Summer Scoop

January 21 - January 24, 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: Training TOMORROW (Jan. 22)

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

The Registrar Scheduling Office is now accepting Summer Session 2025 Schedules. Please plan to submit your Summer Session 2025 schedules by January 24th, to allow Summer Session to review – and no later than January 30th - to the Scheduling Office via the Schedule Submission Wizard within the ISA.

Summer Session has approved instructors who are already eligible to teach. 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 STAFF until their appointments are approved.

This is a friendly reminder that remote course modality has been approved by Academic Senate without a preapproved R-course designation for Summer 2025. Students are requesting more

flexibility during the summer, and Summer Session is asking departments to consider offering more remote courses for Summer Session 2025. Another important consideration is for courses identified by Academic Affairs leadership as high impact. If you have any questions about the specific list of courses of the bonus paid for offering the courses, please contact Summer Session.

IMPORTANT! Late schedules will not be processed until after "The Look" is sent to departments on March 12th, which means that if you need campus rooms, availability will be very limited. Please submit all schedules ASAP, to avoid missing the deadline. Summer Session will continue to leave the ISA open, however, schedules submitted after January 30th will not be processed until The Look is released on March 12th.

If you have any issues, questions or concerns, please send them via the 'Send feedback' button in the lower left of the ISA or by emailing the ISA dev team at isa-help@ucsd.edu.

Questions regarding Summer Session courses can be directed to summer-courses@ucsd.edu.

ISA Virtual Office Hours

The ISA Workgroup will be hosting two drop-in office hours if you have questions regarding your Summer Scheduling.

ISA: Virtual Office Hours - Session 1 of 2
Tuesday, 1/28, 2:30 PM - 3:30 PM

Meeting URL: https://ucsd.zoom.us/j/95221236413?pwd=L0PMlxh5pOijcfFstTFqqpVjm8Tf6b.1
Meeting ID: 952 2123 6413   Password: 244557

ISA: Virtual Office Hours - Session 2 of 2
Wednesday, 1/29, 10:30 AM- 11:30 AM

Meeting URL: https://ucsd.zoom.us/j/97448893270?pwd=tpSFy8PmNyEQbni63heGkZbQseAe0a.1

Meeting ID: 974 4889 3270   Password: 082881

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 is 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](#)