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## Summer Scoop

March 17 - March 21, 2025

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### 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

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#### Reminder!

**March 20th:** Course Schedule goes live.

The ISA is still open! Departments can still submit new courses for Summer 2025. If your department would like to add or cancel courses, you can still enter information in the ISA Summer Session Builder. Summer Session will continue to approve new courses and cancellations in the ISA.

Summer Session will also use the ISA to send faculty appointment letters.

For any other questions, please contact us at [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).

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## **Summer Session Instructor Lists Coming Soon**

Departments will be getting a list of their Summer Session instructors this week. There were a lot of changes after The Look came out last week.

Lists will be uploaded to your Summer Session department folder on OneDrive.

If you need access to your department folder, please email [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

## **Revised SB 791 Process for Summer Session Appointees**

The SB 791 Compliance Process has been updated and simplified for Summer Session appointees. Review the updated slides on the [Summer Session website](#).

Departments will need to:

1. Determine which of their visiting instructors need SB 791 clearance.
2. Request the misconduct questionnaire for those candidates on the [APS website](#).
3. Final step is to include the clearance notification in the candidate's Interfolio file.

More details are available on the [APS website](#).

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## 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, 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:*

- **NEW** – [Summer Instructor Misconduct Disclosure Process for SB 791 Compliance](#)
- [SB 791 policies and procedures on the APS website](#) (see For Summer Session Appointees under the Disclosure Collection Process)
- [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](mailto:summer-courses@ucsd.edu).

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## 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.

## 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](mailto: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

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



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Visit us at: <https://summersession.ucsd.edu>

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