Summer Scoop

January 13 - January 17, 2025

Summer Session 2025

Summer 2025 Dates:

Session 1: June 30 - August 2, 2025
Session 2: August 4 - September 6, 2025
Special Session: June 16 - September 20, 2025

Summer Session 2025 timeline:

January - Academic departments & programs work with the Registrar-Scheduling team on the initial scheduling submission.

January 22: Summer Session and GEPA Instructor Hire Training

January 24: Summer Session review deadline for Schedule Builds

*Please note, the ISA will still be open for submission and/or changes.

Reminder: Save the Date!

Training – How to Hire Summer Session 2025 Instructors

January 22, 2025 at 10:00am via Zoom

Join Summer Session and GEPA for a joint training session on how to hire Summer Session 2025 instructors.

This session is a great learning opportunity for new staff and a helpful refresher for everyone else. Please plan to send at least one representative from your department, but the more the merrier!

Topics Include:

- What's New for Summer 2025 (Growth Guide for Summer)
- How to hire existing faculty, visiting professors, and lecturers
- How to hire graduate students teaching as Associate Instructors

Questions? Please contact Lisa Bargabus at summer-payroll@ucsd.edu

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Schedule Build for Summer

You can begin to submit your Summer Schedule to the registrar for Summer 2025 on **Thursday, January 16th**.

Summer Session will approve instructors in the ISA by Wednesday, January 15th. Graduate students who need approval to teach from the GEPA Dean, or visiting instructors who need approval from the AVC-EI, will be left as pending.

Please submit your proposed class schedules to the Registrar via Schedule Submission Wizard within the ISA.

Questions? Please contact us at summer-courses@ucsd.edu

Intentional Growth for Summer 2025

Here are some tips to help grow summer in order to meet student demands:

- Read the new Summer 2025 Growth Guide on our website for recommendations on how to grow your summer enrollment.

- Review the High Impact Course list to identify courses that will help students repeat a course.

- Consider increasing the total number of courses offered in 2025 by 3-5% over summer 2024 to meet student demand.

- Think about setting goals to achieve capacity initiative for courses by adding prior enrollment + prior waitlist.

Summer Session ISA

Thank you for submitting courses in the ISA training. We received a record number of submissions! The ISA will still be open if you have more submissions or changes. If you still have more questions, please feel free to take a look at these resources under the Staff and Faculty Resource Page:

- ISA Quick Start Guide

- Summer Session Guidebook

- Summer Session Kickoff Meeting Slides

- Summer Session ISA Training Video

  Questions? Contact Lisa Bargabus at summer-courses@ucsd.edu.

Preview of Classes are live!

Approved courses for Summer Session 2025 will be posted to the Preview of Classes on the Summer Session website.

The Preview of Classes is updated with changes approved from the ISA. Please send any questions to summer-courses@ucsd.edu.

2025 Guidebook is now Available!

For questions about summer session, you can review the Summer Guidebook on our website. For other helpful resources, please refer to the Staff & Faculty section of our website. If you have other questions, please reach out to us at summer@ucsd.edu.

Summer Session 2025 Pre-planning

Here's a quick at-a-glance overview of what to expect in the next few months. Please review the calendar below to see what's to come.

October	November	December	January	February	March
Call for course proposals	Course proposals due	Preview of classes posted	Approved courses set up in system	Classroom assignments Faculty teaching appointment letters sent out	Schedule of Classes available on TritonLink

April	May	June	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed Financial Aid app opens	Students: Add/Drop Courses Fees due	Session 1 classes begin Enrollment management for waitlist Fees Due	Session 2 classes begin Faculty Pay Date	Sessions end Reporting begins

Engaged Teaching Hub

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#)

Summer Session
University of California San Diego
Phone: 858-534-5258
Email: summer@ucsd.edu

Need more information?
Visit us at: https://summersession.ucsd.edu

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