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## Summer Scoop

April 28- May 2, 2025

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### Summer Session 2025

April 28, 2025- Week 2

#### Enrollment and Headcount

Headcount	10,148
Enrollment	25,963
Waitlist	2,293

#### Course Modality

Modality	# of Courses	Enrollment
In Person	427	8,505
Remote	506	13,113
Hybrid	80	1,799
Off Campus	145	2,546

You can check out the enrollment and waitlist data yourself via the Summer Tableau Dashboard! Log in to [Summer Session Tableau Dashboard](#) with your active directory credentials.

*\*The ISA will remain open if your department would like to add or cancel courses. Summer Session will continue to approve new courses and cancellations. If you have any questions, contact us at [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).*

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## **Advisor Week Event hosted by Summer Session**

Summer Session is happy to participate in Advisor Week. Come join us on Tuesday (April 29th) from 10am-12pm in the DUE Conference Room- Pepper Canyon Room 349.

Drop by and meet Summer Session Staff to discuss summer courses and learn more about all things regarding Summer Session! We will be reviewing important information that will help best advise students in the summer.

We look forward to seeing you there!

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## **Waitlist Management**

As of April 28th, there are more than 2,200 students are waiting to enroll in specific courses. Here's a short list of best practices for consideration to increase enrollment to meet the needs of students on a waitlist:

### **Courses taught in-person**

1. Request a larger classroom directly with the Registrar.
  - If the course is scheduled in a general use classroom (Registrar) – an increase of 10% is allowed without notice
  - If the course is scheduled in departmental space, an increase is allowed without notice.
2. Add additional sections of the course in ISA (Instructional Scheduling Assistant).
3. Add more courses of related interest in ISA.

4. Change modality from In-person to Remote Instruction, if classroom space is not available

### **Courses taught Remote**

1. Increase the enrollment limit in ISIS (Integrated Student Information System).
2. Add additional sections of the course in ISA.
3. Add more courses of related interest in ISA.

*The ISA will remain open to allow departments to make changes in order to assist with student demand. If you have any questions, please contact us at [summer@ucsd.edu](mailto:summer@ucsd.edu)*

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## **Summer 2025 Associate In Campaign Update**

The IA System is now open for Associates-In applications! Associate Instructor (teaching a course) requests must be submitted through the IA System.

### **Campaign Link:**

<https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=6021>

### **Deadlines:**

- Upper-Division requests for Winter quarter must be **RECEIVED** in the Division of Graduate Education and Postdoctoral Affairs (GEPA) by **Monday, May 19, 2025.**

- Lower-Division requests for Summer must be **RECEIVED** in GEPA by **Tuesday, May 27, 2025.**

*\*\*Please note, late upper-division requests that are not submitted at least 4 weeks prior to the start of the term (by Monday, June 2, 2025) require an exception request that will route to EPC as per Academic Senate guidelines.*

### **Summer Graduate Teaching Scholars**

GEPA needs to perform a final review of your graduate students

participating in the 2025 Summer Graduate Teaching Scholars (SGTS) program. For your convenience, the student SGTS applications have already been automatically copied into the Summer AI campaign. Look for an email notification from the IA System to review the Summer AI applications for your SGTS students and submit for final approval. Please plan to adhere to the deadlines above.

For additional information, please refer to these links:

- [Summer Session 2025 Associate Instructor Campaign](#)
  - [Academic Senate Guidelines](#)
  - [Department Nomination Template Letter](#)
  - [Graduate Financial Support Calendar](#)
  - [GEPA Collab Page on AI Process](#)
  - [Associate Instructor Summer Session Course Salaries](#).
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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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## 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

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## Engaged Teaching Hub

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



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