



TIPS & CHANGES FOR 2019

Below is a brief summary of tips & changes to the 2019 Summer Session program. More details are outlined in the [Summer Session Guidebook](#).

COURSES

1. Departments will use the Instructional Scheduling Assistant (ISA) to schedule Summer Session 2019 courses.
2. Reminder - Plan ahead for summer holiday make-up sessions.

FACULTY

1. Maximum course salary has increased from \$10,000 to \$12,000.
2. Teaching + Learning Commons expands services to Summer Session faculty.

STUDENTS

1. Summer Session is modifying processes to align with the academic year.
 - a. Applications for enrollment in Special Studies Courses will use EASy (Enrollment Authorization System).
 - b. New deadlines for dropping Summer Session courses with a "W".
2. A "Welcome to Campus" video will be added to the Summer Session application.
3. Live webinars for new and continuing students the second Friday of every month - Starting November 9th.

PROGRAMS

1. Summer Session is expanding our High School programming.
2. Summer Session is supporting the campus-wide Strategic Academic Program Development (SAPD) initiative.
3. Summer Bridge is adding academic course offerings for its student cohort.

ADMINISTRATIVE INFO

1. The Summer Session office has moved to the SERF building.
2. Summer Session 2019 reports will use third-week enrollments.
3. Coming soon – a new summer.ucsd.edu website.
4. Keep up with the latest Summer Session news in the Scoop.



COURSES

1. INSTRUCTIONAL SCHEDULING ASSISTANT (ISA) FOR SCHEDULING SUMMER SESSION COURSES

All departments will use the Instructional Scheduling Assistant (ISA) to propose and schedule Summer Session 2019 courses. In other words, any department that needs to list summer courses on the Schedule of Classes, to reserve classroom space for courses, and to pay instructors will be using the ISA.

The ISA is a web-based application for departments, divisions and units designed to streamline the class scheduling process. The ISA was developed as part of the process improvement efforts across campus.

The ISA is available to all departments and programs at the following link:

<http://instructionalscheduling.ucsd.edu/>

Need help getting started with the ISA?

- Visit the ISA team open office hours: <http://academicaffairs.ucsd.edu/resource-admin/dad/isa/training.html>
- Schedule an in-person or classroom-style ISA training session for your schedulers or instructors, please contact Katie Frehafer at kfrehafer@ucsd.edu, or x43112.

2. REMINDER TO PLAN AHEAD FOR SUMMER HOLIDAY MAKE-UP SESSIONS

Campus is closed on Independence Day (July 4th) and Labor Day (September 2nd).

Please plan ahead and schedule any student make-up sessions **before** your courses are posted on Schedule of Classes.

Please contact Matthew Sapien (x44744 or summer-scheduling@ucsd.edu) Administrative Assistant, for questions regarding course planning and scheduling.

FACULTY

1. MAXIMUM COURSE SALARY HAS INCREASED FROM \$10,000 TO \$12,000.

Faculty may now earn up to \$12,000 to teach a Summer Session course.

Course salaries (for course with 3+ Units) are still calculated as 8.5% annual academic year salary, but the maximum payment has increased from \$10,000 to \$12,000. Summer Session appreciates the support from campus to increase the compensation for our talented faculty.



2. TEACHING + LEARNING COMMONS OFFERS SERVICES TO SUMMER SESSION INSTRUCTORS

Reminder that the Engaged Teaching Hub at the Teaching + Learning Commons offers services to instructors throughout the summer, including a weekly Summer Teaching Community Workshop series, teaching consultations, and classroom observations. This support is available to visiting instructors as well as UC San Diego faculty. Visit the [Teaching + Learning Commons website](#) for more information.

Please contact Lisa Bargabus (x25064 or summer-payroll@ucsd.edu), Business Affairs Analyst, for questions regarding faculty hiring and payroll.

STUDENTS

1. SUMMER SESSION IS MODIFYING PROCESSES TO ALIGN WITH THE ACADEMIC YEAR.

a. Applications for enrollment in Special Studies Courses will use EASy (Enrollment Authorization System).

To streamline the enrollment process, the campus is directing students to begin submitting Special Studies applications online via EASy in Winter Quarter. Summer Session will also direct student to use EASy for Special Studies requests during the summer terms. Instructions on using EASy for Special Studies requests can be found at:

https://academicaffairs.ucsd.edu/Modules/Students/PreAuth/Documents/EASy_Special_Studies_Instructions_Instructor.pdf.

b. New deadlines for dropping Summer Session courses with a “W”.

To align with process changes during the academic year, Summer Session is changing the deadlines for undergraduate students to drop with a “W” or Withdraw. The new Summer Session drop with a “W” dates (set at 3rd week) are equivalent to the start of 5th week and the end of 6th week during Fall, Winter and Spring Quarters.

A “W” will now be assigned if an undergraduate student drops a Summer Session class between the following dates:

Session 1: July 13-19

Session 2: August 17-23

2. “WELCOME TO CAMPUS” VIDEO WILL BE ADDED TO THE SUMMER SESSION APPLICATION.

Summer Session will be offering a virtual welcome to campus for all Summer Session students. A video containing an overview of campus resources, as well as the Summer Session enrollment process, will be linked directly on the Summer Session student application.

3. LIVE WEBINARS FOR NEW AND CONTINUING STUDENTS THE SECOND FRIDAY OF EVERY MONTH – STARTING NOVEMBER 9TH.

New for 2018, Summer Session hosted student webinars for UC San Diego students and visiting high school students. Based on the positive feedback, Summer Session will be hosting ongoing student



webinars the second Friday of every month. One webinar will customize content for UC San Diego students, and a second webinar will act as a recruitment tool for visiting students. The live, interactive format will give students an opportunity to ask questions regarding all aspects of Summer Session (campus life, enrolling in courses, academic support, etc.).

Please contact Renee Lee (x48277 or renee@ucsd.edu), Student Affairs Manager, for Summer Session student issues.

PROGRAMS

1. SUMMER SESSION IS EXPANDING OUR HIGH SCHOOL PROGRAMMING.

Summer Session is expanding our high school programming to include a residential component for students. Details are being finalized for 2019. Keep an eye on the Scoop for updates.

2. SUMMER SESSION IS SUPPORTING THE CAMPUS-WIDE STRATEGIC ACADEMIC PROGRAM DEVELOPMENT (SAPD) INITIATIVE.

The campus-wide Strategic Academic Program Development (SAPD) initiative is a new opportunity for departments to propose academic summer programs that follow a revenue sharing model. Summer Session will be supporting the campus as new programs are designed and launched.

Additional information on the Strategic Academic Program Development (SAPD) can be found at: <http://academicaffairs.ucsd.edu/sso/SAPD/>

3. SUMMER BRIDGE IS ADDING ACADEMIC COURSE OFFERINGS FOR ITS STUDENT COHORT

Summer Bridge is making changes to the academic curriculum of their program, with the full participation and support of the participating academic departments.

In 2018, the Summer Bridge cohort of 300 students got to choose from the following courses:

- EDS25: A new Education Studies 25 course was created for all program participants and designed to assist students to think critically about the purpose of higher education within the larger context of society. The course met GE requirements for all colleges.
- Chemistry 6A: General Chemistry 1 was incorporated in the program's course curriculum as a new option for students to choose from, the course met GE requirements for all colleges. There were approximately 70 Summer Bridge enrollments in the regular Summer Session 2 course.
- TDGE 1: Introduction to Theatre was a new course incorporated in the program's course curriculum as well, the course met GE requirements for all colleges. There were approximately 160 Summer Bridge Enrollments in the regular Summer Session 2 course.



Expect more changes to the Summer Bridge programming for 2019.

Please contact Jonathan Vega (x45358 or summer-programs@ucsd.edu), Summer Program Specialist, for questions regarding Success Programs.

Please contact Becky Arce (x47074 or barce@ucsd.edu), Summer Session Director, for questions regarding SAPD.

ADMINISTRATIVE INFO

1. THE SUMMER SESSION OFFICE HAS MOVED TO THE SERF BUILDING.

The Summer Session office has moved to the SERF building (Science and Engineering Research Facility). The SERF building is EAST of the Price Center, and Summer Session is located on the first floor (Rooms 120-122). Stop by and say “Hi” if you are in the area.

2. SUMMER SESSION 2019 REPORTS WILL USE THIRD WEEK ENROLLMENTS.

To better align with campus reporting, Summer Session is switching from end-of-term to third-week enrollments for our 2019 reports. You will see this change reflected in the Five-Year Enrollment Report.

3. COMING SOON – A REDESIGNED SUMMER.UCSD.EDU WEBSITE.

To support all of the summer programming offered by UC San Diego faculty, the current Summer Session website, summer.ucsd.edu, will be redesigned with a broader focus. The new website will include information for Summer Session, as well as Success Programs, SAPD programs, and enrichment (non-credit) programs. The Summer Session specific website will be relocated to summersession.ucsd.edu.

4. KEEP UP WITH THE LATEST SUMMER SESSION NEWS IN THE SCOOP.

Stay up-to-date with deadline reminders and any updates by subscribing to The Summer Scoop – a weekly newsletter sent out by the Summer Session office.

[Click here to view past versions of The Summer Scoop on the Summer Session website.](#)

[Click here to subscribe.](#)

THANKS for YOUR EFFORTS to MAKE SUMMER SESSION a SUCCESS!

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