 8

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.

Appendix D: Program Proposal Template

Part 7: Endorsements

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

Courses	Department Chair or Dean – (Program)	Email	MISO	Email

Please Note:

Appendix E - SSP Budget Template (Page 1 of 2)

2019 Summer Success Program _____

Enrollment:		
Course #(s) and Title(s):		
Session:	Weeks:	
Units:	# Courses:	

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:	\$	-
<i>Per Student</i> #DIV/0!		
Total Income	\$	-
Faculty Compensation (Paid by Summer Session)	\$	-
Balance	\$	-

BUDGET DETAIL

A. HOUSING & DINING			
	Rate	# Students	# days
Residential Rate		0	
			\$ -
			\$ -
			Total H&D \$ -

B. TUITION & CAMPUS-BASED FEES			
		Units	Fee
Tuition (Group):	(Units x \$ fee x # students)	0	\$ 273.00
Campus based fees:	(\$ fee x # students)	-	\$ 167.10
Health Fee	(\$ fee x # students)	-	\$ 30.00
			Total Tuition & Fees \$ -

C. PROGRAM COSTS (Enter costs per student)			
Events/entertainment	\$	-	
Books, S&E	\$	-	
Transportation	\$	-	
Other	\$	-	
Total	\$	-	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) \$ -

Appendix E - SSP Budget Template (Page 2 of 2)

D. STUDENT EMPLOYMENT UPDATE RATES FOR 10/16/2018

Academic Titles	# hired	Rate	# Hours Total	Total	
Teaching Assistant 2310	0	\$ 31.29	0.00	\$ -	
Tutor (Postdoc) 2510	0	\$ 23.30	0.00	\$ -	
- Group session rate	0	\$ 27.93	0.00	\$ -	
Tutor (Grad) 2860	0	\$ 18.92	0.00	\$ -	
- Group session rate	0	\$ 22.70	0.00	\$ -	
Tutor (Ugrad) 2860	0	\$ 14.56	0.00	\$ -	
- Group session rate	0	\$ 17.45	0.00	\$ -	
Reader (Grad) 2850	0	\$ 15.32	0.00	\$ -	
Reader (Ugrad) 2850	0	\$ 14.56	0.00	\$ -	
				Total Academic	\$ -
				E. Benefits @ 2.5%	\$ -
Non-Academic Titles					
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:	Total Salary
	\$ -
	\$ -
	\$ -
	\$ -
Total Compensation	\$ -

INCOME	
Student-paid Tuition	\$ -
Student-paid Campus Based Fees	\$ -
Total paid by Student	
	\$ -
External Funding (Grants, Scholarships, etc.)	Total Grants
UC Sources	Total UC
	Total Income
	\$ -

Appendix F - Admissions Target Audience Criteria, SSP 2019 - Example

Student Profile Target per Program
 Summer Success Programs - Summer 2019

Students: Freshmen Admitted to Fall 2019	Engineering Institute FRESHMEN	Triton Freshman Scholars FRESHMEN	Summer Bridge FRESHMEN	Program for Arts & Humanities TRANSFER
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, Insitute of Arts and Humanities.
Student Level				
Freshman	X	X	X	
Transfer				X
Student Demographics				
First Generation			X	
Low-income (\$80,000)			X	
LCFF+ school (replace 4/5th)			X	
International Student	X			
Under Represented Minority			X	
Selection related to Major				
Major: Specific fields	X 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	Arts & Hum only: Majors: Humanities, Arts, Insitute of Arts and Humanities.
Major: Undeclared			X	
Major: NOT admitted to their 1st choice				
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-scorebelow 4		x		

Appendix G: Assessment Framework

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July 24, 2017

Updated April 12, 2018

Summer Success Programs Assessment

A. Background

1. Why do we assess?

The assessment¹ 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' success² 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

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.

Appendix G: Assessment Framework

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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 backgrounds³?
- 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

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- 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?)

Appendix G: Assessment Framework

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

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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.

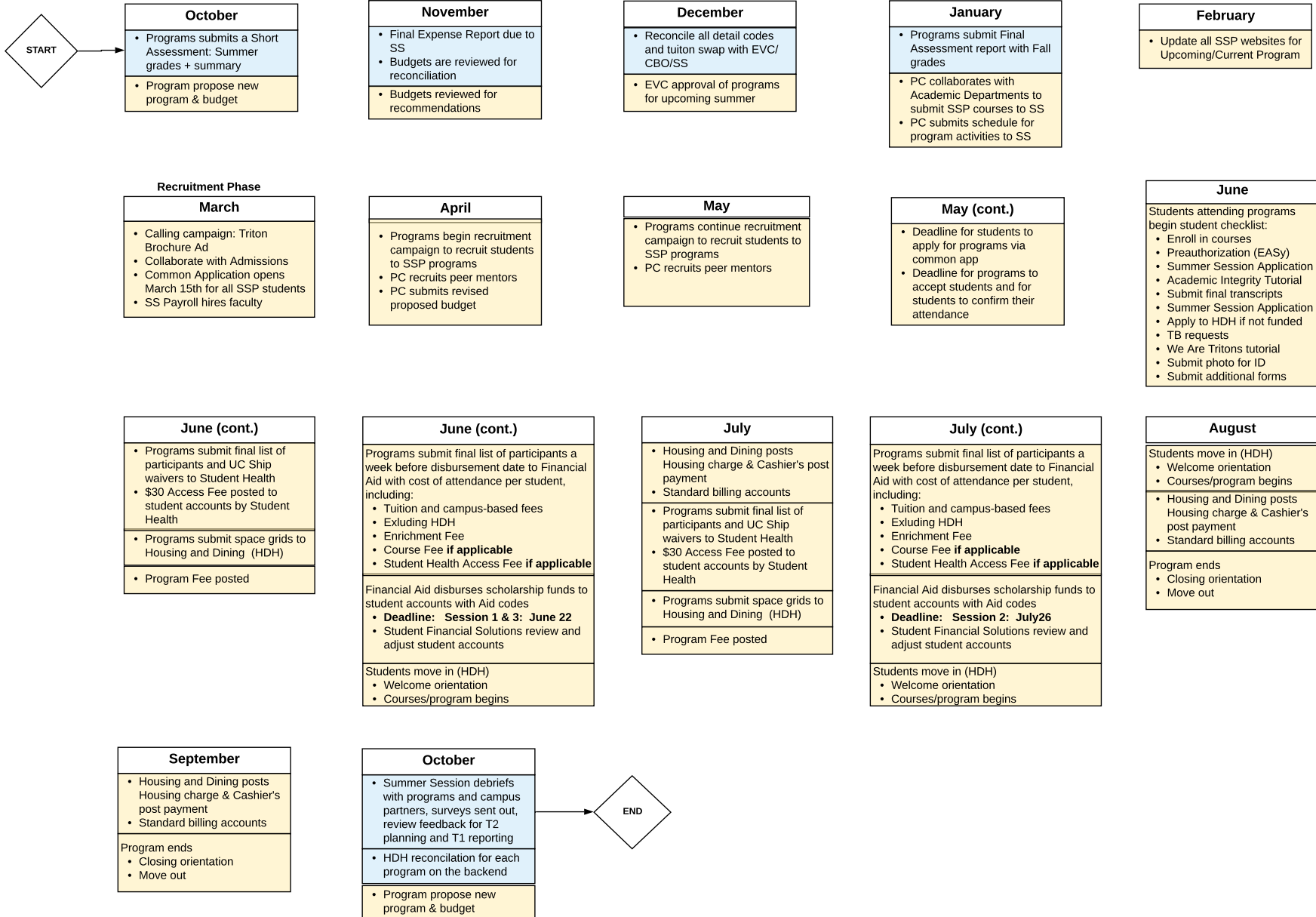
5. Sources and Methods of Data Collection

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/>; 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.

Blue Box = Previous Summer Program
 Yellow = Upcoming/Current Summer Program
 SS = Summer Session
 SSP = Summer Success Program
 PC = Program Coordinator
 EVC = Executive Vice Chancellor
 CBO = Campus Budget Office
 HDH = Housing and Dining and Hospitality

Appendix H - Operations Calendar



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

Duties Required for Success Bonus (varied by program)						
	ARTS & HUM. (PATH)*	TRITON SOPH. SCHOLARS*	SUMMER BRIDGE	SUMMER ENGINEERING INSTITUTE	TRITON FRESHMAN SCHOLARS AWP INSTRUCTORS	TRITON FRESHMAN SCHOLARS MATH INSTRUCTORS
1.			Participate in meetings in preparation for the program.	Participate in a program preparation meeting during Spring Quarter.	Attend program preparation meetings during Spring Quarter.	Attend program preparation meetings during Spring Quarter.
2.			Participate in welcome and closing ceremonies.		Participate in the program welcome and farewell ceremonies.	Participate in the program welcome and farewell ceremonies.
3.			Participate in weekly meetings during the program.		While the program is in session, attend weekly meetings with program staff and other instructors.	While the program is in session, attend weekly meetings with program staff and other instructors.
4.			Participate in transition-to-the-college sessions conducted as part of the program.		Participate in transition-to-the-college sessions conducted as part of the program.	Participate in transition-to-the-college sessions conducted as part of the program.
5.			Provide regular feedback about the students.	Provide timely feedback on student progress.	Provide timely feedback on student progress.	Provide timely feedback on student progress.
6.			Conduct extra office hours and tutoring for students.	Conduct extra office hours for students (minimum of 4 hours per week).	Conduct extra office hours and tutoring for students.	Conduct extra office hours and tutoring for students.
7.					Encourage student participation in mandatory tutoring sessions.	Encourage student participation in mandatory Supplemental Instruction and other tutoring sessions.
8.			Contribute to program assessment: write a detailed reflection; participate in an interview conducted by assessment specialist.	Contribute to program assessment: write a detailed reflection; participate in an interview conducted by assessment specialist.	Contribute to program assessment: write a detailed reflection; participate in an interview conducted by assessment specialist.	Contribute to program assessment: write a detailed reflection; participate in an interview conducted by assessment specialist.
9.						Math Instructors: - Work with the Director of Mathematics Testing and Placement, UCSD - Understand the Math Diagnostic Test - Administer the Math Diagnostic Test to enrolled students - Work with the Director of Mathematics Testing and Placement to analyze test outcomes to inform course curriculum as

* 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

Appendix K – Teaching + Learning Commons Flyer (Page 1 of 3)



Teaching + Learning Commons Services Offered to Educators and Students

Services for Educators		
Activity	Description	Contact
Appropriate, Relevant and Meaningful (ARM) Instructional Technology	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	Jace Hargis jhargis@ucsd.edu
Course-Specific Active Learning Support	Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.	Susan Rinaldi smrinaldi@ucsd.edu
Curriculum Design and Classroom Teaching Methods	Get support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.	Jace Hargis jhargis@ucsd.edu
Engaged Learning Tools (ELT)	Post research/internship opportunities on the REAL and officially recognize your students on the Co-Curricular Record and Portfolio .	Kim Elias klelias@ucsd.edu
Faculty Development	Request confidential consultations, classroom observations, small group evaluations, new faculty support and help facilitating learning communities.	Jace Hargis jhargis@ucsd.edu
Faculty/Staff Writing Retreats	Enjoy distraction-free writing time in the supportive company of other faculty and staff writers.	Matt Nelson mtnelson@ucsd.edu
Program Assessment	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).	Ying Xiong yingxiong@ucsd.edu
Scholarship of Teaching and Learning	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.	Jace Hargis jhargis@ucsd.edu
Syllabus Guidance	Develop effective graphic and electronic syllabus for effective teaching.	Jace Hargis jhargis@ucsd.edu
Write-to-Learn Departmental Consultations	Explore ideas about how to integrate writing across majors and programs of study, both graduate and undergraduate, to increase student engagement and learning.	Matt Nelson mtnelson@ucsd.edu
Writing Across the Curriculum	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.	Matt Nelson mtnelson@ucsd.edu

Appendix K– Teaching + Learning Commons Flyer – Continued (2 of 3)

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

Services for Graduate Student <u>Teaching Assistants (TAs)</u>		
Activity	Description	Contact
Appropriate, Relevant and Meaningful (ARM) Instructional Technology	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	Jace Hargis jhargis@ucsd.edu
Course-Specific Active Learning Support	Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.	Susan Rinaldi smrinaldi@ucsd.edu
Curriculum Design and Classroom Teaching Methods	Support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.	Jace Hargis jhargis@ucsd.edu
English Language Testing and Classes	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.	Martha Stacklin mstacklin@ucsd.edu
Summer Graduate Teaching Scholars	Graduate students are mentored through their first undergraduate teaching experience after completing a course on effective teaching strategies.	Teaching + Learning Commons commons@ucsd.edu
Teaching + Learning at the College Level	Develop knowledge and skills in evidence-based effective teaching practices that support student learning through a quarter-long workshop series.	commons@ucsd.edu
Writing Across the Curriculum	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.	Matt Nelson mtnelson@ucsd.edu

Appendix K– Teaching + Learning Commons Flyer – Continued (3 of 3)

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

Questions? Contact the Teaching + Learning Commons at commons@ucsd.edu or visit <http://commons.ucsd.edu>.

Appendix: L Outreach Admissions Email Campaign Letter - Example

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

Appendix: L Outreach Admissions Email Campaign Letter - Example

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**. 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

March	April	May, June, July through August
<ul style="list-style-type: none"> • March 15: deadline to submit content for individual Calling Campaigns <ul style="list-style-type: none"> ○ “Congratulations” ○ Invite to events • Calling Campaign will be set up for each program that intends to call prospective program students. Calling begins: <p>Freshmen:</p> <ul style="list-style-type: none"> ○ For Freshmen: the week of April 1st. ○ After Freshmen students Accept offer of Admission – data will be refreshed – the week of May 6 <p>Transfers:</p> <ul style="list-style-type: none"> ○ For transfers: the week of May 6th. ○ After Transfer students Accept offer of Admission – data will be refreshed – week of June 6 	<p>Freshmen:</p> <ul style="list-style-type: none"> • Week of April 1st: Email blast to Admitted Freshmen students. • Week of April 15: Reminder email to Freshmen students. • Week of May 6: Reminder email to Freshmen students who have accepted the offer of admission. • There will be 3 email messages: <ul style="list-style-type: none"> ○ To <i>admitted freshmen</i> in the target population for Summer Bridge, the Summer Engineering Institute and the Triton Freshman Scholars programs. <ul style="list-style-type: none"> ▪ The email will include the program descriptions for: <ul style="list-style-type: none"> • Summer Bridge • Summer Engineering Institute • Triton Freshmen Scholars 	<ul style="list-style-type: none"> • May 11 - Transfer Triton Day • June – Enrollment & Registration complete before the start of Session 1 program • July - Enrollment & Registration complete before the start of Session 2 program <p>July 1 – Deadline for official final transcripts for all incoming students (postmark deadline).</p> <p>July 15 – Deadline for official AP and IB Exam results.</p>

Appendix M: Admissions Outreach Timeline

<ul style="list-style-type: none">• Instructions for the calling campaign:<ul style="list-style-type: none">○ To register for the calling campaign, go to calling.ucsd.edu○ Click on submit a user registration and complete the form (must have UC San Diego SSO)<ul style="list-style-type: none">▪ 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<ul style="list-style-type: none">○ List programs○ Link to Common Application • March 18: Common Application Opens 2018<ul style="list-style-type: none">○ Students begin to apply to programs	<ul style="list-style-type: none">• Each email will contain a link to:<ul style="list-style-type: none">○ The specific program website;○ The Summer Success Programs website and contact information; and○ The Summer Success Programs Common Application	
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Appendix M: Admissions Outreach Timeline

	<p>Transfer:</p> <ul style="list-style-type: none">• 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.<ul style="list-style-type: none">○ To <i>admitted transfers</i> 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:<ul style="list-style-type: none">○ 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.	
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Appendix N: 2019 Student Common Application Handbook

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

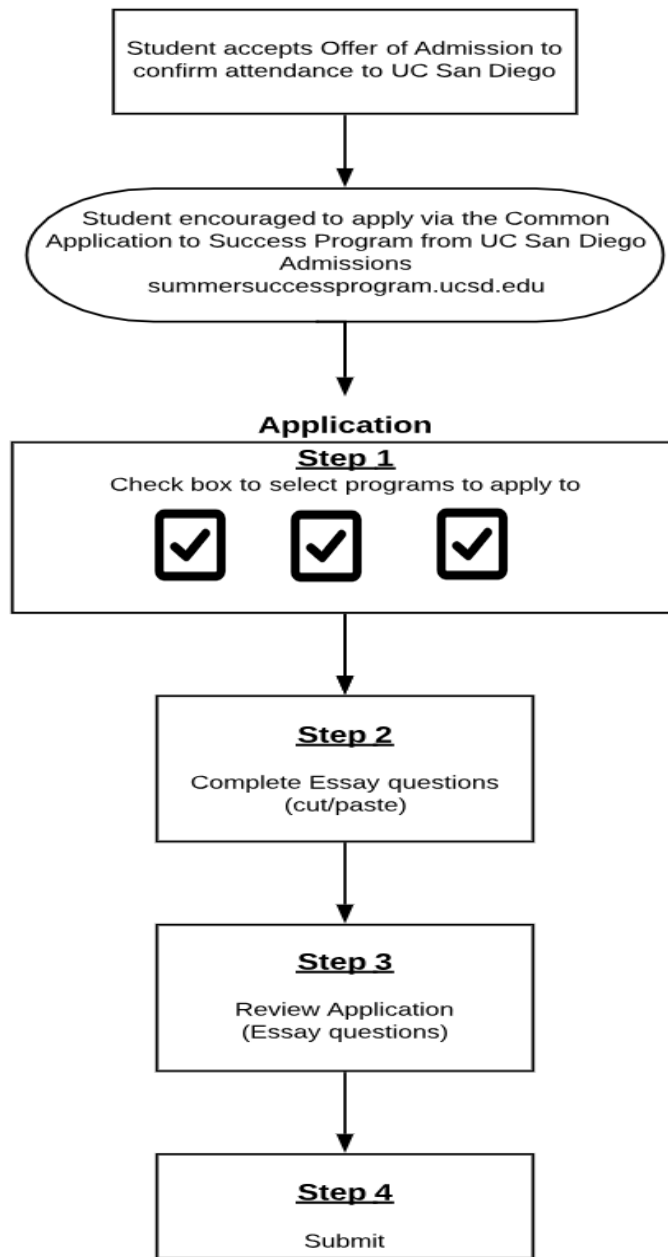
The screenshot shows the TritonLink login interface. On the left, there is a text input field for 'TritonLink user name (or student PID)' containing 'Student PID #'. Below it is a 'Password:' field. A blue 'Login' button is at the bottom. Links for 'First time user?' and 'Reset password' are visible. On the right, there is a section 'Or sign on with:' with a dropdown menu set to 'Student SSO' and a checkbox for 'Make this my default'. Three orange arrows point to the 'Student PID #' field, the 'Student SSO' dropdown, and the 'Login' button.

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.

Appendix N: 2019 Student Common Application Handbook

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



Appendix N: 2019 Student Common Application Handbook

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:

Please read textbox carefully

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 (08/05/2019 - 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

Summer Engineering Institute (08/05/2019 - 09/07/2019) ⓘ

Summer Engineering Institute is a 5-week residential program during the summer for freshman 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

Appendix N: 2019 Student Common Application Handbook

If you have any questions regarding a specific program please contact a program coordinator:

Program	Coordinator	Telephone	Email
Summer Engineering Institute	Gennie Miranda	858-534-6105	idea@eng.ucsd.edu
Summer Bridge	Margarita Lopez	858-534-2801	summerbridge@ucsd.edu
Triton Freshman Scholars	Susan Rinaldi	858-246-5599	TFSP2019@ucsd.edu
Triton Sophomore Scholars	Susan Rinaldi	858-246-5706	TSSP2019@ucsd.edu

Appendix N: 2019 Student Common Application Handbook

4.) Please check mark all programs you would like to, then click next:

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 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 (08/05/2019 - 09/07/2019) ⓘ

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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

Appendix N: 2019 Student Common Application Handbook

Summer Engineering Institute (08/05/2019 - 09/07/2019)

Summer Engineering Institute is a 5-week residential program during the summer for freshman 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 engineering problems. You will also choose a second 4-unit course from your engineering major.

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: Engineering majors only

Deadline: 05/12/2019

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> to look up your new UCSD email account.

Step 3: Click Continue to view program essay prompts.

[Home](#) / [Dashboard](#) / [Summer Success Program Application](#)

Summer Success Program Application

Contact Information Summer Engineering Institute Triton Freshman Scholars Review Application

Full Legal Name

Current Mailing Address

Phone Number

Alternate Phone Number

Contact Email

Action Required Before Submitting:

- You are required to add your newly assigned UCSD email address as your Contact Email.
- If your personal email address is populated above, delete it and substitute it with your UCSD email before you SUBMIT your application.
- All program(s) correspondence will be sent to your UCSD email address.
- Look up your new UCSD email account.

Appendix N: 2019 Student Common Application Handbook

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

Summer Success Program Application

Contact Information Summer Bridge Summer Engineering Institute Triton Freshman Scholars Review Application

Essays - Summer Bridge
OASIS' mission statement and programs reflect a strong commitment to social justice, community involvement, and developing resilient students. Please answer the following questions, describing any challenges you've faced and how you've engaged in social justice issues (i.e. institutional racism, class inequities, gender, and others not listed.)

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 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... #1 being your top choice).

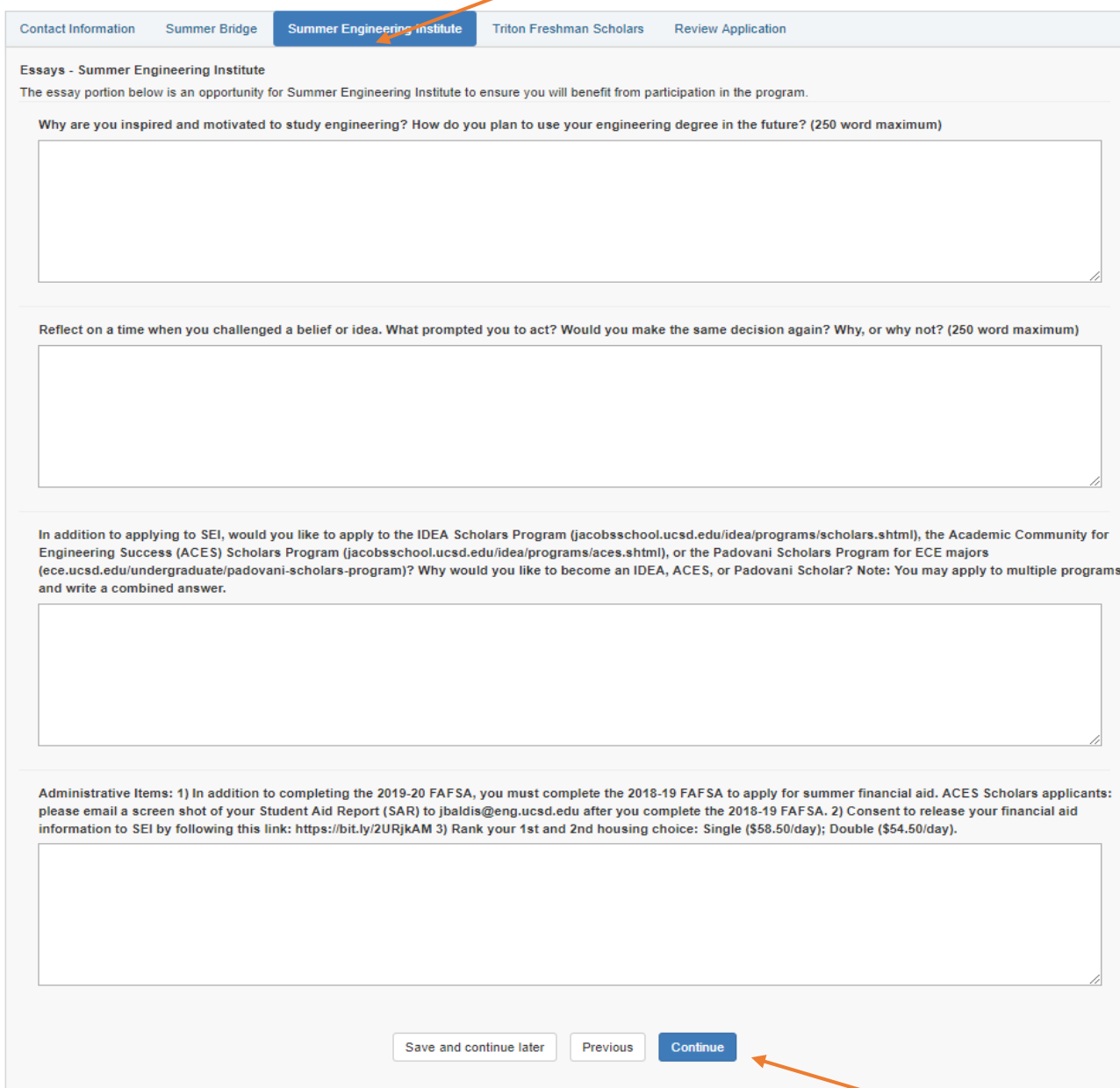
Save and continue later Previous Continue

Appendix N: 2019 Student Common Application Handbook

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



The screenshot shows a web application interface for the Summer Engineering Institute. At the top, there are navigation tabs: Contact Information, Summer Bridge, Summer Engineering Institute (highlighted with an orange arrow), Triton Freshman Scholars, and Review Application. Below the tabs, the page title is "Essays - Summer Engineering Institute". The main content area contains three essay prompts, each followed by a large text input field:

- Prompt 1:** "Why are you inspired and motivated to study engineering? How do you plan to use your engineering degree in the future? (250 word maximum)"
- Prompt 2:** "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)"
- Prompt 3:** "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 (ece.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."

At the bottom of the page, there are three buttons: "Save and continue later", "Previous", and "Continue" (highlighted with an orange arrow).

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 jbaldis@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 (\$58.50/day); Double (\$54.50/day).

Appendix N: 2019 Student Common Application Handbook

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

Home / Dashboard / Summer Success Program Application

Summer Success Program Application

Contact Information Summer Bridge Summer Engineering Institute **Triton Freshman Scholars** Review Application

Essays - Triton Freshman Scholars
Triton Freshman Scholars Students may earn 8-academic credits towards their degree 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? 4.B. Or if you are not enrolled in a math course currently, what is the last math course that you completed?

Save and continue later Previous **Continue**

Appendix N: 2019 Student Common Application Handbook

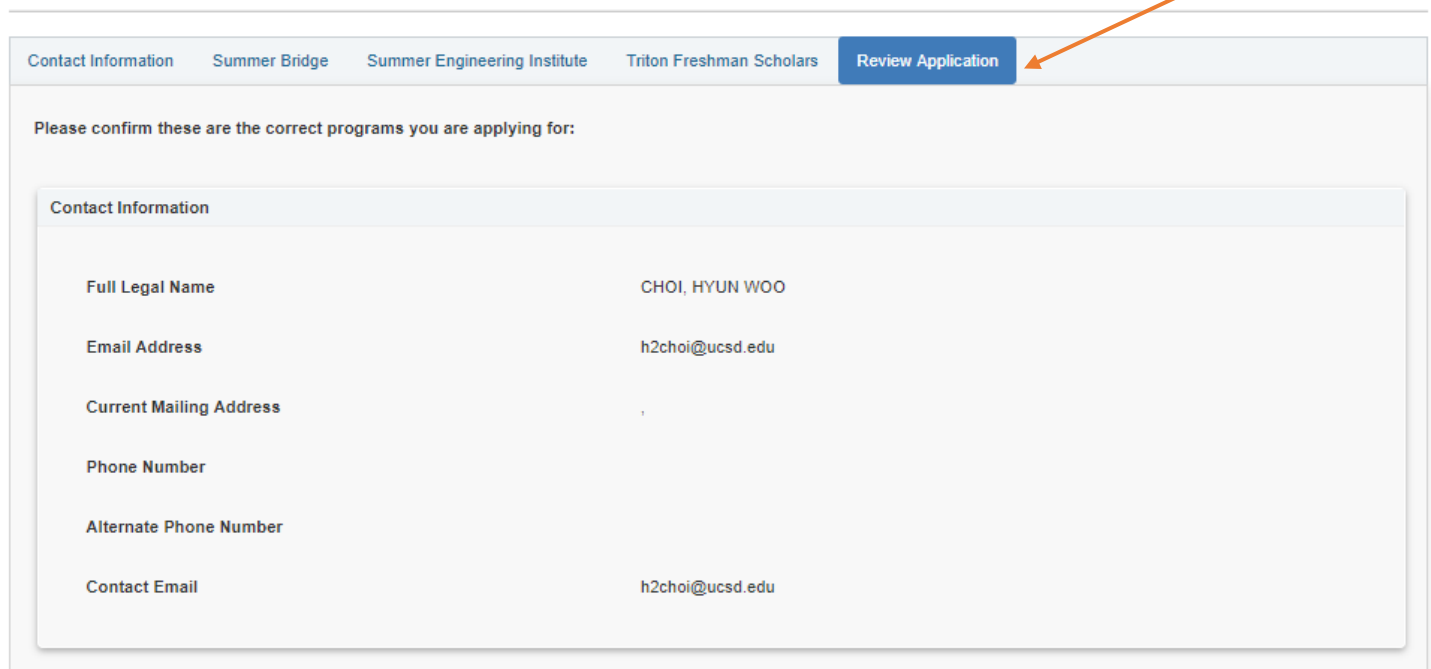
9.) **Step 1:** Once you have completed and finalized all essays submitted for your program choices. You will have the opportunity to review, and edit any changes before Clicking submit.

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.

[Home](#) / [Dashboard](#) / [Summer Success Program Application](#)

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

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 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 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... #1 being your top choice).

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 (ece.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 jbaldis@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 (\$58.50/day); Double (\$54.50/day).

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Triton Freshman Scholars

Essays

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

Please note, you will not be able to modify this application once it has been submitted. You will not be able to apply or make any changes to your application, including adding or removing programs.

Save and continue later

Previous

Submit

**ONLY click after
ALL programs are
selected (+) all
essays are
completed**

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.

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SUMMER SUCCESS PROGRAMS UC San Diego

Application Dashboard Q-

Home / My Application

My Application

Overview of your DRAFT

Apply to Additional Programs

Show 10 entries Search:

Summer Success Program	Application Status	Last Updated	Actions
Summer Bridge (08/05/2019 - 09/07/2019)	Draft	No Updates	Actions
Summer Engineering Institute (08/05/2019 - 09/07/2019)	Draft	No Updates	Actions
Triton Freshman Scholars (07/01/2019 - 08/24/2019)	Draft	No Updates	Actions

Showing 1 to 3 of 3 entries Previous 1 Next

Step 2: Click Actions.

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

SUMMER SUCCESS PROGRAMS UC San Diego

Application Dashboard Q-

Home / My Application

My Application

Edit your DRAFT

Apply to Additional Programs

Show 10 entries Search:

Summer Success Program	Application Status	Last Updated	Actions
Summer Bridge (08/05/2019 - 09/07/2019)	Draft	No Updates	Actions
Summer Engineering Institute (08/05/2019 - 09/07/2019)	Draft	No Updates	Actions
Triton Freshman Scholars (07/01/2019 - 08/24/2019)	Draft	No Updates	Actions

Showing 1 to 3 of 3 entries Previous 1 Next

Step 3: If you click Edit, the system returns to your draft application

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Home / Dashboard / Summer Success Program Application

Summer Success Program Application



Contact Information Summer Bridge Summer Engineering Institute **Triton Freshman Scholars** Review Application

Essays - Triton Freshman Scholars

Triton Freshman Scholars Students may earn 8-academic credits towards their degree 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? 4.B. Or if you are not enrolled in a math course currently, what is the last math course that you completed?

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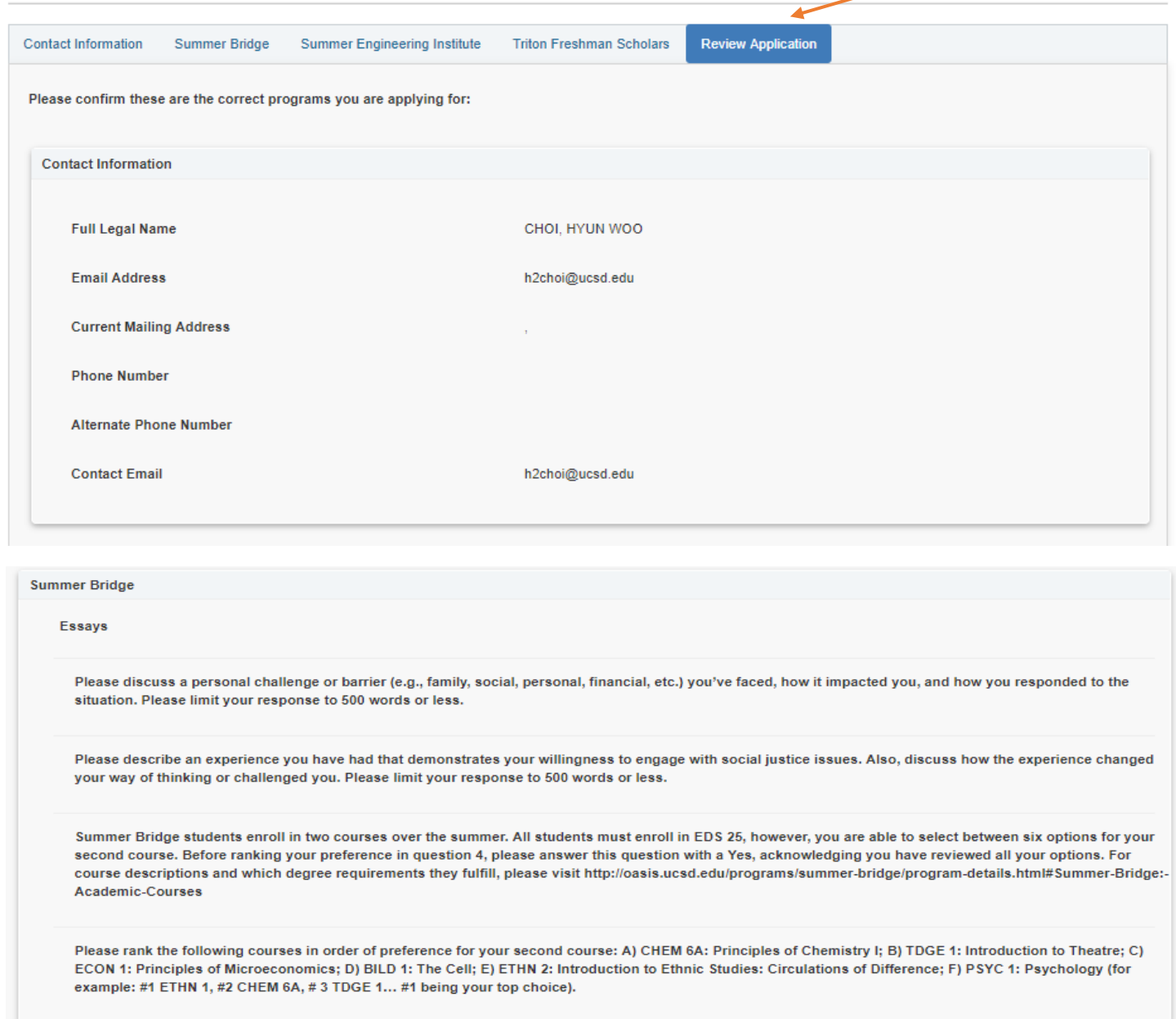
Step 4: Review your FINAL application.

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

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

[Home](#) / [Dashboard](#) / [Summer Success Program Application](#)

Summer Success Program Application



Contact Information Summer Bridge Summer Engineering Institute Triton Freshman Scholars **Review Application**

Please confirm these are the correct programs you are applying for:

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 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... #1 being your top choice).

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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 (ece.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.

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Triton Freshman Scholars

Essays

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

Please note, you will not be able to modify this application once it has been submitted. You will not be able to apply or make any changes to your application, including adding or removing programs.

Final Submission required to send applications to program coordinator

Congratulations on applying to Summer Success Programs!

Appendix N: 2019 Student Common Application Handbook

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:

Program	Deadline
Summer Engineering Institute	May 27
Summer Bridge	May 27
Triton Freshman Scholars	May 27
Triton Sophomore Scholars	Confirm acceptance within 3 days of this notice
PATH Summer Transfer Academy	Confirm acceptance within 3 days of this notice

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

Program	Coordinator	Telephone	Email
Summer Engineering Institute	Gennie Miranda	858-534-6105	idea@eng.ucsd.edu
Summer Bridge	Margarita Lopez	858-534-2801	summerbridge@ucsd.edu

Appendix N: 2019 Student Common Application Handbook

Triton Freshman Scholars	Susan Rinaldi	858-246-5599	TFSP2019@ucsd.edu
Triton Sophomore Scholars	Susan Rinaldi	858-246-5706	TSSP2019@ucsd.edu
PATH Summer Transfer Academy	Joelle Fusaro	858-822-0733	path@ucsd.edu

Welcome and best wishes for your success at UC San Diego

Appendix O – Student Program Checklist - Example

UNIVERSITY OF CALIFORNIA, SAN DIEGO

UCSD

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

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-Start>
- 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

***WAIT UNTIL YOU HAVE BEEN CONTACTED BY HOUSING AND DINING (ucsdhousing@ucsd.edu)**

DEADLINE: JUNE 7

ONCE YOU HAVE BEEN CONTACTED BY HOUSING:

- Click this link to apply to housing <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>
- 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>

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>
- 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>

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
- <https://knit.ucsd.edu/path/wp-content/uploads/sites/24/2019/04/2019-PATH-Summer-Academy-Student-Contract.pdf>
- 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>

Summer Program Specialist

Contact: Jonathan Vega
(858) 534-5358
Summer-Programs@ucsd.edu

SSP Website:
<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>

Links:

- Summer Session
<http://summersession.ucsd.edu/>
- Summer Success Programs
<http://summer.ucsd.edu/success/index.html>
- Summer Access – Student Health Services
<https://wellness.ucsd.edu/studenthealth/services/Pages/Summer-Access-Programs.aspx>
- Student Billing and Payment
<https://students.ucsd.edu/finances/billing-payment/>
- UCSD Summer Session Financial Aid Website
<https://students.ucsd.edu/finances/financial-aid/types/summer-session/index.html>
- UCSD Housing, Dining and Hospitality Website
<http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html>
- UCSD Transportation Services
<https://transportation.ucsd.edu/parking/>
- UCSD Library
<https://library.ucsd.edu/>

Appendix P - Housing Assignment Grid Example

SUMMER BRIDGE SPACE GRID

Floor	Suite	Rm #	Bed Space	RM Type	<u>PID</u>	First Name	Last Name
Marshall Residence Hall - N	TM-N-300	TM-N-301	TM-N-301a	Double		John	Smith
Marshall Residence Hall - N	TM-N-300	TM-N-301	TM-N-301b	Double			
Marshall Residence Hall - N	TM-N-300	TM-N-302	TM-N-302a	Single			
Marshall Residence Hall - O	TM-O-300	TM-O-301	TM-O-301a	Triple			
Marshall Residence Hall - O	TM-O-300	TM-O-301	TM-O-301b	Triple			
Marshall Residence Hall - O	TM-O-300	TM-O-301	TM-O-301c	Triple			

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

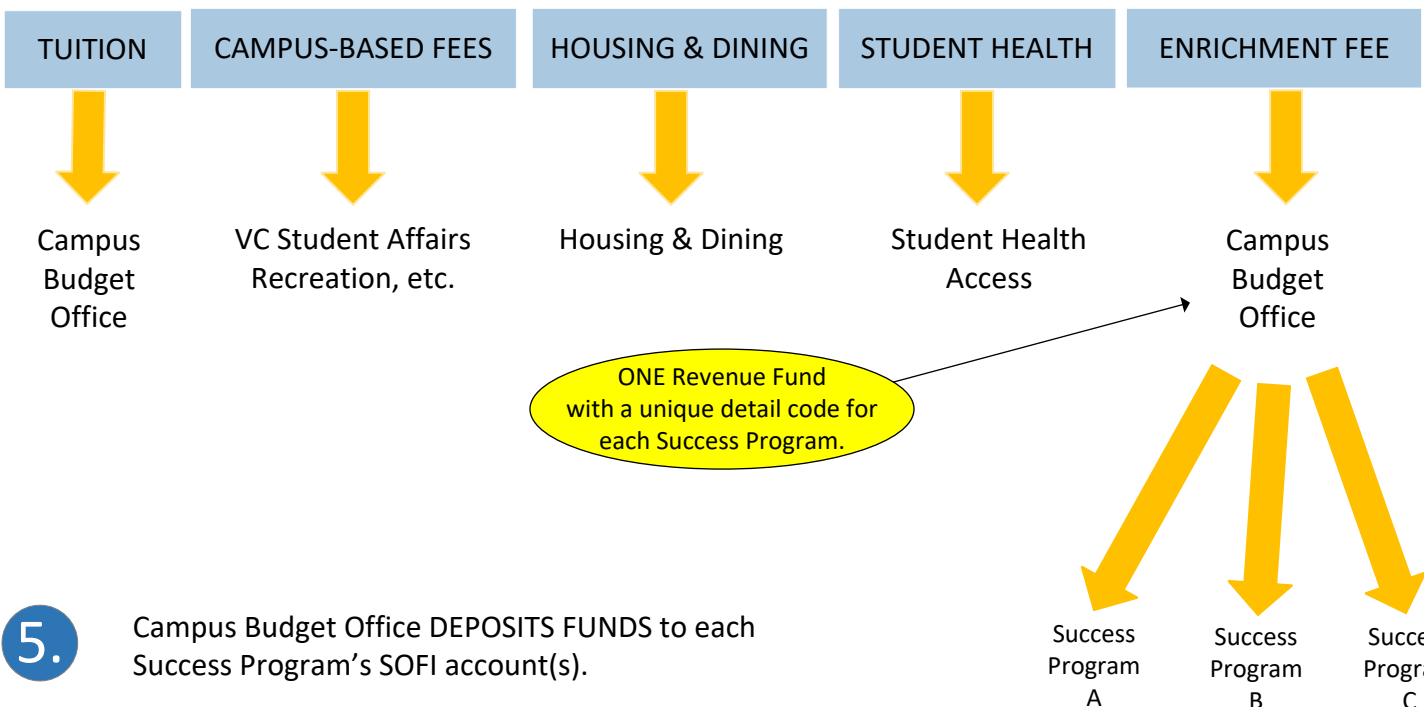
3.

CHARGES to Student Account



4.

Charges are PAID – Credit directed to...



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)

Category	Action	SS 1	SS 2	SS 3	Responsible Unit
Financial Aid	Programs Submit Aid ID form to	5/1/2019	5/1/2019	5/1/2019	Summer Success Program
Financial Aid	Programs submit a Final list of students with cost of attendance per program to Financial Aid & Awards	6/12/2019	7/15/2019	6/12/2019	Summer Success Program
Financial Aid	Financial Aid funds are dispersed and distributed to student accounts (Federal Regulation)	6/22/2019	7/26/2019	6/22/2019	Financial Aid Office
Financial Aid	Deadline to apply to FAFSA	6/30/2019	6/30/2019	6/30/2019	Student

Summer Engineering Institute

Category	Action	SS 2	Responsible Unit
Financial Aid	Program Submits Aid ID form to Financial Aid	5/1/2019	Summer Engineering Institute
Financial Aid	Students start filling out waiver of consent to release financial aid information to SEI	4/1/2019	Student
Financial Aid	Financial Aid starts notifying program of student's Financial Aid status - On going (Applied for FAFSA, completed all Financial Aid documents, Pell-Eligibility) A google doc will be created by Financial Aid and shared with SEI with viewing rights only, will be updated once a week.	4/29/2019	Financial Aid Office
Common Application	Common Application for students to apply to SEI closes	5/12/2019	Student
Common Application	Program accepts student into the program	5/15/2019	Summer Engineering Institute
ACES Confirm FAFSA	ACES Scholars must confirm FAFSA application	5/20/2019	ACES Scholars
Common Application	Final Day for students to accept and confirm the program	5/27/2019	Student
Financial Aid	Program submits list of accepted students to Financial Aid (not final list)	5/28/2019	Summer Engineering Institute
Financial Aid	Programs submit a Final list of students with cost of attendance per program to Financial Aid & Awards	6/3/2019	Summer Engineering Institute
Financial Aid	Deadline for students to apply to FAFSA	6/30/2019	Student
Financial Aid	Financial Aid funds are dispersed and distributed to student accounts (Federal Regulation)	7/26/2019	Financial Aid Office

Appendix S – Housing and Dining Q&A

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<p>What are the Summer Housing Room and Board Rates?</p> <p><i>*Includes weekly custodial services in common areas only.</i></p>	<p>Summer Housing Rates 2018 Example:</p> <ul style="list-style-type: none"> • Single Room Triton Blue: \$56.00/day • Double Room Triton Blue: \$52.00/day • Triple Room Triton Blue: \$49.00/day
<p>What is the Dining Plan for Summer Success Programs?</p>	<p>Summer Success Programs use the Triton Blue Dining Plan:</p> <ul style="list-style-type: none"> • \$21 per day • \$735 per 5 week session • \$1,470 per 10 week session
<p>How are Residence Halls furnished?</p> <p><i>*Students need to bring their own linens (blankets, pillows, sheets, etc.)</i></p>	<p><u>Included (per student):</u></p> <ul style="list-style-type: none"> • Bed, Desk, Chair, Closet/wardrobe, Bookshelf
<p>How are Apartment Units furnished?</p> <p><i>*Students need to bring their own linens (blankets, pillows, sheets, etc.)</i></p>	<p><u>Included (per student):</u></p> <ul style="list-style-type: none"> • Bed, Desk, Chair, Closet/wardrobe, Bookshelf • Kitchen (stove, refrigerators, and stoves)
<p>Where are laundry facilities and how much do they cost?</p>	<p>Laundry Facilities are located within the complex. It cost \$1.25 to wash a load and \$1.00 to dry (in triton cash).</p>
<p>Is Pest Control offered in the Residence Halls/Apartments?</p>	<p>Yes, Pest control is offered.</p> <p>Pest Control should be contacted if there is a problem with ants, cockroaches, fleas or mice in your living area. To properly contact EH&S about pest control, send an e-mail ehspest@ucsd.edu with the following information: 1) Full Name 2) College of Residence 3) Building/Apt and room # 4) Phone Number 5) Short description of the pest problem You may also use their online request form: www.ehs.ucsd.edu/pest/gui-forms/pest_request.html the office of Environmental Health & Safety will contact you directly.</p>
<p>Is Custodial Service offered in the Residence Halls/Apartments?</p>	<p>Yes, custodial service is offered only in common areas.</p> <p>All residents are responsible for emptying all trash from their rooms and common areas. You are responsible for maintaining a clean apartment/ room. Vacuum cleaners are available in each apartment.</p>
<p>Is Maintenance Service offered in the Residence Halls/Apartments?</p>	<p>Yes, maintenance service is offered.</p> <p>Maintenance may be contacted if maintenance work needs to be done in your residence or if you have a maintenance emergency (e.g. light bulb burned out; toilet not flushing; leaky faucet).</p> <p>Submit a fix it ticket request HDH FIX IT or support from the HDH Customer Service Center ASAP only for emergencies and issues that need immediate</p>

Appendix S – Housing and Dining Q&A

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	attention (such as a flooding toilet) at (858) 534-2600 for 24 hour service.
Does UC San Diego offer Personal Property Insurance?	No, UC San Diego does not offer Personal Property Insurance. Students are responsible for protecting their personal property. It is highly recommended that each resident obtains personal property insurance of his/her choice. Student can check if their parents' homeowners insurance for possible extended coverage.
Can students receive mail?	Yes. Student will be given a mailbox number and their address will be: Their Formal Name 9450 Gilman Dr. 3XXXX La Jolla, CA 92092
Can students send mail?	Standard size letters (USPS) may be dropped off at any blue mailbox located on campus. Packages may be dropped off at the Postal Center.
Can students receive large packages from Non US Postal services (UPS, FedEx, DHL, etc.)?	Yes, students can receive large packages and will pick them up from The Village- Parcel Center during Summer Business Hours (1:00pm- 4:00pm). Note: If students do not pick up their packages after 5 business days, packages will be sent back to sender due to limited storage space.
Are there any policies students must follow? <i>* Refer to Housing & Residential Life Policies for specific details</i>	Policies & the UC San Diego Student Conduct Code are enforced during summer. Students are personally responsible for ensuring that they are aware of and follow the university code of conduct, housing and residential life policies, rules and regulations, federal, state and/or local laws. Policy violations remain on student records for 7 years.
Can students have guest or visitors over?	Yes, guests and visitors are limited to (3) nights. Students: <ul style="list-style-type: none"> • Must obtain consent of all apartment mates prior to a guest's stay • Are held accountable for guest's behavior The university reserves the right to ask guests to leave if they are in violation of any university rules or regulations, federal, state, and/or local laws. Please refer to Housing & Residential Life Policies for specific details.
How does a student access their room?	Students will be given a bedroom key at move-in. Their UC San Diego ID will be programmed to get

Appendix S – Housing and Dining Q&A

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	access to their apartment or suite. Students must carry both to gain access.
What happens if a student gets locked out?	<p>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).</p> <p>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.</p> <p>After the third lockout, students will be charged a \$10.00 fee per lockout.</p>
What happens if a student loses their key?	<p>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.</p> <p>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.</p> <p>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.</p>
Can students bring their cars to campus and where do they park?	<p>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.</p>
If students lose an item, where should they go?	<p>Students should check with the college's Residential Life Office temporary Lost and Found or call the general campus lost and found at (858) 534-4361.</p>

	Standard Program	Optional
Application Process	<ul style="list-style-type: none"> Students apply directly with Housing using their Single Sign On username and password. 	<ul style="list-style-type: none"> N/A
Prepayment	<ul style="list-style-type: none"> Students pay a \$150 prepayment when they sign their housing contract, typically within 3-5 days of submitting an application. 	<ul style="list-style-type: none"> 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

Appendix S – Housing and Dining Q&A

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		deciding if a waiver is appropriate.
Cancellation	<ul style="list-style-type: none"> Students who cancel their housing contract prior to the start date are charged a \$150 cancellation fee. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Programs may request to be located in residential halls or apartments, depending on availability.
Assignments – Room Type	<ul style="list-style-type: none"> Singles, double and triple room options may be available. Quantity varies by location. 	<ul style="list-style-type: none"> Program may request their students be housed in the same room type, for example, all double rooms, depending on availability.
Assignments – Gender Identity	<ul style="list-style-type: none"> Students will be assigned to spaces based on preferred gender identity. 	<ul style="list-style-type: none"> N/A
Assignments – With Other Summer Session students	<ul style="list-style-type: none"> Students will be assigned to spaces with other students who are enrolled in summer session courses. 	<ul style="list-style-type: none"> Programs may request that their students be only housed with other students enrolled in the same program.
Move In – Move In time	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.

Appendix S – Housing and Dining Q&A

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Move In – Maintenance Request	<ul style="list-style-type: none"> Residents may report maintenance/housekeeping requests 24/7 by calling 858.534.2600 or submitting an HDH Fix It Request online. 	<ul style="list-style-type: none"> N/A
Residential Life – Professional Staff	<ul style="list-style-type: none"> The Residential Life professional staff includes one director and two assistant directors. 	<ul style="list-style-type: none"> N/A
Residential Life – RAs	<ul style="list-style-type: none"> The Residential Life staff hire Resident Advisors based on a 1:70 Resident Advisor (RA) to student ratio. 	<ul style="list-style-type: none"> Programs may request that Housing/Residential Life hire additional RAs at a cost. Requests need to be received by mid-March.
Residential Life – Programs/Events	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Programs may request additional social programs be offered at a cost.
Extra Housing Spaces for Live On Staff	<ul style="list-style-type: none"> Extra space is not provided. 	<ul style="list-style-type: none"> Programs may request additional housing spaces for staff to reside on campus at a cost.
Meeting Rooms	<ul style="list-style-type: none"> Meeting room space is not provided. 	<ul style="list-style-type: none"> Programs may request additional meeting rooms at a cost.
Parking	<p>Parking is not provided and must be coordinated thru UC San Diego Transportation Services.</p>	

Appendix T: 2019 HOUSING TIMELINE - EXAMPLE

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	Arts & Humanities (1st 5 Weeks)	Triton Freshman Scholars & PATHS (8 Weeks)	Triton Sophomore Scholars (10 Weeks)	Summer Engineering Institute (2nd 5 Weeks)	Summer Bridge (2nd 5 Weeks)	Triton Edge (2nd 5 Weeks)	SS Residential High School Scholars (1st 5 Weeks)
Final Participant List to HDH	Monday, June 3 rd (housing optional – program pays)	Thursday, May 30th (program pays)	Thursday, May 30th (program pays)	Tuesday, June 25 th (3 options)	Tuesday, June 25 th (program pays)	NA	NA
Issue Contract	Wednesday, June 5th	Wednesday, June 5th	Wednesday, June 5th	Wednesday, July 10th	Wednesday, July 10th	NA	NA
Contract Deadline	Monday, June 10th	Monday, June 10th	Monday, June 10th	Thursday, July 15th	Thursday, July 15th	NA	NA
Allocated Space	Revelle Apartments	Tuolumne Muir Apartments	Revelle Apartments	Revelle Apartments	Fleets Residence Halls	NA	Sixth College Apartments
Blank Space Grids Delivered to SSP	Monday, May 20th	Monday, May 20th	Monday, May 20th	Monday, May 20th	Monday, May 20th	NA	NA
Completed Space Grid Delivered to HDH	Monday, June 10th (assigned by program, due by 12pm)	Monday, June 10th (assigned by program, due by 12pm)	Monday, June 10th (assigned by program, due by 12pm)	Monday, July 15 th (assigned by program, due by 12pm)	Monday, July 15 th (assigned by program, due by 12pm)	NA (housed w/TRAD, HDH to assign)	NA
Summer Space Assignment Available to View Online	Friday, June 21st	Friday, June 21st	Friday, June 21st	Friday, July 26th	Friday, July 26th	NA	NA
Welcome/Move In Information Online	Friday, June 21st	Friday, June 21st	Friday, June 21st	Friday, July 26th	Friday, July 26th	NA	NA
Mentors/Peer Facilitator Move-In	NA	June 24 (afternoon)	June 24 (afternoon)	July 31 after 3pm	July 29 (maybe 30 th)	NA	NA
Move In	Saturday, June 29th 9am – 4pm Revelle	Saturday, June 29th 9am – 4pm Muir	Saturday, June 29th 9am – 4pm Revelle	Saturday, August 3rd 9am – 4pm Revelle	Saturday, August 3rd 9am – 4pm Revelle	NA	Saturday, June 29th 9am – 4pm Sixth
No Show List (Students that did not arrive to SSP Housing)	Wednesday, July 3rd	Wednesday, July 3rd	Wednesday, July 3rd	Wednesday, August 7th	Wednesday, August 7th	NA	NA

Appendix T: 2019 HOUSING TIMELINE - EXAMPLE

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Move Out	Sunday, August 4th out by 12pm	Sunday, August 4th out by 12pm	Sunday, Sept. 8 th out by 12pm	Sunday, Sept. 8 th out by 12pm	Sunday, Sept. 8 th out by 12pm	NA	NA
Index						NA	NA
Contact						NA	NA
Dining Plan	3 swipes per day at 64, Pines & Café Ventanas	3 swipes per day at 64, Pines & Café Ventanas	3 swipes per day at 64, Pines & Café Ventanas	3 swipes per day at 64, Pines & Café Ventanas	3 swipes per day at 64, Pines & Café Ventanas	3 swipes per day at 64, Pines & Café Ventanas	NA
Rates (include dining plan)	TR - NA DB - \$54.50 SG - \$58.50	TR - NA DB - \$54.50 SG - \$58.50	TR - NA DB - \$54.50 SG - \$58.50	TR - NA DB - \$54.50 SG - \$58.50	TR - \$51.50 DB - \$54.50* SG - \$58.50* Only in case of Pro- Staff and OSD	NA	Conference Rate

Appendix U: 2019 Student Health Timeline - Example

	Program	Dates	Projected # of students	Program Coordinator	Access Fee for Students opting out of Early Start UC SHIP	Early Start UC SHIP Premium (Students opting in)	Student Health submits Early Start UC Rates from UCOP	Early Start UC Ship Waiver Form Updated by Student Health with UC Rates	Student Health Website updated with SSP Early Start Ship	Programs Submit final list of participants and waivers to Student Health	Student Health posts Access Fee to Student's Account	Student Health posts Early Start UC Ship Insurance fee to Student's Account (with Fall Date/Fall Bill)
*Projection	Arts & Humanities (PATH)- (Incoming Transfer students from Community Colleges)	Session 1 July 1 - August 4 5- weeks	30	Joelle Fasuro	\$30	5/1/2019	5/1/2019	5/1/2019	5/1/2019	6/5/2019	6/14/2019	8/26/2019
	Triton Freshman Scholars (incoming Freshmen)	Session 3 July 1 - August 25 8 - weeks	160	Susan Rinaldi	\$30	5/1/2019	5/1/2019	5/1/2019	5/1/2019	6/5/2019	6/14/2019	8/26/2019
	Summer Bridge (incoming Freshmen)	Session 2 August 5 - September 8 5-weeks	300	Margarita Lopez	\$30	5/1/2019	5/1/2019	5/1/2019	5/1/2019	6/28/2019	7/9/2019	8/26/2019
	Summer Engineering Institute (incoming Freshmen)	Session 2 August 5 - September 8 5-weeks	150	Gennie Miranda	\$30	5/1/2019	5/1/2019	5/1/2019	5/1/2019	6/28/2019	7/9/2019	8/26/2019
	Triton Sophomore Scholars (second year UCSD students)		70	Susan Rinaldi	Not Applicable. Continuing students in the program. Early Start UC SHIP is not an option for this program.							
		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

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

Report your concerns 24/7 to the Triton Concern Line:

(858) 246-1111

Safety Risks

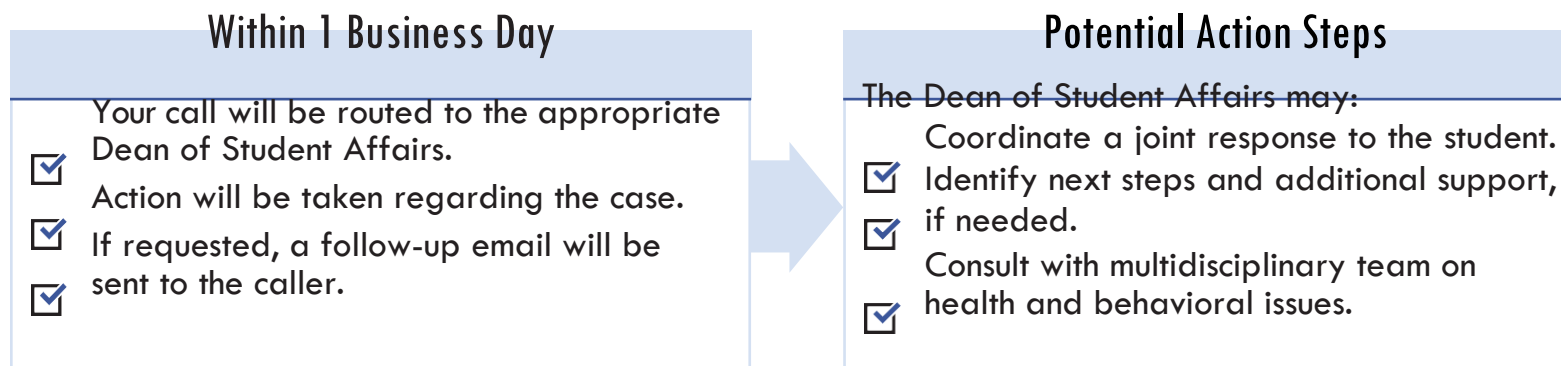
- Physical violence
- High risk/dangerous behavior
- Suicidal behavior
- Threats of violence to others



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?



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