

Summer Session 2026

GUIDEBOOK



| 5-Week Sessions | | Special Session Subterms | |
|-----------------|------------------------|--------------------------|--|
| Session 1 | June 29– August 1 | 2-Week | September 7 – September 19 |
| Session 2 | August 3 – September 5 | 3-Week | June 29 – July 18 July 20 – August 8 August 10 – August 29 |
| | | 7-Week | July 27 – September 12 |
| | | 8-Week | June 29– August 22 |
| | | 10-Week | June 29 – September 5 |

TABLE OF CONTENTS

| | |
|---|----|
| INTRODUCTION | 3 |
| Mission Statement..... | 3 |
| Summer Session 2026 Call Letter | 4 |
| 2026 Summer Session - Getting Started | 6 |
| Summer Session Annual Workflow | 7 |
| What's New for 2026..... | 8 |
| 2026 Session Dates..... | 10 |
| 2026 Summer Session Operational Calendar | 11 |
| COURSES..... | 16 |
| Required Course Information | 18 |
| Summer Session Definitions – Closed and Proposed Courses | 19 |
| Special Studies 97-99 and 197-199..... | 19 |
| Standard Summer Session Teaching Times | 20 |
| Important Dates for 2026 Summer Session Courses | 21 |
| Course Change Requests | 21 |
| Why use ISA for changes?..... | 21 |
| How to request course changes? | 22 |
| Cancelling a Course..... | 23 |
| INSTRUCTORS | 24 |
| Instructor Hiring Process | 24 |
| Important dates for 2026 Summer Session Instructor Hiring & Payroll | 30 |
| Instructor Compensation – <i>Pending EVC/CBO Approval.</i> | 30 |
| Faculty - Instructional Guidelines | 37 |
| Grading | 39 |
| Materials & Support Services | 40 |
| INSTRUCTIONAL SUPPORT..... | 42 |
| Teaching Assistants (TAs), Tutors and Readers | 42 |
| DEPARTMENT SUPPORT | 45 |
| Instructors | 45 |
| Instructional Support – Actual Payroll Expenses are Funded | 45 |
| Department Incentive Package..... | 45 |
| Summer Scoop..... | 46 |
| STUDENTS..... | 47 |
| Important Dates for 2026 Summer Session Students..... | 47 |
| Visiting Student Preauthorization..... | 47 |
| International Students..... | 47 |
| Add, Drop, and Withdrawal..... | 47 |
| Refunds..... | 47 |
| Auditing | 47 |
| Cancellation for Non-Payment | 48 |
| Financial Aid | 48 |
| Student Fees..... | 48 |
| Campus Services | 50 |
| PROGRAMS..... | 53 |
| GLOBAL SEMINARS HANDBOOK | 54 |
| TRAVEL STUDY HANDBOOK..... | 58 |
| 2025 SUMMER SESSION REVIEW..... | 64 |

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 is 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-eight percent of the 34,000 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.

Lisa Bargabus

Summer Session Team

Lisa Bargabus, Associate Director

lbargabus@ucsd.edu

Paty Macedo, Program Affairs Manager

pmmacedo@ucsd.edu

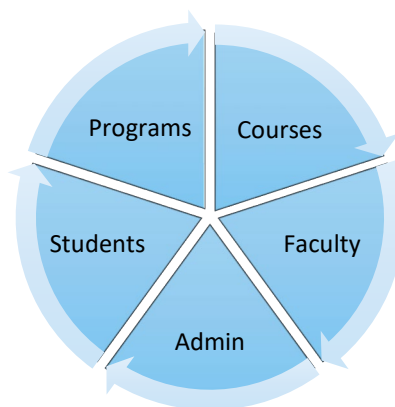
Yvonne Wollmann, Student Affairs Manager

ywollmann@ucsd.edu

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 2026 Call Letter

OFFICE OF THE ASSOCIATE VICE CHANCELLOR,
EDUCATIONAL INNOVATION

October 6, 2025

ALL ACADEMICS AT UC SAN DIEGO

Call for Course Proposals – Summer Session 2026

Dear Colleagues,

Student interest in Summer Session continues to hold strong, with approximately 14,600 students and more than 33,000 enrollments in 2025. Thank you to everyone who offered courses in 2025 and previous summers!

UC San Diego continues to face a tight budget environment, and we are still working on the incentive structure for 2026. I plan to share those details in a second call letter to you by the end of October or very early November, so that you can finalize your summer courses accordingly.

In the meantime, I am requesting your partnership to ensure that we have a robust Summer Session 2026 program. Summer enrollments benefit our students, departments and colleges, and the campus overall: they help students make academic progress, bring additional tuition revenue, and generate student FTE that count towards our total enrollment targets from UCOP.

1. Starting in summer 2026, all courses with 50% or more remote student-instructor interaction time must have an official R-course designation. Students welcome the remote option in summer to help reduce expenses and allow for other commitments/opportunities while advancing degree progress. It is important to note that in summer 2025, 53% of our enrollments were in remote courses that do not have an official R-course approval. Please submit courses that were taught remotely in summer 2025 for approval as R-courses. The Academic Senate has streamlined the process, and we have developed resources to help you:
 - a. Submitting R-course approvals is now incorporated into the standard CourseLeaf submission process. Review the specific questions for R-courses that you will need to answer in CourseLeaf.
 - b. Refer to the new CourseLeaf training modules on Blink for general instructions on how to submit and review course approvals.
 - c. Digital Learning is now offering workshops and individual consultations to support faculty and department staff with the R-course development and submission process.
2. As you plan your course offerings for Summer Session, please offer courses that will maximize opportunities for student success:
 - a. Teach courses that have a history of strong student demand in summer. Please review the Five-Year Enrollment History report to strategically plan your summer 2026 program.
 - b. Consider offering courses in summer that have large waitlists during the academic year.
 - c. Plan to offer courses that have high DFW rates in the academic year.
 - d. A list of “high impact” courses (courses that have high DFW, waitlist, and/or are on critical graduation paths for many students) can be found [here](#).
3. Finally, to increase your teaching capacity, remember that graduate students who have advanced to candidacy are eligible to teach summer courses as Associate Instructors. The Summer Graduate Teaching Scholars (SGTS) program provides training and support, and this experience can be transformative for a graduate student’s career. The

SGTS 2026 call letter was sent out in a separate email. Note that the deadline for SGTS nominations is Friday, November 21, 2025.

Summer Session 2026

Session 1: June 29 - August 1

Session 2: August 3 – September 5

Special Sessions: Three, eight, and ten-weeks from June 15 - September 19

The deadline for departments to submit course proposals is Wednesday, December 3, 2025. The Summer Session team will email departments when the ISA is open for course submissions. If you have questions about the Summer Session program, please contact Associate Director Lisa Bargabus (lbargabus@ucsd.edu).

I thank you in advance for your help in achieving wide participation in Summer Session 2026.

Christine Alvarado

Interim Associate Vice Chancellor for Educational Innovation

2026 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 2026.
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 them to Summer Session for review and approval.
4. Proposed courses are reviewed and approved in December 2025.
5. Summer Session notifies academic departments which courses are approved for 2026.
6. A Preview of Classes is listed on the Summer Session website, so students can start planning what summer courses to take.
7. Departments schedule days and times for their approved courses within the ISA.
8. Summer Session collaborates with academic departments to hire faculty, build the Schedule of Classes, monitor enrollment, and manage payroll.
9. Departments submit their Summer Session course schedule (Schedule Build) to the Registrar's Office via the ISA.
10. 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.
11. 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 |
|---|---|--|---|---|---|
| Reconciliation of accounts Final payroll payments & corrections Data reporting continues Program planning begins | Call for Course Proposals to campus leaders Training for course schedulers Proposed Courses are entered into the ISA and Course Proposals | Courses due the first week within the ISA Summer Session courses are approved. Preview of Classes posted to the Summer Session website Training for program coordinators Funds transferred to academic departments | Training for AP staff – how to hire instructors Approved Courses scheduled in ISA Begin sending Faculty Appointment Letters Schedule Build submitted to Registrar in ISA | Classrooms assigned by Registrar Approved Courses set-up in ISIS to prepare for student enrollment | Courses are available on TritonLink for students to begin planning for enrollment |
| April | May | June | July | August | September |
| Students begin enrolling in courses | Enrollment management of Waitlists begins Training for AP staff – summer payroll entries Student Fees Assessed | Session 1 Fees Due Session 2 Student Fees Assessed Session 1 Classes Begin | Students: Add/Drop Courses Session 2 Fees Due Faculty Pay Date (Session 1) | Session 2 Classes Begin | ALL Sessions End Faculty Pay Date (Session 2) Final Summer Session Reporting Begins |

What's New for 2026

COURSES

- Proposed courses should include high impact courses and courses that have a history of high D/F/W rates during the academic year.
- Use intentional preplanning based on 2025 enrollment and waitlists to grow summer 2026 enrollment.
- Departments will continue to use [the Instructional Scheduling Assistant \(ISA\)](#) to schedule Summer Session 2026 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.
 - Friday, June 19th – Juneteenth Special Session only
 - Friday, July 3rd - Independence Day Session 1 & Special Session
 - Monday, September 7th - Labor Day Special Session only

REMOTE MODALITY FOR R-COURSES ONLY

Effective summer 2026, all Summer Session courses offered remotely must carry official R-course designation.

Summer Session and Educational Innovation have identified [a list of 279 courses with high student demand](#) that were offered remotely in 2024 and 2025 but do not have an official R-Course. Departments are encouraged to submit R-Course proposals as soon as possible for those courses in order to teach them remotely in summer 2026.

Tips for Submitting R-Course Proposals

Please know that there are multiple ways to design a successful R-course. For example, R-courses may be synchronous, asynchronous, or a mix of the two. Similarly, there are many possibilities for assessment of learning in an R-course. Consider what structure may work best for you and the course material and begin the approval process as soon as possible in coordination with your department chair and academic staff.

- R-Course proposals are submitted via the new [CourseLeaf](#) curriculum management system. You can access CourseLeaf at curriculum.ucsd.edu (via your SSO credentials) to begin submitting course approval requests. For help with the CourseLeaf system, refer to the [CourseLeaf overview page](#).
- Staff and faculty can preview [the full list of questions](#) you will be asked to address in your R-Course CourseLeaf proposal.
- On the CourseLeaf form, please indicate that you are submitting an R-course approval for an existing course that you already taught remotely in summer.
- Seek guidance as needed. The [Digital Learning Team](#) offers workshops and 1:1 consultations with experienced online teaching experts. Please work with their team if you need support.

Please share any barriers you encounter to summer-courses@ucsd.edu so we can provide timely support and can communicate with the Senate and Digital Learning teams to improve future experiences.

FACULTY

- PENDING EVC/CBO** – *The financial model for Summer 2026 is pending. Information will be added here when it is finalized.*

- 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.
- 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](#). The SGTS application link will remain open until Friday, November 21, 2025 or until the enrollment limit is reached (whichever is first). All nominees will receive correspondence prior to winter break. Department Chairs, graduate coordinators, and mentors will be notified of any registered students prior to winter break. For questions, please contact Hailey Caraballo, Principal Project Policy Analyst for the Division of Undergraduate Education (hicaraballo@ucsd.edu).

STUDENTS

- Summer Session per-unit tuition will increase in alignment with the cohort tuition model from UCOP.
 - Undergraduate rate increased from \$279 to \$291 per unit
 - Graduate rate will remain at \$389 per unit (subject to change per UCOP)
- 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: Handbook for Academic Advising

PROGRAMS

- PATH, SPLASH, Summer Bridge, and Summer Engineering Institute 2026 program details are still pending.
- Global Seminars/ Travel Study will continue in summer 2026.
(CARTA will not be offered for summer 2026, details for summer 2027 are pending.)
- * Training for Summer Program Coordinators will be held via zoom on Thursday, December 4th.
For more information, please contact Paty Macedo, Program Affairs Manager (pmmacedo@ucsd.edu).

ADMINISTRATIVE

- Continue serving as subject matter experts on the new TSS 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 will be reporting to the Dean of Undergraduate Education effective Winter Quarter.

2026 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 29 – August 1 | June 1 |
| Session 2 | August 3 – September 5 | July 6 |

| Special Sessions | | Low Enrollment Notification | Subterm # (Registrar's Office) |
|--|----------------------------|--|-----------------------------------|
| 2 Weeks | September 7 – September 19 | August 10 | 6 |
| 3 Weeks | June 29 – July 18 | June 1 | 4 |
| | July 20 – August 8 | June 1 | 9 |
| | August 10 – August 29 | July 6 | 11 |
| 7 Weeks | July 27 – September 12 | June 1 | 14 |
| 8 Weeks | June 29 – August 22 | June 1 | 22 |
| 10 Weeks | June 29 – September 5 | June 1 | 2 |
| 15 Weeks Restricted Session (year-round programs only) | June 15 – September 19 | Contact Summer Session. Deadlines are set manually. | 90 |

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

2026 Summer Session Operational Calendar

Note: Calendar is subject to change without notice.

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

For future summer session dates, visit the Summer Session website at [Future Summers](#).

| Date | Courses | Faculty | Students |
|-------------|---|---|----------|
| 2025 | | | |
| 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 continues Data reporting continues | |
| November | | Registration deadline for Summer Graduate Teaching Scholars | |
| December | COURSE PROPOSALS: Due to Summer Session using the Instructional Scheduling Assistant (ISA). | | |
| | NOTIFICATION: Departments notified which courses approve/not approved | | |
| | APPROVED COURSE LIST: Summer Session 2026 Preview updated on the Summer Session website | | |
| 2026 | | | |
| 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. | |

| Date | Courses | Faculty | Students |
|----------|--|---|--|
| | | INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments. | |
| 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 | <i>Juneteenth Holiday – Friday, June 19, 2026 - Campus closed. No class meetings.</i> | | |
| | | SESSION 1 & SPECIAL SESSION: Low Enrollment Notification | |

| Date | Courses | Faculty | Students |
|------|---|--|---|
| | COURSE CANCELLATION: Session 1 - Course cancellation by department/faculty, or Summer Session | | |
| | | | Session 1 FINANCIAL AID DISBURSEMENT: |
| | | | WAITLIST SUSPENDED: For Session 1 enrollment |
| | | | 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 29, 2026 | | |
| July | <i>Independence Day Holiday – Friday, July 3, 2026 - Campus closed. No class meetings.</i> | | |
| | | | |
| | | | 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 |

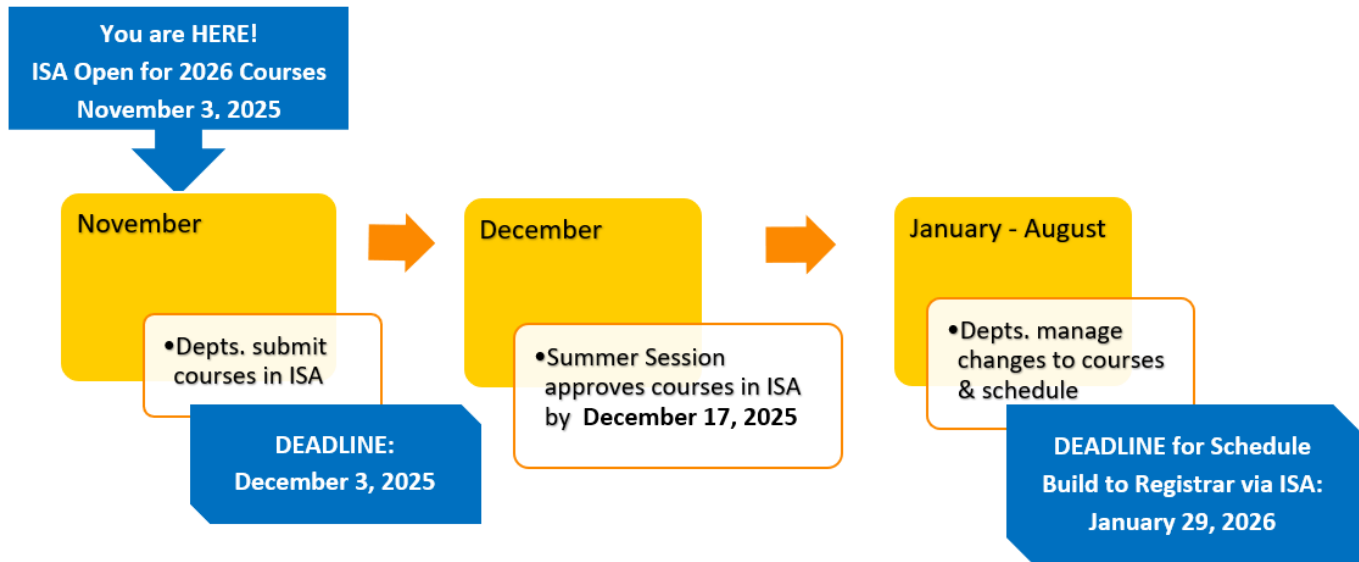
| Date | Courses | Faculty | Students |
|-----------|--|---|---|
| | | | DISBURSEMENT: Allow for one day for this to be reflected in student accounts |
| | FINAL EXAMS: Session 1 posted to the Schedule of Classes | | WAITLIST SUSPENDED: For Session 2 enrollment |
| | | | |
| | eGRADES: For Session 1 open for initial submission | | TUITION & FEE PAYMENT DEADLINE – Session 2 |
| | | MONTHLY PAYDATE: Session 1 | ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment WAITLIST RESUMES: For Session 2 enrollment |
| August | Session 1 Final Exams | | |
| | Session 1 Ends – August 1, 2026 | | |
| | Session 2 Begins – August 3, 2026 | | |
| | 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 | | MONTHLY PAYDATE: Session 2 | |
| | eGRADES: For Session 2 open for initial submission | | |
| | Session 2 Final Exams | | |

| Date | Courses | Faculty | Students |
|---------|---|---|----------|
| | Session 2 Ends – September 5, 2026 | | |
| | eGRADES: For Session 2 closed for submission | | |
| | Labor Day Holiday – Monday, September 7, 2026 - Campus closed. No class meetings. | 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 are encouraged to propose courses that are required for their major and will help students meet time to degree.
- Courses that have high DFW, waitlist, and/or are on critical graduation paths for many students.
- 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 2026
 - b. [ISA Quick Start Guide](#)
 - c. [5-Year Enrollment History Report](#) in 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 2025 are already in the ISA. Departments can use the ISA to modify their 2025 Proposed Courses as needed to create their Summer Session 2026 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 **December 3, 2025**.
 - 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 2026 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 2026 courses will be approved in December 2025.
 - 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 2026 courses will be listed on the summersession.ucsd.edu website by December 19, 2025.
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 29, 2026.
 - 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 11, 2026. Any requests for changes to the schedule must be made by March 13, 2026. 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 19, 2026. Student Enrollment begins on April **TBD**, 2026.

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>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 2026, 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. This 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://advising.ucsd.edu/students/courses-enrollment/easy-requests.html>.

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 2026 Summer Session Courses

Course proposals are due to Summer Session.

December 3, 2025

Summer Session will notify departments of approved courses.

December 17, 2025

Summer Session Deadline for Schedule Build submitted to Registrar's Scheduling office via ISA.

January 29, 2026

See the [2026 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 | 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 |
| Cancellation of Class | 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 ***Note: If enrollment has already begun, depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation |
| Change Session of Class | Step 1: Follow the steps above for Cancellation of Class Step 2: Follow the steps above for New course offering |
| Change instructor name | 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 |
| Schedule Change (ex: days, times, location) | Step 1: Dept. updates ISA Step 2: Dept. emails changes to Registrar Scheduling registrar-scheduling@ucsd.edu |

Daily review - 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 (updated in January).

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 us at summer-courses@ucsd.edu.

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

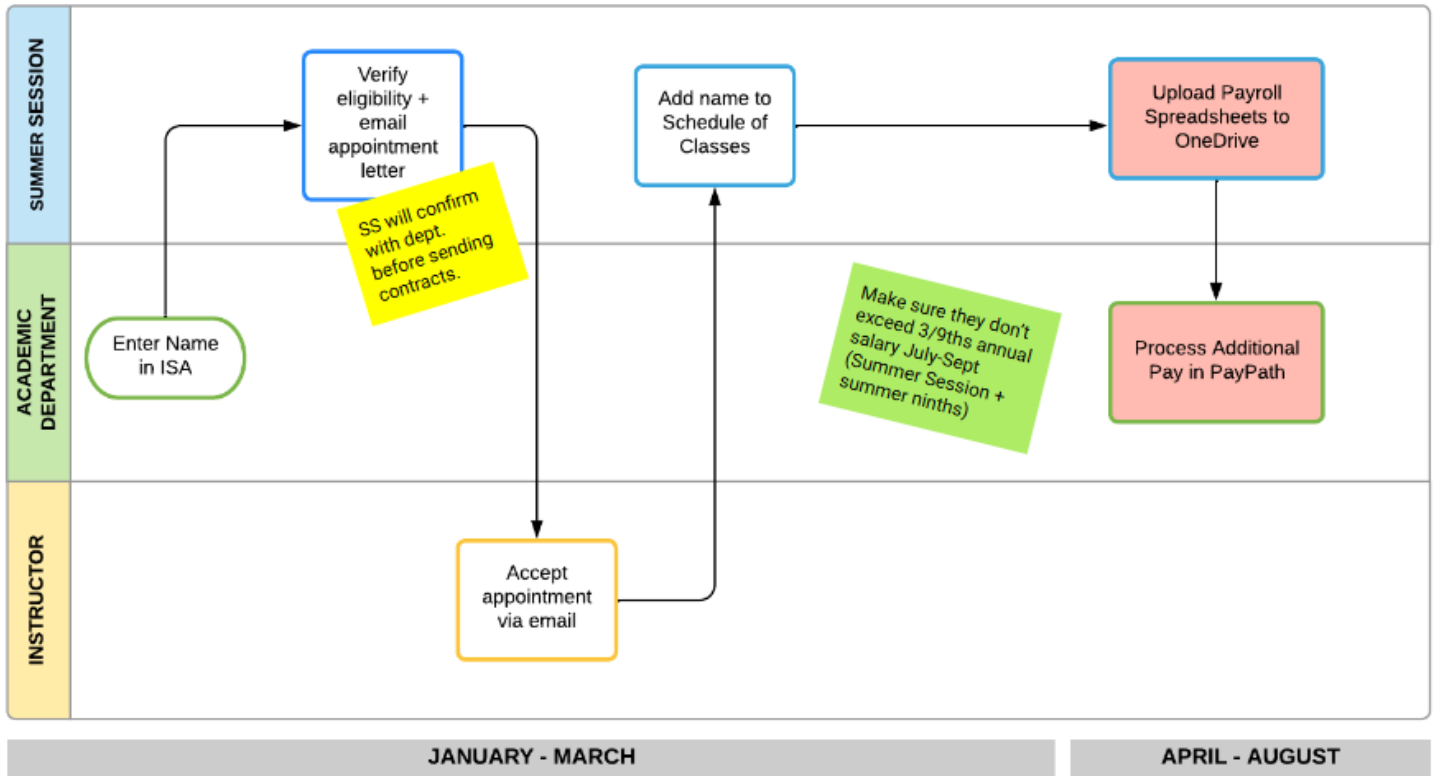
Two Summer Session courses during the same Session - 100% appointment

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 2025-2026 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.

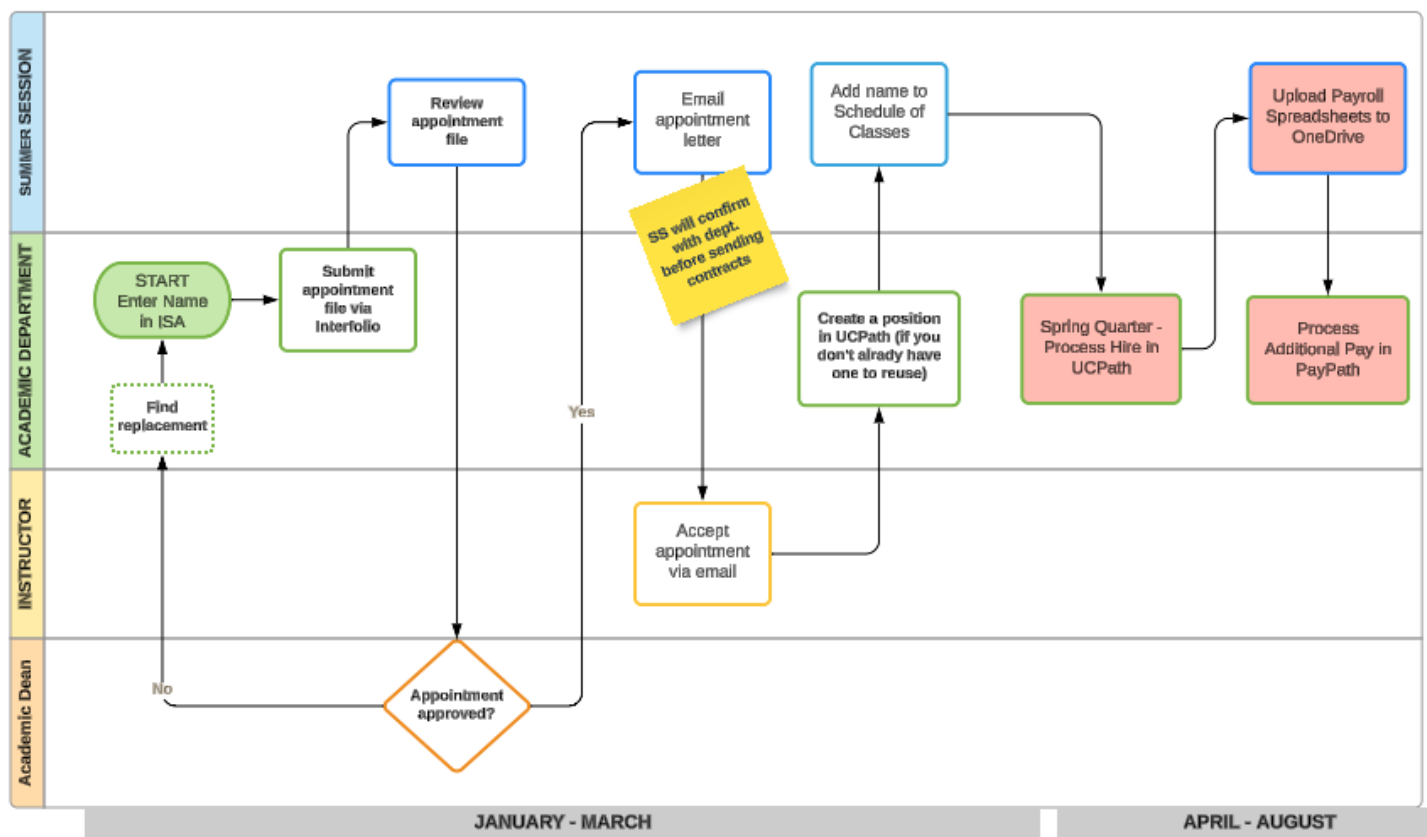
How to Hire UC San Diego Faculty & Lecturers



Summer Session will begin hiring current UC San Diego Faculty and Lecturers in January 2026.

- 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 2026.

DEADLINE: Submit appointment files via Interfolio by March 31, 2026.

- 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 [Scholar Services at the International Services and Engagement Office](#) 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.
 - If you have a graduate student on a visa who is graduating in Spring 2026 and plans to teach Summer Session as a Lecturer, please allow sufficient time for their EAD card to update to F1-OPT status. A Session 2 teaching appointment is recommended (instead of Session 1).

- 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 [Scholar Services at the International Services and Engagement 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](#) (Update available 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.](#)
 - Be sure to include a copy of the SB 791 Misconduct Disclosure Clearance email notification in the Interfolio file if the visiting instructor is new and has not been cleared previously. [Refer to the APS website](#) for more details.
- Summer Session is responsible for creating and emailing all instructor appointment letters, copying the Department Chief Administrative Officer. 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.

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 Link 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.](#)

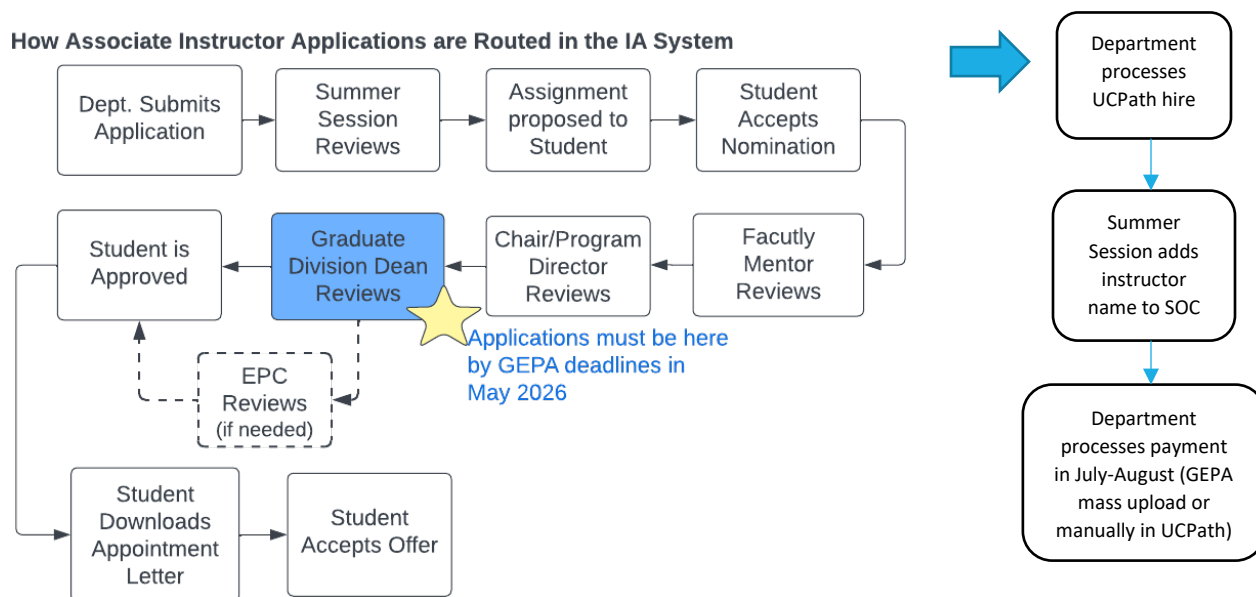
Hiring Faculty from other UC Campuses

- 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

How Associate Instructor Applications are Routd in the IA System



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

DEADLINE: Departments should target submitting applications in the IA System by May 1, 2026.

- To be eligible to teach in Summer Session 2026, UC San Diego Graduate Students must have advanced to candidacy by the last day of Winter 2026, which is March 21, 2026. 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. 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 2026, 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, Associate Director, at summer-payroll@ucsd.edu.

Important dates for 2026 Summer Session Instructor Hiring & Payroll

2026 Pay Dates

| | |
|------------------------------------|--------------------------------------|
| July 31, 2026 | September 1, 2026 |
| 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, 2026.

Graduate Student Applications are due in the IA System by May 2026.

See the [2026 Summer Session Operational Calendar](#) for other instructor-related deadlines.

Note that dates are subject to change.

Instructor Compensation – Pending EVC/CBO Approval.

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 2026 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 – Pending EVC/CBO | | |
|---|---|---|
| 3-7 Unit Course | 1-2 Unit Course | 8+ Unit Course |
| <i>Information will be added here when it is finalized.</i> | <i>Information will be added here when it is finalized.</i> | <i>Information will be added here when it is finalized.</i> |

Courses May Be Canceled for Low Enrollment

Pending EVC/CBO: The financial model for Summer 2026 is pending. Information will be added here when it is finalized.

Dates for Low Enrollment Notifications – Session 1 and 2

| Session | # of Weeks | Start Date | End Date | Low Enrollment Notification |
|-----------|------------|------------|----------|-----------------------------|
| Session 1 | 5 | 6/29/26 | 8/1/26 | June 1 |
| Session 2 | 5 | 8/3/26 | 9/5/26 | July 6 |

Dates for Low Enrollment Notifications – Special Session Sub Terms

| # of Weeks | Start Date | End Date | Low Enrollment Notification |
|------------|------------|----------|--|
| 2 | 9/7/26 | 9/19/26 | August 10 |
| 3 | 6/29/26 | 7/18/26 | June 1 |
| 3 | 7/20/26 | 8/8/26 | June 1 |
| 3 | 8/10/26 | 8/29/26 | July 6 |
| 7 | 7/27/26 | 9/12/26 | June 1 |
| 8 | 6/29/26 | 8/22/26 | June 1 |
| 10 | 6/29/26 | 9/5/26 | June 1 |
| 15 | 6/16/26 | 9/19/26 | 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 Kual.
- Global Seminar instructors are paid the standard Summer Session compensation rate 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.
- New policy effective 7/1/25: If retired faculty are recalled to teach within 180 days (26 weeks) of retirement, their retiree medical benefits will be halted and they will be offered employee benefits during the recall

teaching appointment. Note this may have downstream impacts for Medicare. New retirees are recommended to consult with their HR representative to understand how this policy impacts their specific situation. More information can be found at [Returning to work at UC after retirement | UCnet](#)

- Faculty who retire after Spring Quarter 2026 must have a 30-day break in service and may NOT teach a Global Seminar in Summer Session 2026. They would be eligible to teach a Global Seminar starting in Summer Session 2027.

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 11% 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 2026, 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)

2026 Summer Session pay periods: 7/1/26-7/31/26 (184 hours) or 8/1/26-8/31/26 (168 hours)

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: $147.2 \text{ hours} \div 8 = 18.4$, 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 $\times 1.16$ = FY annual salary | FY annual salary $\times .86$ = AY annual salary |
| Example: \$81,257 AY salary $\times 1.16$ = \$94,258 FY salary | Example: \$120,000 FY salary $\times .86$ = \$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

Pending EVC/CBO: The financial model for Summer 2026 is pending. Information will be added here when it is finalized.

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 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 July 31, 2026 for Session 1, and September 1, 2026 for Session 2. Courses taught in Special Session are assigned a payroll date of July 31 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 2026. 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 Summer Session payroll?

Please contact Lisa Bargabus, Associate Director, at 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 AD account or Business Systems login.
- To obtain a user ID and password, contact your department security administrator.

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 2026.

- 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 2026 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>

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

[University of California Copyright Policies](#) are available online.

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 at the end of April. Note: The bookstore will accept adoptions after the end of April. 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 the [Engaged Teaching Hub](#) and the [Digital Learning Hub](#).

INSTRUCTIONAL SUPPORT

Teaching Assistants (TAs), Tutors and Readers

Compensation for graduate students hired to support Summer Session 2026 courses as Teaching Assistants (TAs), Tutors, or Readers will be based on [the 10/1/25 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 | \$53.58 |
| 2 | \$55.18 |
| 3 | \$56.84 |

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 * \$55.18 = \$5,518

[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 - \$26.45/hr (single session), \$31.00/hr (group session)

Tutor – Undergrad Student - \$21.22/hr (single session), \$24.68/hr (group session)

Reader – Grad Student - \$22.14/hr

Reader – Undergrad Student - \$21.22/hr

See the Summer Session website for the [2026 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.

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

Pending CBO/EVC approval: The financial model for Summer 2026 is pending. Information will be added here when it is finalized.

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 up to 100% 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

PENDING EVC/CBO: The financial model for Summer 2026 is pending. Information will be added here when it is finalized.

Instructional Support – Actual Payroll Expenses are Funded

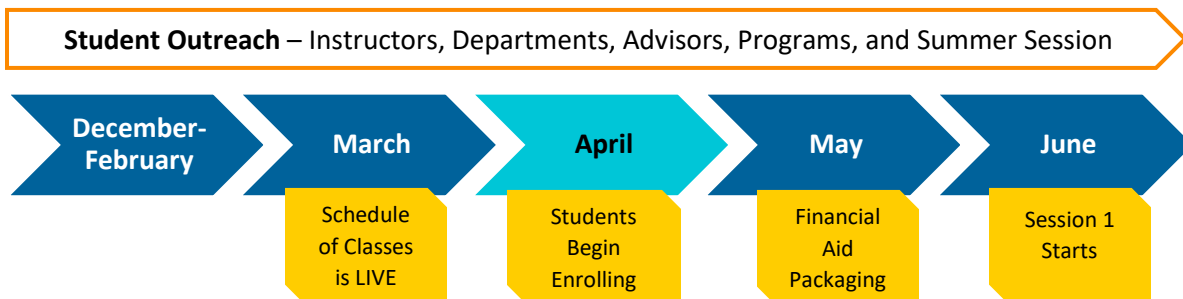
PENDING EVC/CBO: The financial model for Summer 2026 is pending. Information will be added here when it is finalized.

Department Incentive Package

PENDING EVC/CBO: The financial model for Summer 2026 is pending. Information will be added here when it is finalized.

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.
- If offering a summer course that requires a pre-requisite, target students who took that pre-requisite in Winter or Spring quarter.
- Highlight and promote your summer courses on social media.

- Post flyers promoting summer courses in department space.
- Email summer session your flyer, it will be shared on summer session social media account.

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 2026 Summer Session Students

| | |
|--|-----------------|
| Schedule of Classes goes live (viewable on TritonLink) | March 19, 2026 |
| UC San Diego student enrollment begins | April TBD, 2026 |
| Non-UC San Diego student enrollment begins | April TBD, 2026 |

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

2026 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 2026 are subject to change.

Projected tuition fees for 2026 (subject to change)

UC Undergraduate Students: Incoming New students and Continuing students
\$291 per unit

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 campus-based fees for Summer Session 2026 have not been determined at the time of this publication and may be available in March.

Projected fee rate for 2026:

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 gives 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 [HDH Summer Housing webpage](#) for on-campus housing options. 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 hr@ucsd.edu for more information.

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 2025 programs served over 7,500 participants in 75+ 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 2026, 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 credit bearing Summer Programs, please contact Summer Session's Program Affairs 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

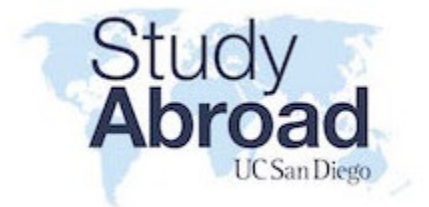
Graduate programs such as Rady Flex MBA, Education Studies, Master of Advanced Study (AESE, WES, CLRE, HLAW, LHCO), School of Medicine, and Scripps Institution of Oceanography offer closed courses for specific cohorts. Course scheduling is managed between the program and scheduling office.

GLOBAL SEMINARS HANDBOOK

Summer Session 2026

Session 1: June 29, 2026 – August 1, 2026

Session 2: August 3, 2026– September 5, 2026



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. Classes will have no more than 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.

2026 Global Seminars have already been approved.

April 2026 – Faculty Proposals are due for Summer 2027 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 December 3, 2025. 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 2026 Global Seminars | Summer 2027 Global Seminars |
|--------------------------------|---|---|
| April 2025 | Faculty Proposals Due | |
| June 2025 | Global Seminar Review Committee Reviews/Approves Proposals Leadership Reviews/Approves Global Seminar Proposals | |
| June-Sept 2025 | Study Abroad secures Vendors Departments submit CourseLeaf approvals to Senate | |
| October 2025 | Global Seminar courses submitted to Summer Session for approval | |
| November 2025 | Study Aboard student application opens | |
| Oct.-Nov. 2025 | Study Abroad finalizes contracts and budgets | |
| Dec 2025 – Mar 2026 | Approval routing of Program Fee Requests | |
| March 2026 | 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 2026 | Students enroll in courses | Faculty Proposals Due |
| June 2026 | Financial Aid disbursement begins | Global Seminar Review Committee Reviews/Approves Proposals |
| June – August 2026 | 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 2026 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 Tonia Pizer, Assistant Director of Program Development at tpizer@ucsd.edu.

TRAVEL STUDY HANDBOOK

Field Research Schools - Summer Session 2026

Session 1: June 29, 2026– August 1, 2026

Session 2: August 3, 2026– September 5, 2026



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 AVC for Global Initiatives [Tamara Cunningham](#).

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 review.</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 concepts 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 2026.
- ☐ 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 AVC for Global Initiatives [Tamara Cunningham](#)

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
- b) Submit the completed Field Operational Planner to an EH&S Field Safety coordinator (ehsrisk@ucsd.edu or gensafety@ucsd.edu) for review.

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.
Target Deadline: February 28, 2026.*

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

2025 SUMMER SESSION REVIEW

UC San Diego Summer Session is proud to have offered its 54th 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 2025 concluded with approximately 14,000 students and more than 33,000 enrollments in 2025. 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 2025

About 60% of Summer Session courses were offered remotely, and 40% of Summer Session courses were held in-person. Enrollment was 6% higher than summer 2024. We continue to hear from students that remote courses are desirable, and our enrollment data supports that position.

2025 Credit-bearing Summer Programs

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 and AAS 10 in Session 2.

SPLASH (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.

Summer Bridge – Summer Bridge 2025 offered a combination of remote and in-person events. The program served about 775 incoming first-year students. The program offered Residential (150) and Remote (625) opportunities.

Students took 1 course in Session 2 (5 weeks) from the following list:

- All students enrolled in either AWP 10 or EDS 25
- A non-credit Math Workshop was also offered

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 units in engineering courses. In summer 2025, all participants were required to take ENG 15 (2 units) or ENG 30 (4 units), 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: CENG/NANO 15, CSE 8A, CSE 11, CSE 20, ECE 5, MAE 8, SE 9.

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

Study Abroad

Global Initiatives offered 21 Global Seminars in summer 2025 and the Anthropology department offered one Travel Study field school program. The CARTA Anthropology graduate field school was offered in summer 2025.

ServiceNow

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.

Summer Scoop

The [Summer Scoop](#) is a weekly newsletter for 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 60% of Summer Session Courses were delivered remotely (either synchronously or asynchronously), and 40% 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 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 2026. Summer Session 2020 had a record-high 8,000 students on waitlists. Using the communication strategy with students, departments reduced the waitlists to a high of 2,700 in Summer Session 2025.

SUMMER SESSION CONTACTS

The Summer Session team looks forward to working with you in 2026.

Summer Session Administrative Office

Email: summer@ucsd.edu

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

Instagram: [@ucsdsummer](https://www.instagram.com/ucsdsummer)

Staff

| | |
|--|--|
| Lisa Bargabus, Associate Director | lbargabus@ucsd.edu |
| Paty Macedo, Program Affairs Manager | pmmacedo@ucsd.edu |
| Yvonne Wollmann, Student Affairs Manager | ywollmann@ucsd.edu |

