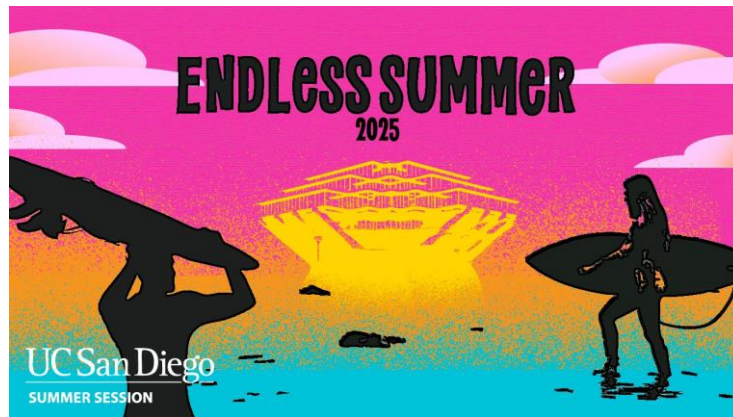


Summer Session 2025

GUIDEBOOK



5-Week Sessions		Special Session Subterms	
Session 1	June 30 – August 2	2-Week	September 8 – September 20
Session 2	August 4 – September 6	3-Week	June 30 – July 19 July 21 – August 9 August 11 – August 30
		7-Week	July 28 – September 13
		8-Week	June 30 – August 23
		10-Week	June 30 – September 6

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INTRODUCTION

This guidebook is designed to provide departments and Summer Session faculty with information regarding the Summer Session program. Please note: the content in this guidebook does not supersede University policies or procedures, and subject to change.

The goal of UC San Diego Summer Session is to integrate course offerings with the academic year curriculum to ensure sufficient lower division and major-specific courses are offered so students can graduate in a timely manner. About ninety-five percent of the 32,000 summer enrollments are UC San Diego students.

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

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

Becky Arce

Summer Session Team

Becky Arce, Director

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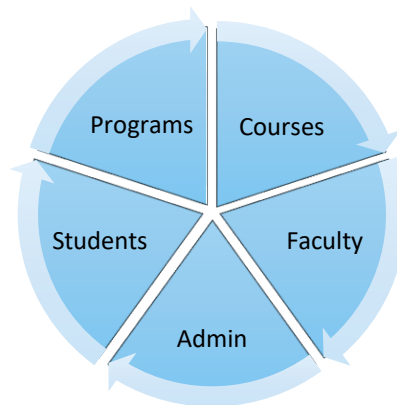
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Mission Statement

The Mission of UC San Diego Summer Session is to provide:

1. Core courses needed by students for graduation from the University of California.
2. Intensive and innovative academic programs not easily offered during the academic year.
3. Opportunities for ladder-rank faculty to teach in areas of student need, and opportunities for lecturers, visitors, and graduate students to teach, when appropriate.



Summer Session 2025 Call Letter

THE OFFICE FOR EDUCATIONAL INNOVATION -
ACADEMIC AFFAIRS

October 21, 2024

COLLEGE PROVOSTS
GENERAL CAMPUS DEPARTMENT CHAIRS
GENERAL CAMPUS PROGRAM DIRECTORS

SUBJECT: Call for Course Proposals – 2025 Summer Session

I write to invite General Campus colleges, departments, and programs to submit proposals for Summer Session 2025 courses. Student interest in Summer Session continues to hold strong, with more than 32,000 enrollments and 14,000 unique students in 2024. I hope that you will encourage your faculty to teach Summer Session courses. Graduate students who have advanced to candidacy are eligible to teach lower division courses as Associate Instructors.

It is particularly important that units offer classes that have waitlists or high DFW rates during the academic year, as this is where we can have the highest impact on student success. Academic Senate has preapproved non-R courses for remote delivery for summer 2025, so please consider this option. Our experience in summers 2020-24 has been that students welcome the remote option to help reduce expenses and allow for other commitments/opportunities while advancing degree progress.

There will be two five-week summer sessions: June 30 – August 2, and August 4 – September 6, as well as Special Sessions between June 16 – September 19. There is an option to offer 10-week courses during summer, but we ask that you consult with Summer Session prior to making this request. This option is probably most suitable to remote and lab-based courses, as most students prefer to take some time off during the summer. The deadline to submit course proposals to the Instructional Scheduling Assistant (ISA) is Thursday, November 14, 2024.

The success of Summer Session depends greatly on the interest and participation of departments and individual faculty. The Academic Affairs Financial Incentive program for departmental funding will continue from 2024 to include the Departmental Incentive Package and Instructional Assistants. Faculty compensation is at the new rate of 11% of their annual salary (in line with academic year). Departmental incentive package includes \$1000 per course, \$50 per enrollment, plus an additional \$500 for courses identified as high impact courses, as listed here <https://educationalinnovation.ucsd.edu/resources/summer-session-resources.html>. Summer Session is also covering the full actual expenses for TAs, Tutors, and Readers.

The Summer Graduate Teaching Scholars Program Call for Nominations is sent out from Undergraduate Education in separate emails.

The Director of Summer Session will be in touch providing more details for Summer 2025. If you have any questions about the Summer Session program, please contact Director Becky Arce (barce@ucsd.edu).

I hope for campus wide participation in Summer Session 2025.

Carlos Jensen
Associate Vice Chancellor for Educational Innovation

2025 Summer Session - Getting Started

Building the Summer Session program involves a partnership between Academic Affairs, Summer Session, academic departments, the Registrar, and many other units.

The Call Letter to campus is the official notice to faculty and staff to begin the planning and processing steps.

1. The Registrar sets up the enrollment and registration systems for Summer Session 2025.
2. Academic departments log into the Instructional Scheduling Assistant (ISA) to view their classes from last summer or start with a blank slate to propose new courses.
3. Departments propose their classes and faculty appointments in the ISA and submit to Summer Session for review and approval.
4. Proposed courses are reviewed and approved in December 2024.
5. Summer Session notifies academic departments which courses are approved for 2025.
6. Departments schedule days and times for their approved courses within the ISA.
7. Summer Session collaborates with academic departments to hire faculty, build the Schedule of Classes, monitor enrollment, and manage payroll.
8. Departments submit their Summer Session course schedule (Schedule Build) to the Registrar's Office via the ISA.
9. After the Schedule Build is submitted to the Registrar's Office, departments will enter course changes (specifically add/cancel, session change, and instructor change) into the ISA. Changes require Summer Session approval.
10. After enrollment opens, departments will manage waitlists by communicating to students whether or not new sections of waitlisted classes will be added to the Schedule of Classes.

Summer Session Annual Workflow

October	November	December	January	February	March
<p>Reconciliation of accounts</p> <p>Final payroll payments & corrections</p> <p>Data reporting continues</p> <p>Call for Course Proposals to campus leaders</p> <p>Training for program coordinators.</p> <p>Program planning begins.</p>	<p>Training for course schedulers</p> <p>Proposed Courses are entered into the ISA and Course Proposals Due within the ISA</p>	<p>Summer Session courses are approved.</p> <p>Preview of Classes posted to the Summer Session website</p> <p>Funds transferred to academic departments</p>	<p>Training for AP staff – how to hire instructors.</p> <p>Approved Courses scheduled in ISA</p> <p>Begin sending Faculty Appointment Letters</p> <p>Schedule Build submitted to Registrar in ISA</p>	<p>Classrooms assigned by Registrar.</p> <p>Approved Courses set-up in ISIS to prepare for student enrollment</p>	<p>Courses available on TritonLink for students to begin planning for enrollment.</p>
April	May	June	July	August	September
<p>Students begin enrolling in courses</p>	<p>Enrollment management of Waitlists begins</p> <p>Training for AP staff – summer payroll entries.</p> <p>Student Fees Assessed</p>	<p>Session 1 Fees Due</p> <p>Session 2 Student Fees Assessed</p> <p>Session 1 Classes Begin</p>	<p>Students: Add/Drop Courses</p> <p>Session 2 Fees Due</p>	<p>Session 2 Classes Begin</p> <p>Faculty Pay Date (Session 1)</p>	<p>ALL Sessions End</p> <p>Faculty Pay Date (Session 2)</p> <p>Final Summer Session Reporting Begins</p>

What's New for 2025

COURSES

- Proposed courses should include courses on [the High Impact Course list](#).
- Capacity Initiative to use intentional preplanning based on 2024 enrollment and waitlists to grow summer 2025 enrollment.
- Remote modality without online “R” is approved for Summer Session 2025.
- Departments will continue to use [the Instructional Scheduling Assistant \(ISA\)](#) to schedule Summer Session 2025 courses, and use the ISA to submit changes for Summer Session approval (add new classes, change instructors, and requests to cancel courses).
- Reminder to plan ahead – Campus is closed on the following holidays. Please schedule any make-up sessions before courses are posted on the Schedule of Classes.
 - Thursday, June 19th – Juneteenth Special Session only
 - Friday, July 4th - Independence Day Session 1 & Special Session
 - Monday, September 1st - Labor Day Session 2 & Special Session

FACULTY

- Faculty compensation model from summer 2024 will continue for summer 2025:
 1. All instructors will earn 11% annual salary to teach a 4-unit course.
 2. Instructors can teach a maximum of 3 (4-unit) courses in the summer period.
 3. No contingent payment for courses with less than 15 students enrolled (effective summer 2022).
 4. Specific Chemistry and Biology wet labs will pay higher course salaries than standard courses.
- The Triton Testing Center (TCC) in Pepper Canyon Hall provides a secure space for students who need to take paper-based tests outside of the time and space constraints of the classroom. Faculty can also request proctors for in-class exams. See the [AI website](#) for more information.

STUDENTS

- Late fees are still discontinued for Summer Session 2025.
- Summer Session per-unit tuition will increase in alignment with the cohort tuition model from UCOP.
 - Undergraduate rate remains \$279 per unit
 - Graduate rate increases to \$389 per unit (from \$374 per unit)
- Continue using ServiceNow to answer student tickets and emails sent to summer@ucsd.edu.
 - Closer collaboration with campus partners to provide better service to our students.
- New initiative coming soon: Training for Advisors

PROGRAMS

- Summer Bridge 2025 and Summer Engineering Institute 2025 program details are still pending.
- Global Seminars/ Travel Study will continue, and CARTA will resume in 2025.
- The Summer Graduate Teaching Scholars (SGTS) program is returning to a department nomination process. Details can be found on the [Summer Graduate Teaching Scholars](#) website.
- New initiative coming soon: Training for Program Coordinators

ADMINISTRATIVE

- The Department Incentive Package will continue for Summer Session 2025. Departments will receive the following funding for eligible courses:
 - \$1,000 per course + \$50 per student
 - An additional \$500 per course for courses on the [High Impact Course list](#)

- Summer Session will continue funding exact payroll expenses for instructors and instructional support (TAs, Tutors, Readers, Non-Student Tutors).
- Continue serving as subject matter experts on the new Student Information System (SIS) project, as well as other ESR projects.
- Keep up with the latest summer news and deadlines in the Summer Scoop, the Summer Session weekly newsletter. [Subscribe here using your @ucsd.edu email.](#) [View past versions of The Summer Scoop](#) on the Summer Session website.
- Summer Session changed reporting from Undergraduate Education to the Office of Educational Innovation.

2025 Session Dates

All courses offered during the summer term for summer session credit are required to be scheduled in one of the following sessions. These dates are approved by the Office of the Registrar. Low enrollment notification requires a decision if a course is to be cancelled to allow faculty and students to make other plans for summer.

5 Week Sessions		Low Enrollment Notification
Session 1	June 30 – August 2	June 2
Session 2	August 4 – September 6	July 7

Special Sessions		Low Enrollment Notification	Subterm # (Registrar's Office)
2 Weeks	September 8 – September 20	August 5	6
3 Weeks	June 30 – July 19	June 2	4
	July 21 – August 9	June 2	9
	August 11 – August 30	July 7	11
7 Weeks	July 28 – September 13	June 2	14
8 Weeks	June 30 – August 23	June 2	22
10 Weeks	June 30 – September 6	June 2	2
15 Weeks Restricted Session (year-round programs only)	June 16 – September 20	Contact Summer Session. Deadlines set manually.	90

For key dates and deadlines, please refer to the Summer Session website at [Summer Session Calendar](#).

2025 Summer Session Operational Calendar

Note: Calendar is subject to change without notice.

For specific dates, visit the Summer Session website at [Summer Session Calendar](#).

Date	Courses	Faculty	Students
2024			
September		Reconciliation of accounts Data reporting continues	
October	CALL LETTER: Sent from Academic Affairs EI to academic departments for course proposals	CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars program	
		Reconciliation of accounts Data reporting continues	
November	COURSE PROPOSALS: Due to Summer Session using Instructional Scheduling Assistant (ISA)	Registration deadline for Summer Graduate Teaching Scholars	
December	Summer Session 2025 Courses approved.		
	NOTIFICATION: Departments notified which courses approve/not approved		
	APPROVED COURSE LIST: Summer Session 2025 Preview updated on the Summer Session website		
2025			
January	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office	TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate Instructor Appointment Files	
		Departments can begin APPOINTMENT FILE SUBMISSION to Interfolio for visiting faculty and to IA System for graduate students/Associate Instructors	
		BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
		INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	

Date	Courses	Faculty	Students	
February		Visiting Faculty – Appointment files due in Interfolio		
March	CHANGE REQUESTS: Last day for departments to submit course scheduling change requests of	Grad Students (Associate Instructors) – Appointment applications due in IA System	SCHEDULE OF CLASSES: Schedule of Classes goes live (view only) for planning.	
	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment	Graduate Students must be advanced to candidacy by the last day of Winter Quarter to teach a summer course		
April			ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.	
		TEXTBOOK ORDERS: UC San Diego Bookstore - Summer orders are due.		
	ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg. WAITLIST BEGINS: For all Sessions.			
	ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg			
May		TRAINING FOR DEPARTMENTS: Payroll (UCPath) entries for Instructors of Record and Associate Instructors		
			FINANCIAL AID begins packaging awards for enrolled students	
		Associate Instructor applications in IA System must be pending review at Division of Graduate Education and Postdoctoral Affairs (GEPA)		
June	Juneteenth Holiday – Thursday, June 19, 2025 - Campus closed. No class meetings.			
		SESSION 1 & SPECIAL SESSION: Low Enrollment Notification		
	COURSE CANCELLATION: Session 1 - Course cancellation by department/faculty, or Summer Session			
			Session 1 FINANCIAL AID DISBURSEMENT:	
			WAITLIST SUSPENDED: For Session 1 enrollment	

Date	Courses	Faculty	Students
			TUITION & FEE PAYMENT DEADLINE – Session 1 & Special Session
			ENROLLMENT CANCELLATION: For Session 1 and Special Session due to non-payment WAITLIST RESUMES: For Session 1 enrollment
	Session 1 Begins – June 30, 2025		
July	Independence Day Holiday – Friday, July 4, 2025 - Campus closed. No class meetings.		
			WAITLIST ENDS: For Session 1 enrollment
			COURSE REFUND DEADLINE: Session 1
		SESSION 2 & SPECIAL SESSION: Low Enrollment Notification	
	COURSE CANCELLATION: Session 2 - Course cancellation by department/faculty, or Summer Session		SESSION 1 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript
		PAYROLL ENTRIES: Session 1 payments due in UCPath	
	SET: Student Evaluation of Teaching Forms Submission for Session 1		SESSION 1 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
	FINAL EXAMS: Session 1 posted to the Schedule of Classes		WAITLIST SUSPENDED: For Session 2 enrollment
	eGRADES: For Session 1 open for initial submission		TUITION & FEE PAYMENT DEADLINE – Session 2
			ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment WAITLIST RESUMES: For Session 2 enrollment

Date	Courses	Faculty	Students
August	Session 1 Final Exams	MONTHLY PAYDATE: Session 1	
	Session 1 Ends – August 2, 2025		
	Session 2 Begins – August 4, 2025		
	eGRADES: For Session 1 closed for submission		
			WAITLIST ENDS: For Session 2 enrollment (pending Registrar approval)
			COURSE REFUND DEADLINE: For Session 2
			SESSION 2 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript
		PAYROLL ENTRIES: Session 2 payments due in UCPath	
	SET: Student Evaluation of Teaching Forms Submission for Session 2		SESSION 2 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
	FINAL EXAMS: Session 2 posted to the Schedule of Classes		
September	Labor Day Holiday – Monday, September 1, 2025 - Campus closed. No class meetings.	MONTHLY PAYDATE: Session 2	
	eGRADES: For Session 2 open for initial submission		
	Session 2 Final Exams		
	Session 2 Ends – September 6, 2025		
	eGRADES: For Session 2 closed for submission		
		Data reporting begins.	
		Payroll audit begins.	
October		PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make UCPath adjustments/corrections to Summer Session payroll account (All Sessions)	

COURSES

Scheduling courses for Summer Session follows a different process than Fall, Winter and Spring Quarters.

- Academic departments propose courses they want to offer in Summer Session.
- Summer Session approves courses with input from the Summer Session Advisory Committee.
- Summer Session, the Registrar, and Academic departments work together to build the Summer Session Schedule of Classes.



Course Proposal Process

Departments will submit course proposals to Summer Session using the Instructional Scheduling Assistant (ISA).

Instructional Scheduling Assistant (ISA)

What is the ISA?

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

Who can use the ISA?

- Department schedulers use the ISA to schedule their Fall/Winter/Spring and Summer Session courses.
- Departments & faculty can use the ISA to manage instructor scheduling preferences and teaching acknowledgements.

Getting Started with the ISA

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

[ISA Instructional Scheduling Assistant](#)

Training documentation is available within the ISA in the upper right-hand user menu.

Additional Resources

[ISA Knowledge Base Articles](#)

ISA training events and videos can be found here:

[Training & Demos](#)

For additional support, please contact Erik Winter-Villaluz at ewinterv@ucsd.edu.

1. Summer Session will email departments from the ISA, along with the course scheduling documents listed below:
 - a. Summer Session Guidebook 2025
 - b. [ISA Quick Start Guide](#)
 - c. 5-Year Enrollment History Report [Tableau](#)
 - i. Log-in with your UCSD Active Directory credentials.
 - ii. Use the filters at the top of the report to view enrollments for a specific department or course.
 - iii. Note that this report is using Third-Week Census Data. Cross-listed courses are listed separately.
2. Courses that were proposed to Summer Session within the ISA in 2024 are already in the ISA. Departments can use the ISA to modify their 2024 Proposed Courses as needed to create their Summer Session 2025 proposed course offerings. (Historically, 90% of Summer Session courses repeat.) Please use the Course Scheduling Documents to help plan your summer course offerings.
3. Departments will use the ISA to submit their proposed courses to Summer Session by **November 14, 2024**.
 - a. Note the ISA will prompt you to acknowledge that your Department Chief Administrative Officer (formerly “MSO”) and Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) have endorsed your proposed courses. Email notifications will be sent accordingly when courses are approved by Summer Session.

Tips for Successful Summer Session Courses

- “Topic” required for special topics classes. (Ex. MUS15 “History of the Beatles”)
- Sub term is required for classes scheduled in Special Session. ([Refer to 2025 Special Session dates.](#))
- Courses with waitlists in Fall, Winter, and Spring quarters should be offered in Summer Session.
- [Check the 5-Year Report](#) to identify courses with high student demand in summer.
- Offer courses on [the High Impact Course list](#).
- Make sure to publish a course description in the Course Catalog.

4. Proposed Summer Session 2025 courses will be approved in December 2024.
 - a. Criteria for course selection should include enrollment history and programmatic need.
 - b. If a course has a history of low enrollment, departments are asked for a plan of how they will increase enrollment to meet a minimum of 15 students per course.
5. After Summer Session approves proposed courses, academic departments will log into the ISA to see which courses have been approved and denied.
6. A preview of approved Summer Session 2025 courses will be listed on the summersession.ucsd.edu website in December 2024.
7. The Academic Departments work directly with the Registrar’s Office on scheduling meeting days, times, and locations.
 - a. Once all the course information is finalized in the ISA, departments will use the Schedule Submission Wizard in the ISA to submit schedule to the Registrar’s Office by January 23, 2025
 - b. Any changes to courses (additions or cancellations), sessions, or instructors must be approved by submitting the change request to Summer Session in the ISA.
8. The Registrar’s Office will send out “The Last Look” March 12, 2025. Any requests for changes to the schedule must be made by March 14, 2025. In order for the change to be reflected when the Schedule of Classes goes live.
9. The Schedule of Classes will go live on March 20, 2025. Student Enrollment begins on April TBD, 2025.

Note: After enrollment begins in April, it is more difficult to make changes to the days and times of a course. Students will already be enrolled in courses, which means extra steps are required because the course may need to be cancelled, and students will need to reenroll in the new course.

Required Course Information

Instructor	Faculty name and PID
Course Title and Description	All proposed courses must be previously approved by the Academic Senate - EPC and listed in the UC San Diego General Catalog. If a new course is proposed, a Request for Course Approval form must be submitted and approved by EPC prior to submitting a Course Proposal Form to Summer Session. A course subtitle must be provided for special topic courses.
Classroom Scheduling	<p>For in-person instruction, if a specific classroom is needed for a course, be sure to include this information on the Course Proposal. If actual enrollment exceeds the size of the classroom, the Office of the Registrar will search for a larger classroom. If a classroom is needed for a discussion or review session, it must be requested on the Course Proposal.</p> <p>RCLAS designation on the Schedule of Classes indicates a course will be delivered via remote instruction.</p> <p>Course scheduling must follow meeting guidelines as outlined in the Course Approval Form. Course Approval Forms are set up for 10-week terms only. Please adjust your meeting schedule to be in compliance with the required meeting hours.</p> <p>Schedule changes (dates and class times) are not permitted after March 2025. Faculty are encouraged to check TritonLink for up-to-date scheduling changes.</p>
Final Examinations	Final examinations must be given outside of the regular classroom time in accordance with the EPC course approval. Final examinations must not be held on the same day as the last class meeting per Academic Senate regulation. The Office of the Registrar assigns final examination periods. The schedule is available on the Schedule of Classes when enrollment begins, however the classroom location for in-person final examinations is not posted until one-week prior to the exam date.
Course Calendar	For Summer 2025, Special Session courses must follow the date options listed under Special Session . Independent study courses can be offered in any session except the restricted 14-week session. Please note: Five (5) week courses are NOT considered Special Session.
Enrollment Limit & Prerequisites	If enrollment limitations are required, they MUST be requested on the Course Proposal Form. All students are screened for course prerequisite and class level requirements. Visiting students must obtain departmental preauthorization in order to enroll in upper-division courses or courses with prerequisites.
Waitlists	Waitlists are created when student enrollment exceeds classroom capacity, or if a course has limited enrollment. Departments need to monitor waitlists for their courses. Departments contact Registrar for larger classroom space to accommodate growing class sizes.
Course Materials/Textbooks	The UC San Diego Bookstore will contact departments in April for course material and textbook requisitions. Course material adoption requests are April TBD, 2025. This deadline allows the bookstore to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-print problems. The Bookstore wants students to have their course materials when they are needed, so please submit course materials adoptions as early as possible. Contacts: Course Materials Buyer, textbooks@ucsd.edu MyReader Coordinator, custom@ad.ucsd.edu , Course Materials UC San Diego Bookstore
Instructional Support (Teaching Assistant /Tutor/Reader)	Summer Session instructional support will no longer be block-funded based on enrollment. Instead, Summer Session will reimburse departments the actual payroll expenses (gross salaries + benefits + GL) of TAs, Tutors, and Readers hired to support undergraduate Summer Session courses.
Computer Time/ Lab Facilities	More information is available through ServiceNow at https://support.ucsd.edu/its
Media Services	Order services and equipment through ServiceNow at https://support.ucsd.edu/its
Course Supplies and Expenses	Funds for course supplies and expenses are block-funded to departments. Please request an allocation from your department Business Officer.
Course Materials Fees	See information on PPM 120 – Instruction, Procedures Related to Faculty . Course materials are defined as materials, supplies, tools, or equipment, which are consumed, retained or used by the

	student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Miscellaneous Student Fees, Service Charges, and Deposits must be approved by the Course Materials Fees Committee.
Canvas	Canvas is the primary tool for remote teaching and classroom management. Canvas class sites also integrate with other technology products, such as Zoom and Kaltura. Support is available through Educational Technology Services at canvas@ucsd.edu or 858-822-3315.
Teaching + Learning Commons	The Teaching + Learning Commons provides strategies and resources for teaching in-person, remote, and online instruction. Learn more at For Educators .

Summer Session Definitions – Closed and Proposed Courses

Closed Courses

Closed Courses are courses that are not included in the financial allocation to departments to offset the cost for offering the course. A Closed Course refers to its funding, not its enrollment restrictions. (ex: EDS 289C)

Proposed Courses

Proposed Courses require Summer Session approval to be offered in the upcoming summer terms. Not to be confused with Course Proposals, which are submitted in order to get courses approved by the Academic Senate.

Special Studies 97-99 and 197-199

Special Studies courses 97-99 and 197-199 help students learn about subjects not taught in regular classes. Students are engaged in field, lab, and library research. Summer Session approval is not required for any Independent Studies types of credit. Instructors are not entered into payroll for this type of appointment.

To streamline the enrollment process, Summer Session aligns with campus and directs students to submit Special Studies applications online via EASy (Enrollment Authorization System).

Special studies submission and processing instructions for students, staff and faculty can be found at: <https://academicaffairs.ucsd.edu/Modules/Students/PreAuth>.

Standard Summer Session Teaching Times

2 Days Per Week	
MW	8–10:50 a.m.
MW	11–1:50 p.m.
MW	2–4:50 p.m.
MW	5–7:50 p.m.
MW	6–8:50 p.m.
TTh	8–10:50 a.m.
TTh	11–1:50 p.m.
TTh	2–4:50 p.m.
TTh	5–7:50 p.m.
TTh	6–8:50 p.m.

4 Days Per Week	
MTWTh	8–9:20 a.m.
MTWTh	9:30–10:50 a.m.
MTWTh	11 a.m. – 12:20 p.m.
MTWTh	12:30–1:50 p.m.
MTWTh	2–3:20 p.m.
MTWTh	3:30–4:50 p.m.
MTWTh	5–6:20 p.m.
MTWTh	6:30–7:50 p.m.
MTWTh	8-9:20 p.m.

Important Dates for 2025 Summer Session Courses

Course proposals are due to Summer Session.	November 14, 2024
Summer Session will notify departments of approved courses.	December 18, 2024
Summer Session Deadline for Schedule Build spreadsheets (requested meeting days/times) submitted to Registrar's Scheduling office via ISA.	January 24, 2025

See the [2025 Summer Session Operational Calendar](#) for other course-related deadlines.
Note that dates are subject to change.

Course Change Requests

All Summer Session course changes will be entered into the ISA (Instructional Scheduling Assistant <https://instructionalscheduling.ucsd.edu/>). Summer Session will use the ISA to keep a master course and instructor list for payroll. Registrar will use the ISA to confirm Summer Session approval of new and cancelled courses.

Why use ISA for changes?



REDUCE Wait Time

Changes submitted in ISA appear in Summer Session workflow. Departments receive email replies from Summer Session.



REDUCE Potential for Defects

All changes will be logged in a central system (ISA). Statuses are clearly decided: APPROVED, DENIED, or CANCELLED. Fewer emails to manage reduces workload



ESR Effort – support campus transition to UCPath

Manage changes that impact payroll in one master database

How to request course changes?

1. Follow the chart below based on the type of course changes:

Request Type	How to submit changes?
New course offering	<p>Step 1: Dept. submits new course in the ISA. Step 2: Summer Session reviews & approves new course. Step 2: Once new course is approved, dept. emails registrar-scheduling@ucsd.edu to add new class to Schedule of Classes</p>
Cancellation of Class	<p>Step 1: Dept. submits Cancellation Request in ISA. Step 2: Summer Session reviews & approves cancellation Step 3: Once cancellation is approved, dept. emails registrar-scheduling@ucsd.edu to cancel the class</p> <p>***Note: If enrollment has already begun, depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation</p>
Change Session of Class	<p>Step 1: Follow the steps above for Cancellation of Class Step 2: Follow the steps above for New course offering</p>
Change instructor name	<p>Step 1: Dept. updates the instructor name in the ISA Step 2: Summer Session will manage payroll and appointment letter process for the new instructor, and cancel appointment for the previous instructor (if applicable) Step 3: Once instructor has accepted appointment to teach and is "active" in the system, Summer Session will update the instructor's name on the Schedule of Classes</p>
Schedule Change (ex: days, times, location)	<p>Step 1: Dept. updates ISA. Step 2: Dept. emails changes to Registrar Scheduling registrar-scheduling@ucsd.edu</p>

Every weekday morning by 11am - Summer Session reviews changes in ISA that impact PAYROLL – Session, instructor name, add/cancel course. Departments will see status updated in ISA.

For additional details, please see the [ISA Change Management document](#) on the Summer Session website.

Cancelling a Course

Summer Session may cancel courses for low enrollment. When determining whether to cancel a course due to low enrollment, please consider the following questions. If the answer to each question is NO, then the sooner Summer Session cancels the course, the more time faculty and students must make other arrangements.

1. Is there an obvious reason for enrollment to be low by the first week of May?
2. Is there something special that may increase the enrollment?
3. Is this course part of a sequence and students are waiting to complete another course?
4. Is the course cross-listed and students have enrolled in the other course?
5. Is my department or the faculty going to do something special to recruit more students?

If the answer is NO to the five questions listed above, you may want to move forward with the following procedure to cancel a course, or contact Director of Summer Session to discuss the situation.

1. Department – Please request course cancellation in the ISA, using the appropriate cancellation reason.
2. Summer Session reviews “special” cancellation request with AVC of Education and Innovation.
3. Summer Session marks cancellation approved in the ISA.
4. Department - Lowers enrollment limit to 0 to stop additional students from enrolling into the course.
5. Department - Contacts enrolled students to notify them of cancellation and provide “Of Related Interest” courses to students to encourage them to select another course.
6. Department - Notifies Summer Session that the students have been emailed regarding the cancellation.
7. Registrar – Confirms cancellation in ISA and cancels course in ISIS.
8. Summer Session - Sends a cancellation letter to the faculty to cancel the teaching appointment.
9. Department - Cancels the faculty payroll appointment in UCPath (if already created).

Questions about course proposals or course scheduling?

Email summer-courses@ucsd.edu.

INSTRUCTORS

Instructor Hiring Process

Summer Session procedures for hiring faculty differ from the academic year. Instructors are hired “by agreement”, and open recruitment is not required for Summer Session appointments. However, Summer Session instructors must adhere to UC San Diego Academic Personnel policy. To verify that an instructor is eligible to teach in Summer Session, please refer to [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#).

One Summer Session course - 50% appointment

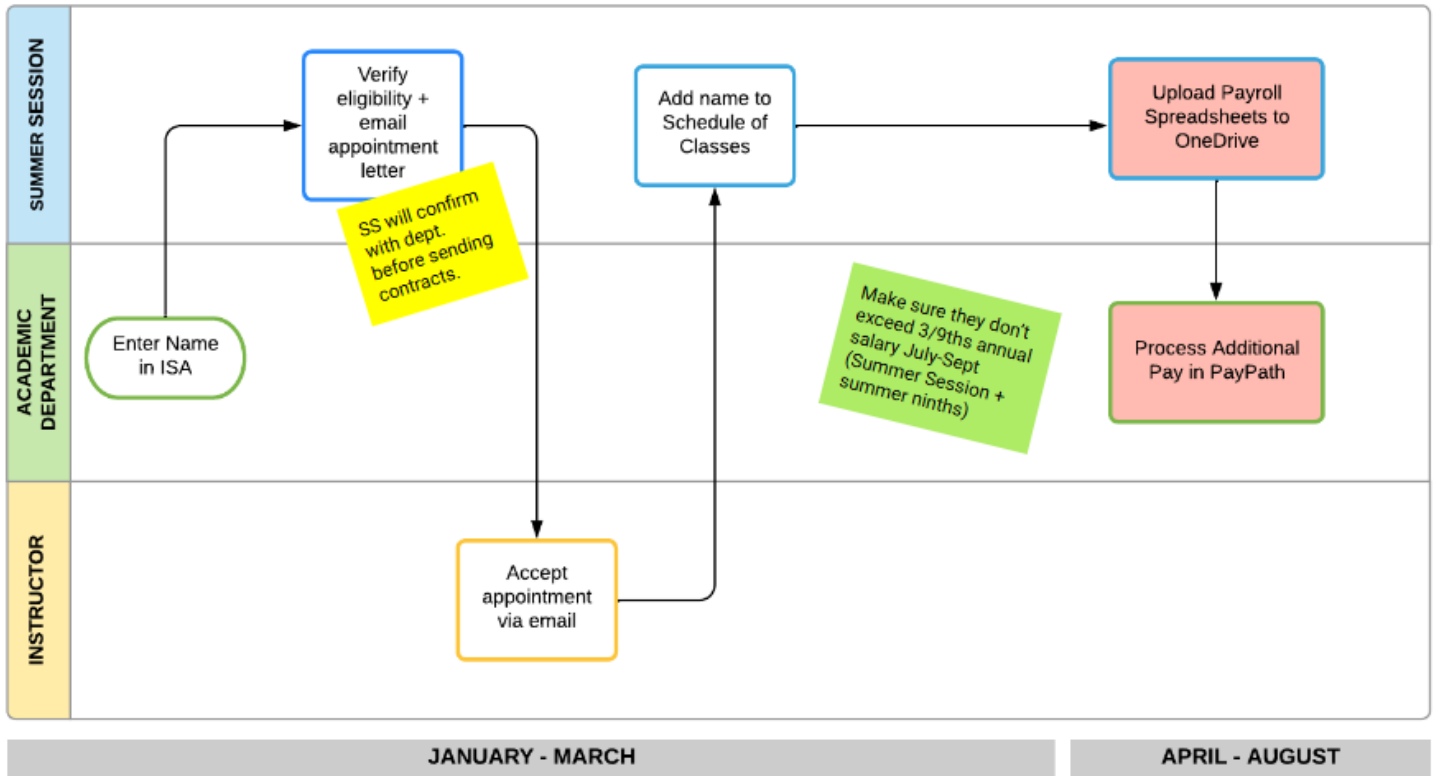
Two Summer Session courses during the same Session - 100% appointment

Maximum summer compensation allowed is 33% annual salary

Summer Session processes faculty appointments in three groups:

1. UC San Diego faculty and lectures who have active teaching appointments during the current academic year.
2. Graduate Students who will teach Summer Session courses as Associate Instructors.
3. “Visiting” Instructors, which include:
 - a. UC San Diego faculty who do not have active teaching appointments at UC San Diego during the 2024-2025 academic year (Ex. Recall appointees).
 - b. UC San Diego staff who do not have teaching appointments. (Postdocs, Researchers, etc.)
 - c. Lecturers or Professors from other Universities and Institutions.

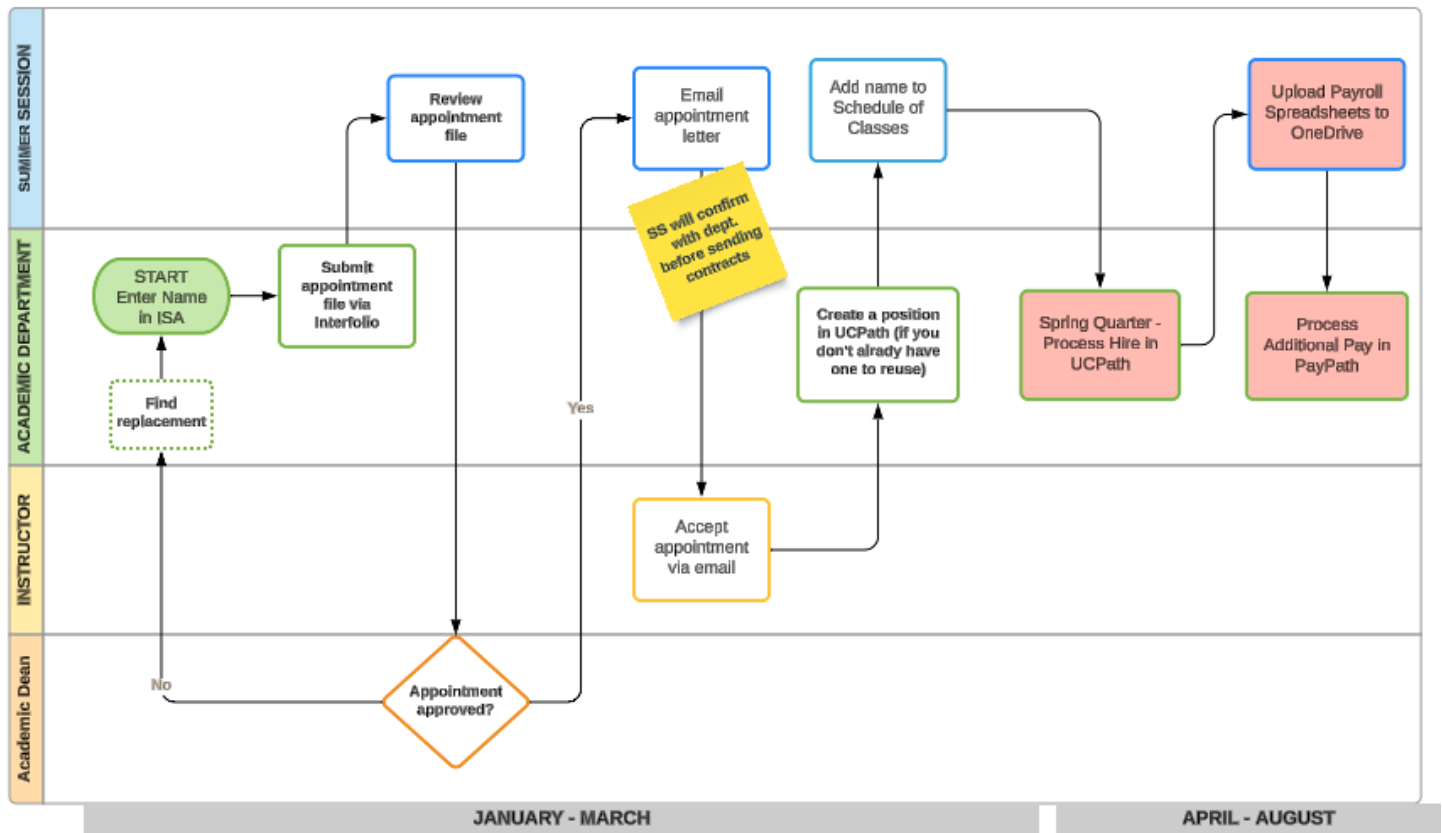
How to Hire UC San Diego Faculty & Lecturers



Summer Session will begin hiring current UC San Diego Faculty and Lecturers in January 2025.

- The Department Chair or College Dean must endorse each faculty member to teach Summer Session courses.
- Summer Session is responsible for creating and emailing all faculty appointment letters, copying the Department Business Officer (formerly "MSO"). The appointment letter will state the terms and conditions of the teaching appointment.
- Appointment letters will be uploaded to OneDrive site, <https://go.ucsd.edu/3cPRUEF>.
- Each faculty member will accept his/her teaching appointment via reply email to summer-payroll@ucsd.edu. Faculty will not be permitted to teach until Summer Session receives an acceptance email.
- Faculty names will be added to the Schedule of Classes after Summer Session receives an appointment acceptance email.
- Departments must hire all Lecturers on a 1550 Lecturer in Summer Session appointment in UCPATH.
- Payments will be processed via mass upload in July/August. For more information, please see the [Faculty Compensation section of the Guidebook](#).

How to Hire Visiting Lecturers & Non-Teaching UC San Diego Staff



Summer Session will begin hiring Visiting Lecturers and Non-Teaching UC San Diego Staff in February 2025.

DEADLINE: To submit appointment files via Interfolio is March 31, 2025.

- All visiting lecturers, Emeriti, and UC San Diego staff who do not have teaching appointments (Researchers, Postdocs, etc.) must be approved to teach. Visiting lecturers who have taught previous summers require a new appointment file and academic approval.
- Please consult with the [International Faculty & Scholars Office](#) (IFSO) before proposing an International instructor. International visiting instructors must hold appropriate visa status to be eligible for payment. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. An instructor cannot teach on a tourist visa. Please note that late visa applications sometimes result in the instructor not being able to teach in Summer Session.
 - Visiting instructors are encouraged to initiate their visa applications well in advance of the start of Summer Session, preferably as soon as their course has been approved. Please contact the UCSD Scholar's Office at 858-246-1448 for more information.
 - If you have a graduate student on a visa who is graduating in Spring 2025 and plans to teach Summer Session as a Lecturer, please allow sufficient time for their EAD card to update to F1-OPT status.
- Postdocs or project scientists who are hired on H-1B, TN, or E-3 visas are not eligible to teach Summer Session courses. These types of visas are job-specific, which means that teaching a Summer Session course would require amending the terms of the visa at significant cost to UC San Diego. Please consult with the

[International Faculty & Scholars Office](#) before submitting an appointment file for an international postdoc or project scientist.

- UC San Diego fiscal year academic and staff employees must follow Academic Personnel guidelines for teaching Summer Session courses. Per [APM-661](#), an exception memo must state how the employee's percentage of time will be reduced so that a Summer Session appointment will not cause him/her to exceed 100% appointment.

Teaching in Summer Session is a great way for fiscal year employees to gain teaching experience at UC San Diego. However, reducing a fiscal year appointment may affect an employee's benefits, retirement, and service credit. Summer Session recommends consulting with HR to understand the pros & cons of reducing a fiscal year appointment before accepting a Summer Session teaching appointment.

- The documentation required in the Summer Session Appointment File depends on the faculty type and academic year title code of the proposed lecturer. See the [Summer Session Instructor Appointment Handbook](#) (Updated for 2025 in January) for details.
- Appointment files must be submitted via Interfolio. All departments will use the Summer Session Appointment template. [An Interfolio job aid for Summer Session appointment files is available on the AP Interfolio SharePoint Site.](#)
- Summer Session is responsible for creating and emailing all instructor appointment letters, copying the Department Business Officer (formerly "MSO"). Each appointment letter will state the terms and conditions of the teaching appointment.
- Appointment letters will also be uploaded to the Summer Session OneDrive site at <https://go.ucsd.edu/3cPRUEF>.
- Instructors will accept their teaching appointment via reply email to summer-payroll@ucsd.edu. Instructors will not be permitted to teach until Summer Session receives an acceptance email.
- Departments will create a position and hire the visiting lecturer in UCPATH, without entering the payment amount. Summer Session compensation will be entered as additional pay via PayPath, and that transaction will happen later in the summer (July and August) with guidance and compensation details from Summer Session. For more information, please see the [Faculty Compensation section of the Guidebook](#).

Canvas – Early Access for New Instructors

In a remote learning environment, it is critical that Canvas course sites are published for students to access when classes begin. Delays in getting new instructors approved and hired in UCPATH causes delays in getting access to campus systems. As a workaround, the Canvas team has agreed to grant early access for new instructors, so that they can create their class sites before they are fully processed in payroll. Contact the Canvas team at canvas@ucsd.edu.

- Faculty names will be added to the Schedule of Classes after they accept their teaching appointment and their appointment is active in UCPATH and ISIS.
- Visitors not holding any other UCSD appointment must be separated at the end of their Summer Session teaching appointment.

Remote Teaching Outside of California

Instructors Teaching Remote Courses Outside of California (Remote or Online “R” Courses)

Teaching outside of California means that taxes are different. Departments will need to be sure that the taxation is set-up properly in UCPATH (not subject to CA tax withholding). They may be subject to state income tax in the state where they are working. You may use the following language during onboarding:

If you are fulfilling your duties remotely from outside of California, you’ll need to complete a temporary remote agreement and may want to consult a tax advisor to determine your tax liability for the state in which you are working.

More information about Temporary Remote Agreements can be found on the Academic Personnel Services website: <https://aps.ucsd.edu/facdev/covid-19/leavefaq.html#Temporary-Remote-Work-Agreement>

Summer Session instructors must teach remote courses within the United States.

There are significant risks to the University of California with allowing employees to work from an International location even for a short period of time. [See Blink for more information.](#)

Visiting Instructors – Cases requiring special handling.

Considerations for International Faculty

Visiting International faculty requires different handling.

The program allowing appointees to work internationally with temporary work agreements expired in December 2021 and will not be continued. All International faculty must teach within the United States.

Visiting International faculty traveling to the United States to teach in California:

- Visa is required.
- In UCPATH, make sure tax is withheld and/or they receive treaty benefits.
- Make sure they have a bank account for payment.

International faculty already teaching in Spring quarter and staying for Summer Session:

- J visa status – no additional steps required.
- H, TN, E3, O-1 visa status – Contact IFSO to see if an amended petition is required.

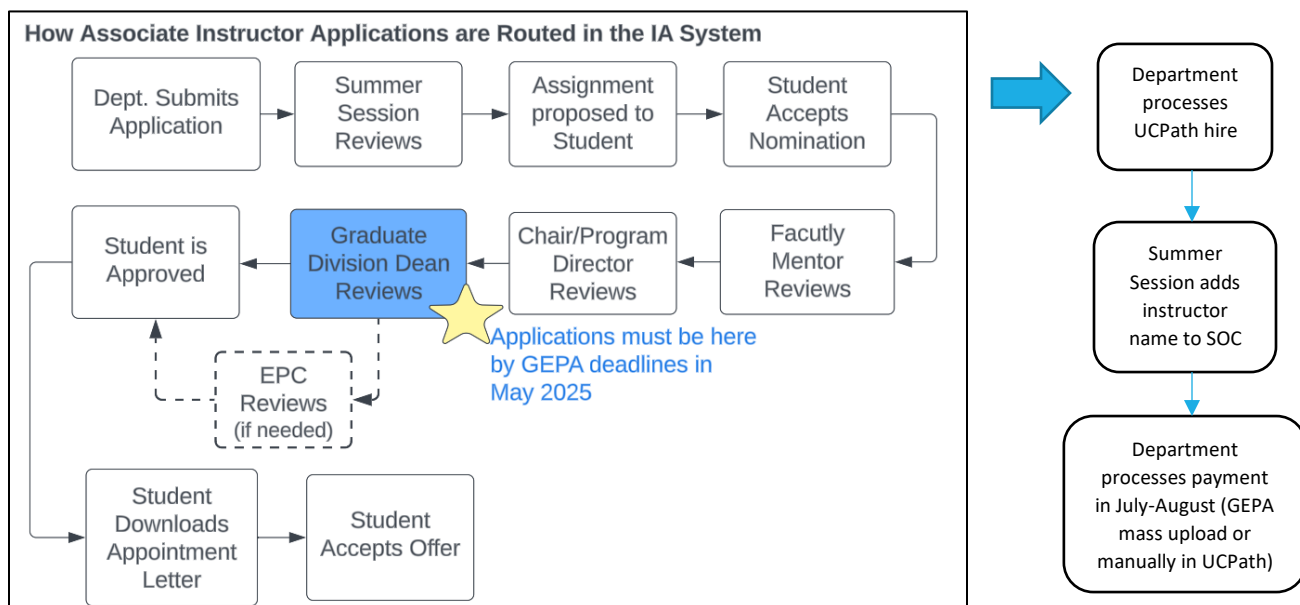
For more information, please contact the [International Faculty & Scholars Office.](#)

Hiring Faculty from other UC Campuses

- When hiring faculty from another UC campus, the appointment must be signed-off by both UC San Diego (host location) and the candidate’s home UC campus (home location) using a Multi-location agreement form.
 - Please allow at least two months for the form to be approved by both campuses.
- An appointment file is also required, like any visiting instructor.
- Note that Summer Session does not match the annual salary at the home campus. Instead, departments should propose a salary that aligns with other faculty in the department.
- UC San Diego hiring department will process this appointment in UCPATH as a concurrent hire.

For more information, refer to the UCPATH Job Aid: How to Manage Multi-Location Appointments on the UCPATH Job Aids page, <https://ucpath.ucsd.edu/training/job-aids.html#Template-Transactions>.

How to Hire Graduate Students Teaching as Associate Instructors



Graduate Students to teach as Associate Instructors are reviewed and approved through the IA System.

DEADLINE: Departments should plan to submit applications in the IA System by March 31, 2025.

- To be eligible to teach in Summer Session 2025, UC San Diego Graduate Students must have advanced to candidacy by the last day of Winter 2025, which is March 22, 2025. Refer to the [Associate Instructor's duties and eligibility criteria](#) on the Division of Graduate Education and Postdoctoral Affairs (GEPA) website.
 - Exceptions can be made for graduate students advancing to candidacy in Spring Quarter. Summer Session requests that the academic department identify a back-up instructor who can teach the course in case the graduate student does not advance by June. (Summer Session wants to avoid cancelling courses in June because that impacts enrolled students' financial aid.)
- Appointment documentation must be submitted through the IA System (formerly ASES). The IA System will route the Associate Instructor's applications to GEPA for review and approval. For Associate Instructor appointment questions, refer to the [GEPA collab site](#), or submit a ticket to [Services & Support](#).
- Appointment letters will be created and viewed in the IA System. The appointment letters will state the terms and conditions of the teaching appointment.
- An Associate Instructor must officially accept his/her appointment in the IA System. Email notifications are sent to the hiring department and Summer Session upon completion.
- Departments will create positions and hire Associate Instructors in UCPATH, without the payment amount. Summer Session compensation will be entered as additional pay via PayPath, and that transaction will happen later in the summer (July and August) with guidance and compensation details from Summer Session and GEPA. For more information, please see the [Faculty Compensation section of the Guidebook](#).
- Associate Instructor's name will be added to the Schedule of Classes after their appointment is active.

Summer Graduate Teaching Scholars (SGTS)

The Summer Graduate Teaching Scholars (SGTS) program has returned to a nomination process. The program components, registration criteria, and funding opportunities are described on the [Summer Graduate Teaching Scholars](#) website.

For Summer Session 2025, student nominations must be submitted by either the department/program graduate coordinator or department chair/program director.

Training Session - Instructor Appointments

Summer Session will hold an Appointment File training workshop in January.

All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at <http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents>.

Questions about hiring Summer Session faculty?

Please contact Lisa Bargabus, Summer Session Business Manager, at summer-payroll@ucsd.edu.

Important dates for 2025 Summer Session Instructor Hiring & Payroll

2025 Pay Dates

August 1, 2025	September 1, 2025
Session 1 July Special Sessions	Session 2 August Special Sessions

Note: Ladder-rank faculty, LSOE and LPSOE teaching 2 courses in one Session are required to spread their Summer Session course salaries over two months to comply with the 1/9th annual salary per month compensation restriction.

Hiring Deadlines

Lecturer Appointment Files are due in Interfolio by March 31, 2025.

Graduate Student Applications are due in the IA System by May 2025.

See the [2025 Summer Session Operational Calendar](#) for other instructor-related deadlines.

Note that dates are subject to change.

Instructor Compensation

- No course salary cap – all 4-Unit courses will pay 11% annual salary.
- No reduced contingent salary for courses with enrollment less than 15.
- Specific Biological Science and Chemistry Wet Lab courses will pay 16.5% annual salary for 4-unit lab courses, and 8.25% annual salary for 2-unit lab courses. Requires minimum of 20 students enrolled.

Faculty compensation for Summer Session is different from the academic year. It consists of two types of payments:

1. Course Salary (All instructors)
2. Bonuses (special approval for additional work is required.)

Course Salary

Summer Session pays instructors a course salary for each class they teach in Summer Session. Each course salary is *by agreement* and calculated based on:

- UC San Diego annual teaching salary at pay rates in effect on 6/30/25.
- No maximum course salary cap.
- Annual salaries for associate instructors are based on salary points. See the [Summer Session website for the 2025 course salaries](#).

Visiting lecturers are not paid the annual salary they receive at their home institution. Instead, visiting lecturers are paid at an annual salary that aligns with UC San Diego salary scales, at a rate consistent with comparable faculty in the department.

Course Salary for Instructors		
3-7 Unit Course	1-2 Unit Course	8+ Unit Course
11% of UC San Diego annual Academic Year salary effective 6/30/25	5.5% of UC San Diego annual Academic Year salary effective 6/30/25	22% of UC San Diego annual Academic Year salary effective 6/30/25

Courses May Be Canceled for Low Enrollment

Summer Session reserves the right to cancel courses with enrollment of fewer than 15 students.

Summer Session will notify departments of courses with low enrollment by the dates listed below. Departments, instructors, and Summer Session will consider each class on a case-by-case basis, and determine if the class will be offered or canceled for low enrollment.

Course enrollment reports are on Tableau. Instructions on how to access the reports can be found on the Summer Session website at: <https://summersession.ucsd.edu/documents/index.html#Enrollment-Reports>.

Dates for Low Enrollment Notifications – Session 1 and 2

Session	# of Weeks	Start Date	End Date	Low Enrollment Notification
Session 1	5	6/30/25	8/2/25	June 2
Session 2	5	8/4/25	9/6/25	July 7

Dates for Low Enrollment Notifications – Special Session Sub Terms

# of Weeks	Start Date	End Date	Low Enrollment Notification
2	9/8/25	9/20/25	August 5
3	6/30/25	7/19/25	June 2
3	7/21/25	8/9/25	June 2
3	8/11/25	8/30/25	July 7
7	7/28/25	9/13/25	June 2
8	6/30/25	8/23/25	June 2
10	6/30/25	9/6/25	June 2
15	6/16/25	9/20/25	Contact Summer Session – Dates set manually.

Course Salary - Special Cases

Global Seminar Appointments

- Faculty who are eligible to teach a Global Seminar include:
 - Senate Faculty (Ladder-rank faculty, LPSOE, LSOE) with AY appointments
 - Continuing Lecturers with AY appointments
 - Unit 18 Lecturers with AY appointments who do not have continuing status are not automatically eligible. Special approval by the Dean of Undergraduate Education (delegated authority from Academic Senate) is required.
 - Recall appointees must be approved by the Dean of Undergraduate Education via Kualii.
- Global Seminar instructors are paid the standard Summer Session compensation rate of 11% annual salary per course, and they are required to teach two 4-unit courses in one session. For ladder-rank faculty, LSOE, and LPSOE, payment will be spread over two months to meet the AP compensation restriction of 1/9th annual salary per month. Recall appointees are restricted to earning 43% of 1/9th annual salary per month for July-September.
- If the program has previously been taught and the enrollment is low, the program may be cancelled.
- For UC San Diego faculty, the relevant compensation policies for Summer Session teaching are set forth in [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#) and [PPM 230-43](#). Faculty with Staff or Research titles must follow Academic Personnel guidelines for teaching Summer Session courses.
 - Note that deans and provosts will be required to use vacation forfeiture in order to teach a Global Seminar.

Emeriti (Recall) Faculty

- All faculty recall appointments require an appointment file with a Recall Form and SET/CAPE evaluations. (Even if the recalled faculty taught during Fall, Winter and Spring of the current academic year.)
- Compensation is based on the annual teaching salary at retirement, with appropriate range adjustments, not to exceed the 43% salary per month restriction. (See [APM Section 205](#).)
 - Note that recall faculty teaching 2 Summer Session courses are not eligible to receive the full 22% AY annual salary. The maximum summer compensation allowed for recall faculty is 43% of 1/9th AY annual salary per month × 3 months, which is approximately 14.3% AY annual salary.
- Faculty who retires after Spring Quarter 2025 must have a 30-day break in service and may NOT teach a Global Seminar in Summer Session 2025. They would be eligible to teach a Global Seminar starting in Summer Session 2026.

HCOMP Faculty

As stated in [APM 661-16d](#), part-time and full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

HSCP – The abbreviation for Health Sciences Compensation Plan

HCOMP – The faculty type description for faculty participating in the Health Sciences Compensation Plan. Includes title codes 1712-1734.

1. *Additional Compensation*

Summer Session is defining “additional compensation” to be any type of the following:

- a. Z payment
- b. salary above what is already being paid
- c. a transfer to a research account
- d. a recharge to department account

Summer Session will not use any of the options listed above, or any other means, to compensate full-time HCOMP faculty. The intent of APM 661-16d does not allow additional compensation even if it is moved between accounts to eventually end up as an additional payment to the HCOMP faculty member teaching a course.

2. *Percentage of Time*

We cannot reduce an existing HCOMP faculty member’s appointment to 50% in order to receive compensation to teach one Summer Session course, because he/she must maintain a 51% HCOMP appointment or greater to be eligible for HSCP participation. (A 51% HCOMP appointment and a 50% Summer Session appointment (to teach one course) would put him/her at 101% time, which is not possible.)

3. *Salary Replacement Option*

Under special circumstances, HCOMP faculty member’s other salary fund sources can be reduced to use Summer Session teaching pay to cover a portion of his/her regular pay. This is a salary replacement option and not an additional compensation option.

- a. The Health Sciences administration (department and dean’s office) must be amenable to reducing the faculty member’s existing teaching and/or clinical loads in Health Sciences.
- b. This requires PRE-approval in writing by the Health Sciences administration.
- c. Summer Session pays a standard course salary of 8.5% of academic year annual salary. We would need to determine what portion of the faculty member’s HCOMP salary the Summer Session compensation can buy out and indicate at which rate (base salary or negotiated salary).
- d. Because this is a salary replacement option and **not** an additional compensation option, it would not be in compliance with AP policy to redirect his/her “displaced” regular (non-Summer Session) funding to a Z payment or other form of additional compensation. (See item 1.) In other words, no swapping to circumvent the intent of APM 661-16d.

4. *Appointment without Salary*

Faculty are allowed to teach summer courses without compensation from Summer Session. Faculty are eligible for this option only with a letter from his/her supervisor indicating that the time spent teaching Summer Session will not interfere with his/her normal duties in Health Sciences.

Fiscal Year Employees Teaching in Summer Session

Fiscal year appointees must reduce their percentage of time to teach in Summer Session.

Use of Vacation

If vacation time must be used to teach in Summer 2025, please use the following to calculate the number of days/hours needed.

Summer Session Vacation Deduction Calculation:

The calculation is based on the course rate, the month payment is being issued, as well as the concurrent fiscal year appointment rate. (Please note bonus payments are not included in the calculation).

Concurrent fiscal appointment rate: Use \$_____/mo

Summer Session course salary: \$_____ (excluding any bonus)

2025 Summer Session pay dates: 7/1/25-7/31/25 (X hours) or 8/1/25-8/31/25 (X hours) – pending UCPATH 2025 calendars

Percentage of compensation: ____%

Summer Session course salary ÷ by monthly rate of concurrent appt.

Vacation deduction: ____ Days

Multiply the percentage of compensation from above times the total possible hours in the month payment is being issued. (ex: 92% * 160 = 147.2 hours)

Divide this figure by 8 hours and round to nearest whole number (you report only in full day increments).

(Ex: 147.2 hours ÷ 8 = 18.4, or 18 days)

Converting between Fiscal Year and Academic Year Salaries

Conversion factors are based upon UC work hours/calendars.

Academic Year (AY) to Fiscal Year (FY)	Fiscal Year (FY) to Academic Year (AY)
11 months : 9.5 months = 11/9.5 = 1.16 (rounded)	9.5 months : 11 months = 9.5/11 = .86 (rounded)
AY annual salary × 1.16 = FY annual salary	FY annual salary × .86 = AY annual salary
Example: \$81,257 AY salary × 1.16 = \$94,258 FY salary	Example: \$120,000 FY salary × .86 = \$103,200 AY salary
<i>The calculated FY annual salary may not match a rate on the FY scale.</i>	<i>The calculated AY annual salary may not match a rate on the AY scale.</i>

Payment Exceptions

Science (Wet Lab) – Physical Sciences Division & Biological Sciences Division

Faculty teaching specific science wet lab courses (2 or more Units) with enrollment of 20 or more students may be eligible for a higher course salary. The Science Wet Lab courses pay 1.5 times the standard course salary: 16.5% annual salary (4-unit labs) or 8.25% annual salary (2-unit labs).

Compensation Restrictions

Limit for Academic Year Appointees – 3/9 (33%) annual salary for entire Summer Session

Maximum compensation allowed for teaching Summer Session is 3/9 (33%) of a faculty's nine-month academic year salary during the three-month summer period (1/9 per month over 3 months). It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, and success bonuses do not exceed the 33% maximum summer compensation limit.

Teaching 3 Summer Courses is Maximum Allowed

Teaching 3 Courses is Maximum Allowed

Senate Faculty will need to spread payments over 3 pay periods - total payment is 3/9ths, or 33% annual salary:

July Pay Period = 1/9th (11%) annual salary

August Pay Period = 1/9th (11%) annual salary

September Pay Period = 1/9th (11%) annual salary

Restriction for Ladder-Rank Faculty, LSOE and LPSOE – 1/9th annual salary per month

Ladder-rank faculty, LSOE and LPSOE Summer Session instructors cannot exceed 1/9th annual salary per month. To comply with this restriction, all ladder-rank faculty, LSOE and LPSOE can be paid one 4-unit course salary (11% annual salary) per month.

Limit for Fiscal Year Appointees – 1/12 annual salary per month

Compensation for fiscal-year appointees may not exceed one-twelfth (1/12) of the faculty's annual salary per month of teaching. It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, and success bonuses do not exceed the 1/12 maximum summer compensation limit.

Limit for Emeriti – 43% per month

Summer Session recall appointments (Emeriti) are subject to a maximum compensation limit of 43% per month of the individual's salary at the time of retirement (range adjusted to current dollars). See <http://www.ucop.edu/academic-personnel-programs/files/apm/apm-205.pdf> for details.

Limit for Faculty with Academic Administrator Appointments – Varies

Compensation for faculty with Academic Administrator appointments (Provost, Department Chair, etc.) will be calculated on a case-by-case basis. Please contact Lisa Bargabus at summer-payroll@ucsd.edu regarding new or modified academic administrator appointments for Summer Session faculty.

Limit for All Summer Session Faculty - 100% Appointment Max

UC San Diego faculty members cannot exceed 100% appointment at any time during the three-month summer period. It is the department and faculty member's responsibility to ensure that their research, summer teaching and other forms of appointment time do not exceed the 100% appointment time limit.

Payment Disbursement

Paychecks are issued on August 1, 2025 for Session 1, and September 1, 2025 for Session 2. Courses taught in Special Session are assigned a payroll date of August 1 or September 1 depending on the course dates. Summer compensation is subject to deductions.

In some cases, Summer Session compensation needs to be spread over 2 or 3 months in order to comply with AP policy. See [Compensation Restrictions](#) for details.

Taxes

The tax rate for compensation during summer depends on appointment type.

Please Note: This may place faculty into higher Federal and state tax brackets, resulting in a greater rate of tax withholding. This is due to the respective tax agency's regulations that do not allow any consideration for summer salary being seasonal. It is recommended that faculty consult an outside financial advisor to assist them in making any changes to their W-4 withholding allowances to avoid excess tax withholdings.

Mandatory 403 (b) Plan Contributions

Summer Session salary retirement benefit has been transferred from UC's DC Plan to UC's Tax Deferred 403(b) Plan. That means Summer Session faculty (contributing 3.5%) and the University (contributing 3.5%) are now required to make pre-tax contributions (7% total) to the 403(b) Plan. Because summer salary contributions are required, they do not reduce the limit on voluntary pretax contributions to the 403(b) Plan (or the 457(b) Plan). More information can be found at: <http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/revised-apm-190-appdx-g.html>

Benefits

Summer Session appointments are not considered benefits-eligible appointments. The hours worked during Summer Session do not contribute towards the hours required to maintain benefits eligibility. Faculty with a regular, ongoing benefits eligible appointment will continue to receive benefits during the summer. Lecturers hired to only teach in the summer are not eligible for benefits. Lecturers who teach Spring quarter will continue to receive benefits if they teach in the summer. If a Lecturer only teaches part of the summer, they can pay the employer cost of their benefits during the time they are not teaching, or they can go on short work break with no benefits if they are returning Fall quarter.

For more information on benefit eligibility, please contact the [benefits representative](#) assigned to your vice chancellor area.

Note: BYH or ACA hours and earnings appearing on some employee earnings statements.

The UCPath system, unlike PPS, includes these pay lines on the pay statement. It is important to note that the dollar value is not included in Total Gross or any Taxable Gross. It does not affect the employee's pay and is not reported on the employee's W-2. In order to remain compliant to the Affordable Care Act (ACA) standards, it is necessary for locations to report hours worked for certain flat-rate earn codes and is part of a calculation of weekly effort that is reported in order to determine continuing benefits eligibility.

Faculty Payroll Training Session

Summer Session will hold a payroll training workshop in May 2025. All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at <http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents>, and on the UCPath Training Hub at <https://ucpath.ucsd.edu/training/training-hub.html>.

Questions about Summer Session payroll?

Please contact Lisa Bargabus, Summer Session Business Manager, at x25064 or summer-payroll@ucsd.edu.

Faculty - Instructional Guidelines

Teaching + Learning Commons Support

- Support from the Teaching + Learning Commons [Engaged Teaching](#) and [Digital Learning](#) staff is available for faculty, new instructors, and visiting instructors who are interested in teaching summer courses.
- Consultations with the Engaged Teaching and Digital Learning staff can cover a variety of specific topics related to teaching in Summer Session, including but not limited to:
 1. course design, such as how to design and teach a ten week course in five weeks,
 2. evidence-based, learner-centered, and equitable teaching practices that address equity gaps
 3. fostering student engagement and motivation.
- For support with in-person, hybrid, and hyflex courses, summer instructors can reach out directly to the Engaged Teaching team at engagedteaching@ucsd.edu or to the Digital Learning team for support with designing and teaching remote and technology enhanced courses online@ucsd.edu.

Course Syllabus

- Faculty are expected to prepare course materials at least one week prior to the first day of the class. Preparation includes a syllabus, course outline, and handouts ready to distribute to students at the first class meeting.
- Summer Session courses are governed by the same academic policies and requirements as those offered during the Fall, Winter, and Spring quarters. Summer Session publications emphasize that courses taught in Summer Session are academically rigorous and presented at an accelerated pace. Summer Session and the Academic Senate EPC rely on faculty to uphold the same academic standards for Summer Session courses as they do for the same courses taught during the regular academic year.
- Plan for the Juneteenth, Independence Day, and Labor Day holidays, if appropriate. Campus closed, no class meetings. Makeup sessions must be posted to the Schedule of Classes prior to student enrollment.

Student Evaluation of Teaching (SET) Forms

- The Holistic Teaching Review Oversight Committee has developed a new student evaluation form called the Student Evaluation of Teaching (SET) form, which has replaced CAPEs for Summer Session courses. The goals of this new form are:
 1. to ensure that student feedback is focused on student learning and teaching practices;
 2. to minimize bias in student evaluations; and,
 3. to ensure that student voices are well-positioned as part of the evaluation of teaching.
- More information about the Holistic Teaching Evaluation workgroup and implementation task force can be found on the Undergraduate Education website, [Holistic Teaching](#)
- Faculty are encouraged to remind their students to participate. Goal – achieve a minimum response rate of 40%.
- Tips on how to increase student response rate can be found at: [Tips on Increasing Response Rate](#).
- The SET dates for student access are the last week of a 5-week session.
- Refer to the SET FAQ page at [Holistic Teaching](#). For any additional questions, contact holistic-teaching@ucsd.edu.

Course Enrollments and Class Lists

- Student enrollments by course are available on the Schedule of Classes on [TritonLink](#).
- Faculty can view course enrollment lists, download information, and send e-mail messages to class lists (rosters) and wait lists by logging onto [Blink Instruction Tools](#). All users must log on using their ISIS or Single Sign-On user ID and password.
- To obtain a user ID and password, contact your department security administrator. *Visiting faculty and Graduate Students are not eligible for a user ID and password, and therefore need to contact their department for assistance.*

Course Prerequisites

- Course prerequisites help guide students on choosing the appropriate level course. Summer Session recommends that faculty make clear at the first course meeting the specific approved requirements for the course, the level at which the course will be taught, and the grading policy.
- Non-UCSD (visiting) students are held to the same standards and are required to meet the prerequisites for each course. To obtain preauthorization from the department to enroll in the course, students should submit an online request via the Enrollment Authorization System (EASy). Refer to the steps on the [Summer Session website](#).

Additional Meetings

Required discussion or lab meetings per the EPC course approval and make-up meetings due to holidays (Juneteenth, Independence Day, Labor Day) or missed classes need to be scheduled and provided to the Office of the Registrar so they are available on the Schedule of Classes when enrollment begins.

Final Examination

- Students may not be excused from an assigned final examination if it is a course requirement.
- Midterms and final examinations must be given according to the published date and time on the TritonLink Schedule of Classes. The final exam schedule is available on the Schedule of Classes when enrollment begins; however, the classroom location for in-person final examination is not posted until the fourth week of each session.
- The Office of the Registrar sets the schedule for final examinations, which cannot occur during the last class period, or on the same day of the class. See the [Policy on Final Examinations](#) for more information.

Office Hours

Office hours are required of Summer Session instructors. Summer Session recommends faculty make an announcement to students during the first class meeting regarding the hours and location of official office hours.

Waitlists

Departments found success managing Summer Session 2025 waitlists by communicating to students whether or not additional sections of waitlisted classes would be added to the Schedule of Classes. Summer Session recommends that departments follow the same communication strategy for 2025.

- Waitlists are created when student enrollment exceeds classroom capacity or if a course has limited enrollment.
- Students on waitlists are not charged fees until they are enrolled. There is an automated procedure that enrolls a waitlisted student in a course when a space becomes available according to the waitlist schedule below.
- Students must remove themselves from the waitlist if they are no longer interested in enrolling in the course.
- Course fees are automatically assessed to student accounts once they are added from the waitlist.
- If a course added from a waitlist is not dropped by the refund deadline, students are held responsible for fees.

Summer Waitlist Timeline

- For Sessions 1 and 2, a week prior to the start of the session, the automated waitlists will be turned off. This is to give students time to pay their fees to avoid being cancelled from their classes before the session begins.
- Academic departments will need to manually handle their waitlisted students until the automated feature is turned back on.

- The automatic waitlist will restart on Saturday before the session begins, and remain open until the Wednesday of the first week of the session. This process reduces the number of manual add cards and allows students time to drop the course and obtain a course refund.

For the 2025 Waitlist dates for each session, please [refer to the Calendar on the Summer Session website](#).

Grading

FERPA Training for Faculty

Summer Session faculty with access to student records must comply with the Federal Family Educational Rights and Privacy Act (FERPA) by taking an online FERPA course. The FERPA course is offered via UC Learning Center, takes about 30 minutes to complete, and is valid for 3 years. More details about the FERPA training requirement can be found at:

<https://blink.ucsd.edu/instructors/advising/confidentiality.html>

<http://adminrecords.ucsd.edu/Notices/2018/2018-2-15-1.html>

Grading Policy

Students are expected to complete all assignments, take all examinations, regularly attend classes and submit all work by the end of the session.

eGrades

Summer Session grades will be submitted using eGrades. For additional information regarding the eGrades tool and process, visit the [eGrades page](#) on [Blink](#).

Grade entry for Summer Session opens at 8 a.m. (date pending) for Session 1 and September (date pending) for Session 2 and closes at 11:59 p.m. on the Tuesday after the last final for Summer Session. Since grade entry and grade changes submitted by 11:59 p.m. are processed overnight, grades and grade changes will be visible to students on [TritonLink](#) the next day.

If you have any questions or need further information, contact Academic Records at (858) 534-3144 or egrades@ucsd.edu.

Student work will be reported in terms of the following grades:

Grade	Grade Points per Unit	Interpretation
A+, A, A-	4.0, 4.0, 3.7	Excellent
B+, B, B-	3.3, 3.0, 2.7	Good
C+, C, C-	2.3, 2.0, 1.7	Fair
D	1.0	Poor (barely passing)
F	0.0	Fail
Blank Entry		See Blank Entry info below
I	Incomplete	See Incomplete info below
IP	In Progress	See In Progress info below
NP	Not Pass	See Not Pass info below
P	Pass	C- or better, assigned to undergraduate students only
S	Satisfactory	B- or better, assigned to graduate students only
U	Unsatisfactory	Below B-, assigned to graduate students only
W	Withdraw	See Withdraw info below

The grades A, B, and C may be modified by plus (+) and minus (-) suffixes. A blank entry signifies the faculty did not assign a grade.

The blank grade must be resolved before the end of the next quarter, or the grade will become a permanent F, NP, or U.

The 'I' or Incomplete grade may be assigned to a student's work when the work is of non-failing quality, but is incomplete for valid cause (illness, for example). The deadline for filing a request for an Incomplete shall be no later than the first working day after the final examination date.

The faculty shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than the last day of the finals week in the Fall quarter. If not replaced by this date, the 'I' grade will lapse into an 'F' grade. The faculty may neither agree nor require that the student wait until the next time the course is offered in order to make up incomplete work, but must make individual arrangements for the timely completion of the work.

The "IP" grade signifies classes that extend over more than one quarter. The "NP" or Not Pass is assigned if a student does not pass a class.

The "W" or Withdraw is assigned if an undergraduate student drops a class or withdraws from Session 1 between July 12 – July 18, 2025 and Session 2 between August 16 –August 22, 2025 (equivalent to the start of the fifth week and the end of the sixth week of classes during Fall, Winter, and Spring quarters). The "W" is also assigned if a student drops certain labs after the second scheduled meeting. A student may receive a maximum of one "W" per course, per Academic Senate Regulations.

Please email summer@ucsd.edu with any student affairs questions or concerns.

Academic Integrity Standards

Academic Integrity is essential for our University community. The Academic Integrity Office assists students and faculty in upholding academic integrity. For more information, please visit the [Academic Integrity website](#).

The Executive Vice Chancellor – Academic Affairs has asked that all faculty and instructors talk about academic integrity in their classes, clarifying their expectations for how students can complete their assignments, tests, projects, and exams with integrity. Please review the [academic integrity tips for faculty](#).

All UC San Diego undergraduate students are asked to complete the [Integrity Tutorial](#). Students are expected to always act in ways to ensure that the academic learning experience for themselves and each other will be honest, respectful, fair, responsible, and trustworthy. Remind students to review the [academic integrity tips for students](#).

Materials & Support Services

Campus ID Cards

A card enables faculty to check out materials from the library, purchase items at the Bookstore, access campus buildings and events, and receive discounts on various cultural and recreational activities. UC San Diego faculty may continue to use their permanent photo ID cards for the summer. For more information, visit the [Campus Card page on Blink](#) or email campuscards@ucsd.edu.

Computer Time/Lab Facilities

More information is available through ServiceNow at <https://support.ucsd.edu/its>.

Copyright Policy

See [Reproduction of Copyrighted Materials for Teaching and Research](#).

Instructional Supplies

Support for course materials/supplies is block-funded to the department. If the department approves the expense(s), they will provide a department index number.

Library Course Reserves System

The Library Course Reserve system typically has Summer Session courses available after Week 8 of Spring Quarter. Contact reserves@ucsd.edu for more information.

Media Services

Classrooms and lecture halls are equipped with technology to meet the needs of the educational experience, and on-demand support during instruction. See [Knowledge Article View](#) for details.

Office Space

Office space needs should be discussed with the academic department.

Printing and Duplication Services

Duplicating services are available to reproduce course materials. Photocopiers are available in academic departments. Imprints, an on-campus service, can handle a wide variety of copy needs. Faculty members work with their department to determine the preferred way to obtain photocopy services.

Textbooks/Course Materials

The [UC San Diego Bookstore](#) will contact departments in April for course material adoptions (textbook requisitions). Requests are due April TBD, 2025. Note: The bookstore will accept adoptions after April TBD. However, they need adequate time to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-stock and out-of-print problems. Please submit course materials adoptions as early as possible. For more information, email textbooks@ucsd.edu or call 858-726-5706.

Teaching + Learning Commons

The Teaching + Learning Commons helps instructors become better teachers through seminars, workshops and discussions about effective teaching methods and new instructional technologies. Find out more about the Teaching + Learning Commons services and programs at: [Engaged Teaching](#) and [Keep Teaching](#).

INSTRUCTIONAL SUPPORT

Teaching Assistants (TAs), Tutors and Readers

Compensation for graduate students hired to support Summer Session 2025 courses as Teaching Assistants (TAs), Tutors, or Readers will be based on [the 10/1/24 pay rates on the GEPA website](#).

Teaching Assistant (TA) Pay Rates

TAs will be paid at the 3 different salary points shown in the table below, based on their prior experience. To determine which salary point to use, please [follow the experienced-based salary guidelines on the GEPA website](#).

Salary Point	TA Hourly Pay Rate
1	\$51.52
2	\$53.06
3	\$54.65

TA payments will be calculated as:

projected number of hours worked × summer hourly rate

Example

50% TA appointment in Session 1 (5-week session) at salary point 2.

50% appointment is 20 hours per week

Number of hours = 20 hrs/wk * 5 weeks = 100 hours

TA payment = 100 hours * \$53.06 = \$5,306

[A list of sample TA payments at different appointment percentages](#) can be found on the Summer Session website.

Tutor and Reader Pay Rates

Tutor – Grad Student - \$25.43/hr (single session), \$29.81/hr (group session)

Tutor – Undergrad Student - \$20.40/hr (single session), \$23.73/hr (group session)

Reader – Grad Student - \$21.28/hr

Reader – Undergrad Student - \$20.40/hr

See the Summer Session website for the [2025 sample Tutor and Reader payments for 3, 5, 8, and 10 week classes](#).

How TAs, Tutors, and Readers are Hired

- Each department takes responsibility to recruit, select, and allocate TAs, Readers, and Tutors.
- Departments create IA System campaigns to hire TAs, Readers, and Tutors. All appointments must be approved by the Dean of GEPA.
- Graduate students will accept their appointments in the IA System and receive their official appointment letter.
- Departments will issue payments to their TAs, Readers, and Tutors in UCPath, or with a GEPA mass upload when practical.
- Summer Session will reimburse departments for exact TA, Tutor, and Reader payroll expenses.

Please note: All students planning to be employed by Summer Session must be registered in the preceding spring quarter at UC San Diego. Enrollment confirmation is required before the appointment may be entered in the payroll system. If a student was not enrolled in Spring quarter at UC San Diego, they cannot be employed by Summer Session.

Student Federal Insurance Contributions Act (FICA)-Defined Contribution Plan (DCP)

To remain exempt from Student FICA (DCP/Medicare deductions) during the summer, a student employee (non-career) who is a U.S. citizen, permanent resident or resident alien must be employed less than 80% time for the month or any partial period within the month and meet the minimum unit requirement of six units for an undergraduate student; three units (5-week session) or six units (10-week session) for a graduate student. A student must be registered in the minimum unit requirement for at least one day of the pay period to remain exempt.

- Only graduate students can be hired as Teaching Assistants (TA).
- Undergraduates may be hired as a Reader, Tutor, or Tutor serving as a Teaching Apprentice.
- Non-UCSD students or others may be recommended for instructional support positions, provided the faculty member has first utilized all available on-campus resources. A department must have approval from the GEPA prior to making an offer to a visitor. A formal written request from the faculty, endorsed by the Chair, addressed to the Dean of the Division of Graduate Education and Postdoctoral Affairs must include the justification for exception to hire. A current Curriculum Vitae (CV) must be attached to the letter of exception for non-students.

TA Funding - Exact Payroll Expenses for Instructional Support are Now Covered by Summer Session.

Summer Session is no longer giving academic units a block-funded TA allocation.

Effective summer 2024, Summer Session will fund actual payroll expenses for all Summer Session instructional support (TAs, Tutors, Readers, etc.) Summer Session will reimburse academic units the gross salary + benefits + general liability for all instructional support hired to support Summer Session courses.

Departments are encouraged to follow their Academic Year TA/student hiring ratios for their Summer Session courses.

Undergraduate Instructional Apprentice (UGIA)

The Undergraduate Instructional Apprentice Form is required for all students appointed as UGIAs, regardless of whether the student will earn course-unit credit or receive compensation.

Strategies/best practices to accommodate growing needs for instructional assistants

Providing sufficient TA coverage for the classes needed to serve our rapidly increasing undergraduate student population is becoming more challenging for departments. The following is a list of strategies/best practices to cover teaching needs.

- Within reason, section sizes can be increased to reduce the number of TAs needed, while remaining mindful of workload limitations
- It is not necessary to assign TA's to a course in a manner that is consistent with the formula used to "earn" TA positions. Some courses may need fewer TAs than the formula implies; others may need more. It is at the discretion of the department to make these decisions about allocations, in consultation with the instructor.
- With permission from the Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA), graduate students who are US citizens or permanent residents and who are making good academic progress can be appointed by exception to teach at 75% time.
- Many departments successfully employ TAs from outside their department to teach in their courses, particularly in lower division offerings. In this regard, there are large numbers of self-funded master's students in certain departments who would welcome the opportunity to serve as a TA for one or more quarters. Please note, however, that any employment outside of the student's academic (home) department must have prior approval from the

student's home department. The Teaching + Learning Commons is available to consult on training that could be provided to non-departmental TAs.

- Undergraduate students can serve as teaching/instructional apprentices in areas where shortages of graduate students exist, for up to one course per quarter. The first service quarter usually requires an apprentice teaching course (DEPT 195), while subsequent quarters include an hourly pay rate.
- The Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA) will entertain requests for exceptions to appoint non-students in instructional roles, such as non-student tutors, provided they are suitably qualified. Recent graduates (graduate and undergraduate degree recipients) are often interested in such positions to bolster their teaching credentials while on the job market.

Any questions about these strategies can be directed to Judy Kim, Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA) (graduatedean@ucsd.edu), or John Moore, Dean of Undergraduate Education (due@ucsd.edu).

DEPARTMENT SUPPORT

Instructors – Actual Payroll Expenses are Funded

Summer Session funds the cost of instructor salaries and benefits. Exact payroll expenses reimbursed by Summer Session include: Gross Course Salaries + Benefits + General Liability.

Instructional Support – Actual Payroll Expenses are Funded

Summer Session no longer provides block-funding for TAs based on a TA Allocation Formula.

Instead, actual payroll expenses for all instructional support for Summer Session courses will be funded. Gross salaries + Benefits + General Liability will be reimbursed by Summer Session for TAs, Tutors, Readers, Non-Student Tutors, etc.

Department Incentive Package

The Department Incentive Package introduced in summer 2024 will continue for summer 2025.

Summer Session credit-bearing, undergraduate courses and enrollment will be used to calculate the Department Incentive Package funding to academic units.

Courses NOT eligible for the Department Incentive Package include (but are not limited to): independent studies, internships, graduate-level courses, non-credit courses, courses in self-support programs, and special courses as appropriate.

For eligible courses, academic units will receive:

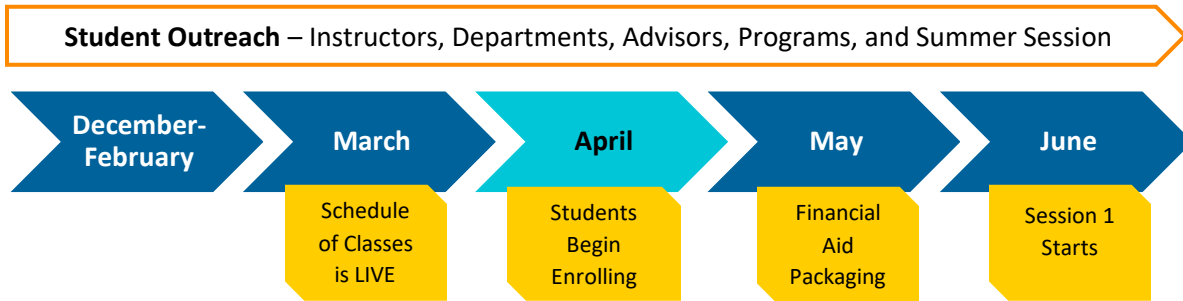
1. **\$1,000 per course + \$50 per student**
2. **An additional \$500 per course for courses on the [High-Impact Course List](#).**

Additional Details about the Department Incentive Package

1. The Office of Educational Innovation creates the High-Impact Course List. It will be updated in October and January, and based on analysis of DFW (drop, fail, withdrawal) rates, waitlist data, and degree plan complexity.
2. Third-Week extract (census date) course and enrollment data will be used to calculate the funding to academic departments.
3. Cross-listed courses will be counted as one course. Enrollment from both courses will be added together and assigned to the host department.
4. At this time, the summer Department Incentive Package funding does not impact academic year Academic Support Model (ASM) allocations.

Tips for Increasing Enrollment

Summer planning should be a year-round effort. Departments should plan to promote summer courses in Winter Quarter, while students are making their summer plans.



Manage Waitlists

- Can the course be offered remotely?
- Is a larger classroom available to increase enrollment?
- Can the course be offered in the other session?
- Can a second section of a course be opened?
- Help students understand if courses/sections will be increased.

Monitor EASy (Enrollment Authorization System) daily to process student pre-authorization requests in a timely manner.

Marketing Summer Session to students with a major or minor in your unit.

- Add a link to Summer Session on your website: <https://summersession.ucsd.edu>
- Drip approach – Send periodic, intentional emails to students about summer classes.
- Highlight and promote your summer courses on social media.
- Post flyers promoting summer courses in department space.

Summer Scoop

The Summer Scoop is a weekly newsletter to our campus faculty and staff, keeping them apprised of Summer Session-related updates, reminders, trainings, and deadlines. [Sign-up for the Scoop here.](#)

STUDENTS

Important Dates for 2025 Summer Session Students

Schedule of Classes goes live (viewable on TritonLink)	March 20, 2025
UC San Diego student enrollment begins	April TBD, 2025
Non-UC San Diego student enrollment begins	April TBD, 2025

See the Calendar on the Summer Session website for other student-related deadlines, <https://summersession.ucsd.edu/calendar/index.html>. Note that dates are subject to change.

Visiting Student Preauthorization

Students enrolled in courses must have the proper prerequisites and class standing for enrollment in that course.

All visiting students are categorized as “freshmen.” This means visiting students have no prerequisites on file and do not have upper division standing. Visiting students must request preauthorization with the academic department offering the course prior to enrolling in upper division courses (course #100-199) or courses with prerequisites. The department determines whether a visiting student is eligible to enroll in a course which has prerequisite requirements. Refer to the [Summer Session website](#) for more information on the Preauthorization process using the Enrollment Authorization System (EASy).

International Students

International students that are not currently matriculated at UC San Diego are required to pay additional fees and apply for an F1 Visa. Visit the [Summer Session website](#) for more information.

All matriculated students, even those who are international or non-resident may enroll in Summer Session directly through WebReg. For more information please contact the Summer Session Student Affairs Manager, Yvonne Wollmann, at ywollmann@ucsd.edu.

Add, Drop, and Withdrawal

The Add, Drop and Withdrawal policies for students follow the same rules as during the Fall, Winter, and Spring quarters and are adjusted to a five-week calendar. It is helpful to students if you remind them of the policies and the deadline dates at the first course meeting. Refer to the Calendar on the [Summer Session website](#) for more information.

Refunds

Summer Session students are eligible for a refund for courses dropped prior to the refund deadline. No refunds for courses dropped or withdrawals made *after* the refund deadline, which varies by session. [Refer to the deadline Calendar on the Summer Session website](#) for more information. Exception by Petition with documentation maybe approved.

Auditing

Interested individuals, including registered students, are permitted to audit courses only with the explicit and continuing consent of—and under such rules as may be established by—the faculty member in charge of the course. Students auditing are not officially enrolled in the class. The instructor is not obligated to devote time to the work of individuals not officially enrolled in the course. All persons auditing are required to abide by university policies and campus regulations. No transcript record.

Cancellation for Non-Payment

Students who do not pay fees by the deadline may be cancelled for non-payment. Students are strongly encouraged to drop their courses via WebReg should they change their enrollment decision. Students who add a course late are expected to pay fees in full immediately upon enrollment.

Financial Aid

Students receiving financial aid are required to enroll in a minimum of 6 units total throughout the summer term. Some students might enroll in alternate courses while waiting for an open seat in their preferred course. This situation has an impact on course enrollment because it creates a false demand for a course. All students enrolled in Summer Session are reviewed for aid without filing a separate Financial Aid application.

Student Fees

2025 Tuition Fees

Students pay a per-unit fee per course. Fee levels are determined by the University of California Office of the President and the Board of Regents. In addition to the standard per unit fee, fees may be charged to cover other expenses as approved through the course proposal review process.

In accordance with University policy, summer unit fees must be equal to the fee charged in the subsequent academic year. The fees for Summer Session 2025 are subject to change.

Projected tuition fees for 2025 (subject to change)

UC Undergraduate Students: Incoming New students and Continuing students
\$279 per unit (*subject to change*)

UC Graduate Students: Incoming New students and Continuing students
\$389 per unit (*subject to change*)

All Other Students:
\$389 per unit (*subject to change*)

Campus Fees

The following campus-based fees are passed by referendum by the general student body and the Associated Students council. Campus-based fees are mandatory for all students and can be charged for a maximum of two sessions per summer. The fees for Summer Session 2024 have not been determined at the time of this publication, and may be available in March.

Projected fee rate for 2025:

University Center Fee: \$56.88/session (*subject to change*)

Recreation Facility Fee: \$58.50/session (*subject to change*)

ICA Student Activity Fee: \$167.05/session (undergraduates only, *subject to change*)

Application Fee

UC San Diego students do not pay an application fee. Application fees are paid by all non-UCSD students. Visiting students from other UC campuses pay a \$50 application fee. All other non-UC visiting students pay a \$100 application fee. The application fee is non-refundable.

Program Fees

Students pay additional fees for special programs and/or professional school programs. Students should visit specific program websites and refer to the Schedule of Classes for fee information.

Students enrolled in study abroad programs pay an additional program fee. Students should visit the Travel Study and Global Seminar Program websites for fee information.

Instructional Materials/Laboratory Fees

Course Materials Fees are established to recover the costs of materials to be consumed, retained or used by the students, the special costs associated with use of University-owned tools, musical instruments, or other equipment, or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Classes with assessed fees are noted in the [Schedule of Classes](#).

Below is a sampling of departments with approval to charge for instructional materials or laboratory supplies:

- Anthropology
- Bioengineering
- Division of Biological Sciences
- Chemical Engineering
- Chemistry and Biochemistry
- Computing and the Arts
- Electrical and Computer Engineering
- Mechanical and Aerospace Engineering
- Music
- Physics
- Theater and Dance
- Visual Arts

Campus Services

Technology Support and Services

Information regarding email accounts, Canvas course sites, computer labs on campus, printing services, wireless service, and equipment checkout can be found at <https://students.ucsd.edu/campus-services/technology/index.html>.

Bookstore

The [Bookstore](#) is an academic resource for the students, faculty, staff, and guests of the University. It is located in the center of campus in the Price Center. For more information call (858) 534-7326.

Campus ID Cards

All students enrolled/registered for Summer Session are entitled to a UC San Diego Student ID card. Your Student ID card serves as your official photo ID, and gives you access to campus buildings, events, dining halls, recreation facilities, UCSD shuttles. Your Student ID card also give you discounts on attractions and events. Visit the [Campus Cards Office website](#) for instructions on how to submit your photo and get your Student ID.

Career Services Center

The [UC San Diego Career Services Center](#) offers a variety of services to help our students determine and fulfill their career goals. The UC San Diego Career Services Center is located on the west-side of Library Walk, southwest of the Price Center. Students can access [Handshake](#), a centralized online job listing database for off-campus jobs, internships, volunteer opportunities and on-campus jobs (including work-study). Departments can hire students over the summer in conjunction with the UC San Diego Career Services Center.

Food Service

Food service is available at several on-campus cafeterias and snack bars. Please visit the Housing, Dining and Hospitality website for a current listing.

In addition, the Cecil and Ida Green Faculty Club, located just east of the Muir campus, provide a lively atmosphere for faculty and staff to exchange new ideas or simply enjoy a tasty meal. Non-members may be issued a temporary card by declaring their Summer Session status. Payment for meals is made by cash, credit card or Dining Dollars. For additional information call (858) 534-0876.

Housing

Housing on or near campus is available to faculty and students. Visit the Housing Resources webpage or call (858) 822-4987. The Off-campus Housing website offers information and listings on homes and apartments to rent in the surrounding community.

Insurance Programs

Insurance programs continue in the summer for faculty enrolled in the University of California health and life insurance programs during the Fall, Winter, and Spring quarters. International visitors and those who are not members are encouraged to seek health insurance coverage during the summer. Contact UC San Diego Human Resources Employment Insurance (858) 534-2816.

Library

To reserve classroom materials or for more information, call (858) 534-3336. The libraries are closed on university holidays (July 4). Visit the Libraries website for more information.

Media Services

Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and wired microphones. Laptop computers can be connected to the system with VGA audio and network cables. For more information, call (858) 534-8265.

Office of Students with Disabilities (OSD)

UC San Diego students with documented learning, physical, and psychological disabilities, as well as chronic health conditions and temporary disabilities may be eligible to receive accommodations such as note-taking, extended test time, sign language interpreting, alternative formats, etc. The OSD is responsible for reviewing documentation and determining reasonable accommodations.

If a student requests accommodations, modifications, or adjustments for your course, the student must present you with an Authorization for Accommodation (AFA) letter from the OSD for the specified quarter or period of study. If the student does not have an AFA letter, please refer the student to the OSD.

If you have a syllabus for your course, the OSD encourages you to provide a statement regarding requests for accommodations due to a disability. Language may be found on the OSD website.

Should you have any questions or concerns, please contact the OSD at (858) 534-4382 or osd@ucsd.edu. Additional information may be found on the [OSD website](#).

Parking and Transportation Services

Flexible parking options are available through the [Park Mobile app](#), or [purchase a daily permit](#) through the UC San Diego parking portal. For more information, visit the [UCSD Transportation Services website](#).

Price Center

The Price Center is located south of the Geisel Library and provides many resources and services for faculty. The center offers several fast food restaurants, coffee shops, salon, bank, meeting space, Box Office, UC San Diego Bookstore, Target, and Amazon Package Center. Outdoor seating is available.

Recreation

Recreational opportunities are available at the Recreation, Intramural and Athletics Complex (RIMAC). Other sports facilities at UC San Diego are scheduled for use by recreation programs and for unstructured open recreation. These include two gymnasiums, multipurpose rooms, exercise rooms, sauna, hot tub, tennis courts, indoor rock-climbing facilities, sand volleyball courts, weight training rooms, a 25-yard indoor pool, two 50-meter outdoor pools, competitive diving facilities, an all-weather track and field stadium, and track and cross-country fields. Remote recreation activities are also available at <https://recreation.ucsd.edu/>.

Student Health Services (SHS)

Student Health Services (SHS) is located in the center of campus, just west of Library Walk and the Price Center Bookstore. All students paying registration fees have access to SHS. SHS provides quality primary medical care, including urgent care and support services such as laboratory, pharmacy, and x-ray. For more information, please call (858) 534-3300.

Academic Integrity

Students are expected to act in ways at all times to ensure that the academic learning experience for themselves and each other will be honest, respectful, fair, responsible, and trustworthy. Students should review the [academic integrity tips for students](#). Additionally, all UC San Diego undergraduate students are asked to complete the [Integrity Tutorial](#). The Academic Integrity office has opened the Triton Testing Center (TTC) to support students who need to take paper-based

tests outside the time and space constraints of the classroom. For more information, please visit the [Academic Integrity website](#).

Teaching + Learning Commons

Summer Session tutoring is available at the Teaching + Learning Commons. The Teaching + Learning Commons is located on the first level of Geisel Library. Check the website for schedules at commons.ucsd.edu. You can also find strategies for success in a remote learning environment at <https://digitallearning.ucsd.edu/learners/learning-remotely/index.html>.

PROGRAMS

Summer programs at UC San Diego serve a diverse population of participants in a wide variety of pre-college, research, recreation, summer start, and academic success opportunities. Summer 2024 programs served over 8,000 participants in 70 campus-sponsored programs.

Please see the [Program Finder](#) for information about various types of summer programs offered at UC San Diego.

Summer Credit-Bearing Programs for New, Incoming, and Continuing Students

Summer Session guides program coordinators to follow recommended practices and procedures to build effective academic programs for UC San Diego students.

Study Abroad

Programs such as Travel Study and Global Seminar are UC San Diego faculty-led study-abroad courses. Study Abroad opportunities are being planned for 2025, pending future travel restrictions.

For more information, see the following handbooks:

[Global Seminar Handbook](#)

[Travel Study Handbook](#)

Campus Initiatives

Summer Programs are developed for first year and transfer students to improve their time-to degree at UC San Diego. These programs aim to jumpstart student success with enrollment in popular courses offered in a structured and supportive learning environment. The learning outcomes and program components are designed by UC San Diego academic departments. Examples: Summer Bridge and Summer Engineering Institute.

Please share your summer program here: <https://summer.ucsd.edu/submit-a-program/index.html>

If you have questions regarding Summer Programs, please contact Summer Session's Programs Manager: Paty Macedo at pmmacedo@ucsd.edu

Enrichment and Internship Programs

Academic Enrichment Program (AEP), Academic Internship Program (AIP), and Education Abroad Program (EAP) offer undergraduate courses. Enrollments in these programs are based on department approval.

Graduate Programs

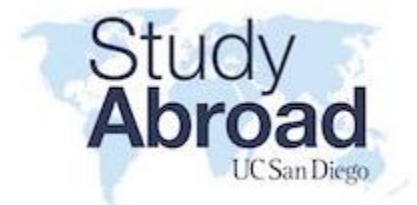
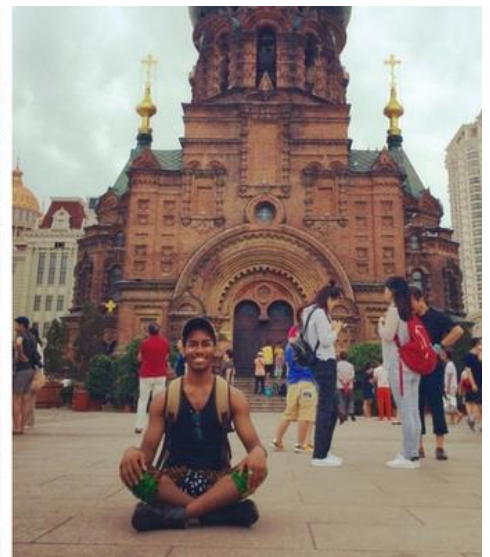
Graduate programs such as Rady Flex MBA, Education Studies, Master of Advanced Study (AESE, WES, CLRE, HLAW, LHCO), School of Medicine, and Scripps Institution of Oceanography offer closed courses for specific cohorts. Course scheduling is managed between the program and scheduling office.

GLOBAL SEMINARS HANDBOOK

Summer Session 2025

Session 1: June 30, 2025 – August 3, 2025

Session 2: August 4, 2025– September 6, 2025



Global Seminars Overview

UC San Diego Global Seminars are five-week long summer study abroad experiences led by a UCSD professor. Students enroll in a package of two courses for a total of eight UCSD quarter units. Class sizes are between 15–28 students, so there are excellent opportunities for one-on-one interaction with some of the best faculty at UCSD. All courses are taught in English.

The Global Seminar programs are created and managed by Study Abroad, which is part of [UC San Diego Global Initiatives](#). Study Abroad manages all aspects of Global Seminars such as contract negotiations, processing of liability waivers, purchasing of international travel insurance, student recruitment via Info Sessions, etc.

Global Initiatives and Study Abroad work with faculty on course and program development and ensure all international travel paperwork is in place prior to students, staff (when applicable) and faculty going abroad. Review of proposed courses by advisory committee is two years in advance of the program offering.

Steps for Faculty Who Want to Teach a Global Seminar

Faculty who are interested in teaching a Global Seminar should begin the process by contacting Global Initiatives and their Department Chair to discuss details of the program. Global Seminar programs take 1.5 years to prepare. Global Initiatives sends out a call for proposals in April for the following summer.

2025 Global Seminars have already been approved.
April 2025 – Faculty Proposals are due for Summer 2026 Global Seminars.

Instructions on how faculty can submit a Global Seminar proposal are on the Study Abroad website:
<https://studyabroad.ucsd.edu/faculty/global-seminars.html#faculty-proposal>

Faculty Proposals must include the following items:

1. Cover letter
2. Both course syllabi or course descriptions
3. List of excursions
4. Course Information Form
5. Department Approval Form
6. College Approval Form (If teaching a College core course.)
7. Faculty Information Form
8. Course Compliance Form
9. Curriculum Vitae (CV)

Faculty Compensation for Global Seminar Appointments

- Faculty are compensated at the standard Summer Session rate of 11% annual salary per course, and they are required to teach two 4-unit courses in one session. For ladder-rank faculty, LSOE, and LPSOE, payment will need to be spread over two months (cannot exceed 1/9th annual salary per month). Per AP policy, recall faculty can receive a maximum of 14.3% annual salary spread over 3 months (43% of 1/9th annual salary per month × 3 months.)
- If the program has previously been taught and the enrollment is less than 15 students, the program may be cancelled.
- The relevant compensation policies for Summer Session teaching are set forth in [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#) and [PPM 230-43](#).

Department Steps

There are several general steps departments should follow to ensure a Global Seminar program can be offered during Summer Session:

1. Courses must be approved by Academic Senate and Department Chair.
2. Department should submit a course proposal for Global Seminar courses along with their regular Summer Session courses to Summer Session by November 14, 2024. This will ensure courses are added to the Schedule of Classes on TritonLink.
3. Departments will follow standard Summer Session procedures for Global Seminar faculty.
 - Submit appointment files for any recall faculty teaching Global Seminar courses.
 - Enter payroll in UCPath for all department faculty teaching Global Seminars.
4. Departments will preauthorize students to enroll in Global Seminar courses.

Timeline for Global Seminars

	Summer 2025 Global Seminars	Summer 2026 Global Seminars
April 2024	Faculty Proposals Due	
June 2024	Global Seminar Review Committee Reviews/Approves Proposals Leadership Reviews/Approves Global Seminar Proposals	
June-Sept 2024	Study Abroad secures Vendors Departments submit eCourse approvals to Senate	
October 2024	Global Seminar courses submitted to Summer Session for approval	
November 2024	Study Aboard student application opens	
Oct.-Nov. 2024	Study Abroad finalizes contracts and budgets	
Dec 2024 – Mar 2025	Approval routing of Program Fee Requests	
March 2025	CBO approves program fees Study Aboard student application closes Global Seminars with low enrollment will be cancelled Study Abroad posts program fee charges in student accounts	
April 2025	Students enroll in courses	Faculty Proposals Due
June 2025	Financial Aid disbursement begins	Global Seminar Review Committee Reviews/Approves Proposals
June – August 2025	Global Seminars are held during Session 1 and Session 2	Leadership Reviews/Approves Global Seminar Proposals Study Abroad secures Vendors Steps continue as shown for 2024 Global Seminars

Student Enrollment and Payment

1. Students apply to the Global Seminar program.
2. Students are accepted.
3. Students pay the deposit to Global Initiatives/Study Abroad.
4. Global Initiatives /Study Abroad adds program fee charges to students' accounts.
5. Departments will pre-authorize students to enroll in the courses.
6. Once enrollment opens for Summer in mid-April, the preauthorized students may enroll.
7. Students must pay the Summer tuition and program fee balance on their accounts before billing due date.

For questions about Global Seminars, please contact Courtney Giordano, Director of Strategic Global Initiatives, at cgiordano@ucsd.edu.

TRAVEL STUDY HANDBOOK

Field Research Schools - Summer Session 2025

Session 1: June 30, 2025– August 2, 2025

Session 2: August 4, 2025– September 6, 2025



Travel Study Overview

Travel Study programs are UC San Diego faculty-led programs that allow students to experience field research techniques domestically or internationally in a hands-on environment.

The academic department and faculty coordinate with Global Initiatives to create and administer Travel Study programs.

All Travel Study programs must contain the components listed below:

- Trip itinerary and arrangements
- Contract negotiations (transportation, accommodations, tours, etc.)
- Program application and promotional materials
- Student Handbook (transportation, accommodations, safety protocols, emergency contacts, etc.)
- Student Recruitment
- Processing of liability waivers
- Purchasing International travel insurance
- Adhering to all campus policies (risk management, contracts and procurement, travel rules, AP policy, etc.)

* For more information, please contact: Kelly O' Sullivan Sommer at kosullivan@ucsd.edu

Courses

Courses in Travel Study programs must be approved by the Academic Senate, endorsed by the Department Chair, and submitted to Summer Session in the ISA for approval.

Students

Students are required to enroll in one or two courses as required by the program. Students may have the option to enroll in independent studies to increase the total number of units to a maximum of 12.

In addition to Summer Session tuition and campus-based fees, students participating in Travel Study programs are assessed additional program fees/deposit. The Campus Budget Office must approve Travel Study program fees.

Faculty

Travel Study Faculty are compensated following the standard Summer Session compensation model of 11% annual salary per 4-unit course. All UC San Diego Academic Personnel policies and restrictions apply. See the [Faculty Compensation](#) section for details.

Graduate Students as Staff Volunteers

Some programs may have a graduate student serve as an “unofficial chaperone,” accompanying large groups on their travels. The instructor may ask the graduate student to help with undergraduate students in various capacities required for travel (ex: help students change money, making international calls, communicate with local guides, or assist with cultural differences between American students and locals). Due to the risks and liabilities involved, all graduate students accompanying Travel Study groups will officially be appointed as Staff Volunteers and registered for the University’s travel insurance.

*** No academic duties are involved ***

Appointment: Staff Volunteer

Required: Business Travel Accident Insurance

Timeline Overview

How Departments/Programs Can Set-Up a Travel Study Program

SEPTEMBER/OCTOBER	Facilitate Discussion between Faculty, Department Admin and Chair.
NOVEMBER/DECEMBER	<p>Propose Courses to Summer Session in the ISA</p> <p>Submit Program Documentation to Global Initiatives for approval.</p> <ul style="list-style-type: none"> • Program Fee Proposal Form • Field Operational Planner • Student Handbook • Staff Volunteer Appointment Form • Vendor Contracts
DECEMBER/JANUARY	Recruit Students
FEBRUARY/MARCH	<p>Prepare for Student Payments</p> <p>Coordinate Faculty Training (with Global Initiatives/Study Abroad)</p>
APRIL	<p>Remind Students to Enroll</p> <p>Confirm Vendor Contract(s)</p>
MAY	Financial Aid Disbursement Begins
JUNE	Audit Student Payments and Enrollment
JULY - SEPTEMBER	SET Forms + Audit + Reconciliation

Travel Study - Department Checklist

SEPTEMBER/OCTOBER – Planning your Travel Study Program(s)

- Facilitate conversations between faculty, department admin and department Chair.
- Faculty should finalize course concept and get Department Chair endorsement.

NOVEMBER – Propose Courses, Complete Program Documentation & Required Form

- Submit Travel Study courses to Summer Session for approval.
These courses should be part of your Summer Session Schedule Build that contains all the courses your department is proposing for Summer 2025.
- Complete your Travel Study packet for Global Initiatives to review and approve. It should include the following:
 1. **Program Fee Proposal Form** (please contact Louie Cruz at loc021@ucsd.edu for current Program Fee Form)

The Program Fee Proposal Form Excel file has 3 Worksheets:

Worksheet 1 - Program Fee Form with Department Chair signature. (Exhibit A)

Worksheet 2 - Budget Page with Department Business Officer (formerly “MSO”) signature. (Exhibit B)

- The Budget Page outlines the process to create a Program Fee.
- Summer Session pays the faculty salary to teach a Travel Study program. The students via a Program Fee pay all other faculty costs for the Travel Study trip.
- The **Faculty Costs** portion of the program fee should include the total cost to accommodate the faculty. That total cost is divided by the projected number of students enrolled to determine a per student cost.
- The **Faculty Costs - Per Diem** line item is not the official per diem rate for university business travel. Instead, accurate projections for faculty transportation, meals, accommodations and any other trip costs should be included. The goal is to keep program fees as low as possible for students, while accurately projecting the cost of the program.

Worksheet 3 – Instructions on how to complete Exhibits A and B.

Refer to Special Program Fee Guidelines for Faculty-Led Summer Study Abroad Opportunities:

<http://blink.ucsd.edu/files/finance-tab/cbo/ProgramFeeCampusGuidelines-Final-4-21-09.pdf>

2. **Field Operational Planner** – There are two different versions, depending on whether your Travel Study program is domestic or International.

Domestic Travel Study Programs:

- a) Complete the online Field Operation Planner here: <http://blink.ucsd.edu/sponsor/EHS/forms-ehs/domestic-fop.html>
- b) Risk Management will respond to the Field Operation Planner via email. Please forward that email to: Kelly O’Sullivan Sommer at kosullivan@ucsd.edu

International Travel Study Programs:

- a) Download the PDF Field Operational Planner here:
PDF version - http://blink.ucsd.edu/files/safety-tab/risk/fo_planner.pdf
Word version - http://blink.ucsd.edu/files/safety-tab/risk/fo_planner.doc
- b) Submit the completed Field Operational Planner to an EH&S Field Safety coordinator (ehsrisk@ucsd.edu or gensafety@ucsd.edu) for review.
- c) Forward the response from Risk Management to Summer Session.

More information on the Field Operational Planner can be found at:

<http://blink.ucsd.edu/safety/risk/field-safety-plan.html#UC-San-Diego-contacts-and-resou>

3. **Student Handbook** - Include the information below.

- Program outline and Schedule
- Course Syllabus
- Accommodations & Dining
- Transportation
- Medical Facilities, Health Insurance Info, etc.
- Safety Precautions
- Packing Recommendations – Money, Clothing, Suggested Items
- Drafts of Student Forms:
 - Program application
 - Waiver of liability
 - Agreement to release Dept.
 - Physician’s medical exam
 - Student payment agreement for program fee and tuition

4. **Vendor contracts** (if applicable)

Submit any vendor contracts to Procurement for review and approval.

<https://blink.ucsd.edu/sponsor/BFS/divisions/ipps/procurement-contracts/index.html>

5. **Staff Volunteer Appointment Form** (if applicable)

A Staff Volunteer Appointment Form is required for any individual who will accompany faculty and students on the trip.

<http://www-hr.ucsd.edu/qwl/policies/pdf/sp3vol.pdf>

DECEMBER – Course Approvals & Student Recruitment

- Verify course approvals (coordinate with Summer Session)
- Begin recruiting students.
 - Complete course syllabus, trip itinerary, and student program application (pending program fee approval by CBO)
 - Consider using: Info Sessions, Website, Advising

JANUARY – More Student Recruitment

- Continue recruiting students.
Global Initiatives routes final Program Fee Proposal Form for approval.

FEBRUARY – Prepare for Student Payments

- Create detail code (new programs only)
 - Request detail code setup with Student Business Services (SBS)
 - Confirm fund & acct info with General Accounting Office
 - Instructions on how to create an ISIS Detail Code can be found at:
<http://blink.ucsd.edu/finance/accounting/accounts-receivable/detail-code.html>
- Create deposit header codes (new programs only)
 - Contact Central Cashier to create deposit header code
- Establish and collect program prepayment from students
 - Students pay via check at Cashier's Office

Global Initiatives will route Program Fee Proposal Form to Campus Budget Office (CBO) after all approval signatures.

Deadline: February 28, 2025.

MARCH – Fee Approval & Faculty Training

- Training program for faculty conducting fieldwork (i.e.: emergency protocol, student management while off campus, etc.)
 - Work with Global Initiatives/Study Abroad to create training session (optional)

CBO approves Program Fee by end of March.

APRIL – Students Enroll & Pay

- Preauthorize students for course(s)
- Remind students to enroll in the course(s)

CBO will notify department of Fee Approval

Registrar will attach and post program fee to the course

Students pay program fee via check to Cashier's Office

MAY – Financial Aid

- Financial Aid disbursements begin.
- Ensure vendor payments are made according to the contract.

JUNE – Audit Tuition Payments

- Audit and confirm student tuition payments

JULY - SEPTEMBER – SET and Program Audit

- Ensure students complete course evaluations (SET and/or Dept. evaluation)
- Audit payments and expenses for the program

2024 SUMMER SESSION REVIEW

UC San Diego Summer Session is proud to have offered its 53rd year of rich academic program for incoming, continuing, and visiting students.

Summer Session collaborates with academic departments and campus student services to ensure a wide selection of courses is offered during optimally scheduled times and in appropriate campus classrooms.

Students enjoy a small-campus environment while completing courses required for graduation, enriching their education by exploring new subjects, or making up course deficiencies. Most students enjoy the accelerated pace, evaluate the faculty positively on CAPE/SET forms, and expect to graduate in a timely manner.

Summer Session 2024 concluded with 14,000 students (3% increase from 2023) and 32,000 enrollments (4% increase from 2023) in over 1,200 courses from more than 50 departments and programs. Summer students use WebReg (TritonLink) to enroll in courses. Non-UCSD students used the online application through the Summer Session website to obtain enrollment access to WebReg.

Remote and In-Person Instruction for Summer Session 2024

About 50% of Summer Session courses were offered remotely, and 50% of Summer Session courses were held in-person. Enrollment was 4% higher than summer 2023. We continue to hear from students that remote courses are desirable, and our enrollment data supports that position.

Summer Session Staff continued with a hybrid schedule, working remotely, off campus. Zoom allowed for continued collaboration with other campus units and general questions from staff and students.

2024 Summer Programs with Credit Courses

PATH Summer Academy – PATH Summer Academy, a grant funded partnership, provides an academic transition for transfer students from San Diego Community College Districts (SDCCD) to UC San Diego. Students in this 5-week program are admitted to majors in Arts & Humanities. This program is intended to enhance the academic performance of SDCCD transfer students, as well as optimize their transition experience. Majors included: Humanities, Arts, and Institute of Arts & Humanities (IAH) programs. All students enrolled in AWP 102 in Session 2.

SAGE Philosophy – New summer program for all UC San Diego students with an interest in philosophy. As part of the program, students enrolled in two philosophy summer courses (6 units total) specifically designed to help the transition into the philosophy minor or major at UC San Diego. Moving forward, the program will be changing its name from SAGE Philosophy to SPLASH (Summer Philosophy Launch and Social Hub).

Summer Bridge – Summer Bridge 2024 offered a combination of remote and in-person events. The program served about 833 incoming first-year students. The program offered Residential (341) and Remote (492) opportunities.

Students took 2 courses in Session 2 (5 weeks) from the following list:

All students enrolled in AWP 10 or EDS 25

And one of the following: MATH 2, MATH 10A, Accelerate to Calculus Program (Math Pilot), or REV 1 (FYE)

Summer Engineering Institute – The Summer Engineering Institute (SEI) is an early start program for incoming first-year engineering majors. SEI is a 5-week residential program, and students earn 6 units toward their engineering degree. All

participants were required to take ENG 15: Engineer Your Success, which is designed to enhance an engineering student's success by building essential academic and personal skills. Students enrolled in a second course from the following list: CSE 8A, CSE 11, MAE 8, ECE 5, SE 9, NANO 11, NANO 15, or CENG 15.

For more information about Summer Programs, please see the [Summer Session website](#).

Study Abroad

Global Initiatives offered 21 Global Seminars in summer 2024, and the Anthropology department offered two Travel Study field school programs. The CARTA Anthropology graduate field school was not offered in summer 2024 but plans to return in summer 2025.

ServiceNow and Talk Desk

The Summer Session office continued using the ServiceNow system to enhance our student support.

- Email sent to summer@ucsd.edu automatically creates a ticket in ServiceNow.
- Tickets can be easily routed to our campus partners, providing more transparency and streamlined service for our students.
- Using templates has helped to facilitate consistency in responses from office staff with faster turnaround times.

The Summer Session office implemented Talk Desk to manage our incoming calls more efficiently. Talk Desk can integrate with ServiceNow, which will allow us to create tickets from student phone calls that can be routed to our campus partners.

Summer Scoop

The [Summer Scoop](#) was redesigned using the My Emma tool. The weekly newsletter to our campus faculty and staff keeps them apprised of Summer Session-related updates, reminders, trainings, and deadlines. [Sign-up to receive the Summer Scoop here](#).

Campus Services

Housing was available to students taking Summer Session courses, and more campus services were offered in-person for Summer Session students.

The Teaching + Learning Commons offers year-round services for students and faculty. To help the campus navigate remote instruction, The Teaching + Learning Commons created resources and strategies for faculty at <https://keepteaching.ucsd.edu/>, and students at <https://digitallearning.ucsd.edu/learners/learning-remotely/index.html>.

Course Scheduling

About 50% of Summer Session Courses were delivered remotely (either synchronously or asynchronously), and 50% of Summer Session courses were held in-person. Synchronous remote courses were still scheduled during the standard teaching times.

Success Managing Waitlists

Departments found success managing Summer Session 2024 waitlists by communicating to students whether or not additional sections of waitlisted classes would be added to the Schedule of Classes. Summer Session recommends that departments follow the same communication strategy for 2025. Summer Session 2020 had a record-high 8,000 students on waitlists. Using the communication strategy with students, departments reduced the waitlists to 4,000 students in 2021; 5,000 students in 2022; 4,000 students in 2023; and 3,000 in 2024.

SUMMER SESSION CONTACTS

Thank you for your participation in Summer Session 2024.
The Summer Session team looks forward to working with you in 2025.

Summer Session Administrative Office

Office Hours: 8:00a.m. - 4:30p.m., Monday-Friday
Staff will be working a hybrid schedule of in-person and remote.

Email: summer@ucsd.edu

Website: <http://summersession.ucsd.edu>

Staff

Becky Arce, Director	barce@ucsd.edu
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