Summer Scoop

January 27 - January 31, 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 30: Summer Session Schedule Builds due to the registrar

February- Registrar will process courses that have been submitted on the schedule build. During this period, the ISA will remain open for summer session approval only, the Registrar will not be able to make any changes during this time.

March- The Registrar will send 'The Look' for department review. If any questions or changes are needed, please contact the Registrar at registrar-scheduling@ucsd.edu.

Any courses that were approved by Summer Session after January 30, should be sent directly to the registrar for scheduling.

Schedule Build for Summer

The final deadline to submit courses to the registrar for scheduling is **January 30, 2025 (This Thursday)!** We understand there are many reasons a department is unable to submit a schedule of classes by the deadline. Please note the ISA will continue to stay open for changes to a schedule such as adding courses or cancellation.

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.

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=L0PMIxh5pOijcfFstTFqqpVjm8Tf6b.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

Summer Session Resources

If you still have more questions, please feel free to take a look at these resources under the Staff and Faculty Resource Page:

If you missed the How to hire an instructor training last week, here are the slides and video from the presentation:

- Instructor Appointment Handbook
- Video Recording from Training on 1/22/25
- Summer 2025: How to hire instructors Presentation from 1/22/25
- GEPA's Presentation from 1/22/25

Here are some other useful information found on our website:

- 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.

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.

Preview of Classes is live!

Approved courses for Summer Session 2025 are now 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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