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## Summer Scoop

January 26- January 30, 2026

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### Summer Session Schedule Build

This is a friendly reminder that the Schedule Build for Summer Session is

**Due this Thursday, January 29th.**

The schedule build needs to be submitted no later than **Thursday, January 29th**. The Quarterly Schedule Builder Module and must be completed for each session of summer where your department is offering classes (S126, S226 and S326). *Please remember Summer Session has to approve courses in the ISA first before submitting to the Schedule Builder.*

Late schedules will not be accepted until after The Look. To verify if you have submitted your schedule to Registrar-Scheduling, please check your submission status using the ISA Class Schedule Submission Module.

For questions, please contact the Registrar at [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) or Summer Session at [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).

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### Summer Session ISA

In case you missed the ISA training, you can view the recording here: <https://youtu.be/3VSTE3px0bk>.

## Summer Session '26 Office Hours

Join the Summer Session team, the Registrar-Scheduling team, and the ISA workgroup:

**DATE:** **Monday, January 26, 2026**

**TIME:** 2:30pm- 3:30pm

**Zoom:** [https://ucsd.zoom.us/j/92945614634?  
pwd=NWHzGGRIreKt1KyVTsMTkBK4z2gCp.1](https://ucsd.zoom.us/j/92945614634?pwd=NWHzGGRIreKt1KyVTsMTkBK4z2gCp.1)

Meeting ID: 929 4561 4634  
Password: 216204

Please report any bugs or submit questions or comments through the “Send feedback” button in the lower left or by emailing the dev team at [isa-help@ucsd.edu](mailto:isa-help@ucsd.edu).

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## **Scheduling In-Person Exams for Summer**

In-Person Exams are now allowed for Summer Courses. Please note that this may limit your enrollment for your summer course as students may not be in San Diego for the summer. In-person exams can be scheduled via the Supplemental Scheduling Survey form in the ISA. You can complete the form now or notify the registrar's scheduling office after the Look is received. **The in-person information must be on the schedule of classes before students begin enrolling in April.**

Please review the information below from the registrar's office for instructions on how to schedule in person exams.

### In-Person Midterm/Exams for Online Classes

Fully online classes holding in-person midterms/exams.

In-person midterms/exams for synchronous online classes cannot be scheduled during the regular online meetings due to space and system limitations.

***Based on room demand, in-person midterms for online classes cannot be scheduled before 7pm Monday/Wednesday; 6pm Friday; 8pm Tuesday/Thursday. Note that for popular midterm weeks, these times may also not be available, requiring exams to start later or move to different***

***dates, as received requests can exceed room availability. Saturdays are options and generally have more times available.***

- If requesting campus space, leave building and room blank.
- If the exam is in the department space, provide the building and room or list DEPT.

### **In-person Final Exams for Online classes**

Fully online classes holding in-person final exams.

Final exams for online classes will not be allowed to be scheduled on Common Final Saturday (the first Saturday of finals week) unless part of a common final (two or more of the same class (subject & course number), taking the final at the same day/time).

***For those finals needing campus space, the date/time will be determined by the Office of the Registrar based on space available after in-person and hybrid classes with weekly in-person meetings have their needs addressed. This may mean that the exams are scheduled the second Saturday of finals week in Fall and Winter quarters. We will try to take listed preferences into consideration when possible.***

- If requesting campus space, leave building and room blank
- If the exam is in department space, provide building and room or list DEPT

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### **Summer Session New Funding Model**

This summer, the new 50/30/20 funding model takes effect:

**50% – Schools** – Schools receive half of the revenue to cover instructional costs, giving them incentive to manage expenses through enrollment, course offerings, and staffing decisions.

**30% – Mandatory Return-to-Aid (RTA)** – Allocated to meet the required RTA funding.

**20% – Central Business Office (CBO)** – Supports the Summer Session office,

For more information you can find details here:

[Summer Session New Funding Model Slides](#)

Please send any questions to [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

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## **Summer Session 2026 Course Updates**

Summer Session has just received updates regarding courses for Summer Session 2026. The following have been approved by Academic Senate:

- Proposed R-Courses that have been submitted in CourseLeaf and have reached the Registrar Reviewer 1 step by March 10, 2026 may be offered remotely in Summer 2026. The Registrar Reviewer 1 step immediately follows the Department Chair review step in the workflow.
- Remote courses in Summer 2026 may have in-person assessments. This will need to be disclosed when you submit your summer session proposed courses, and the specific in-person assessments will need to be included in the schedule of classes.
- If you have questions about CourseLeaf, please attend the **CourseLeaf Town hall on Thursday, January 29th.**

Town Hall Details:

Date: 1/29/2026, Thursday

Time: 11:00 a.m. - noon

Location: Zoom (<https://ucsd.zoom.us/j/96538309644>)

For more information, you can find the Exception to Policy on Distance Education Courses for Summer 2026 on our [website](#).

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## **Summer Session Resources**

For questions about summer session, you can review the Summer [Guidebook](#) on our website.

Here are other reports that will be helpful when planning Summer Scheduling:

- [Five Year Report](#)
- [ISA Quickstart](#)

- [Summer ISA Training Recording](#)
- [Summer Program Guide](#)
- [Summer 2026 Meeting Slides From December 19, 2025](#)
- [Summer 2026 New Funding Model](#)

For other helpful resources, please refer to the [Staff & Faculty section](#) of our website.

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## **Summer Session 2026 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.

<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>
Call for course proposals	SS Accepting 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
<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
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](#)



Summer Session  
University of California San Diego  
Email: [summer@ucsd.edu](mailto:summer@ucsd.edu)

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

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