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## Summer Scoop

March 2- March 6, 2026

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### Summer Session 2026 Office Hours

Do you have questions about Summer Courses or Payroll information?

Join us for office hours via Zoom. We will be hosting two office hours this Tuesday and Wednesday. We hope to see you there.

**Tuesday, March 3 at 1pm-2pm**

**Wednesday, March 4 at 9am-10am**

**Both meetings will be held via Zoom**

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

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### Summer Session 2026

Here's a quick at-a-glance overview of what to expect in the next few months.

#### Summer 2026 Dates:

Session 1: June 29- August 1, 2026

Session 2: August 3 - September 5, 2026

Special Session: June 15- September 18, 2026

*The [Instructional Scheduling Assistant \(ISA\)](#) is still open. You can still submit new requests via the ISA. Please note late schedules will not be accepted until*

after The Look, which means that if you need campus rooms, availability will be very limited. Please send Change Requests to the Registrar via the ISA after The Look is available in March. Also, as a reminder, Summer Session must approve courses in the ISA first. If you have any questions, please contact us at [summer-course@ucsd.edu](mailto:summer-course@ucsd.edu).

**February-** As courses are being prepared for scheduling, consider advertising courses to your students. Approved courses will appear on the [preview of classes](#) on our website, consider linking to our website or adding summer courses to your department website.

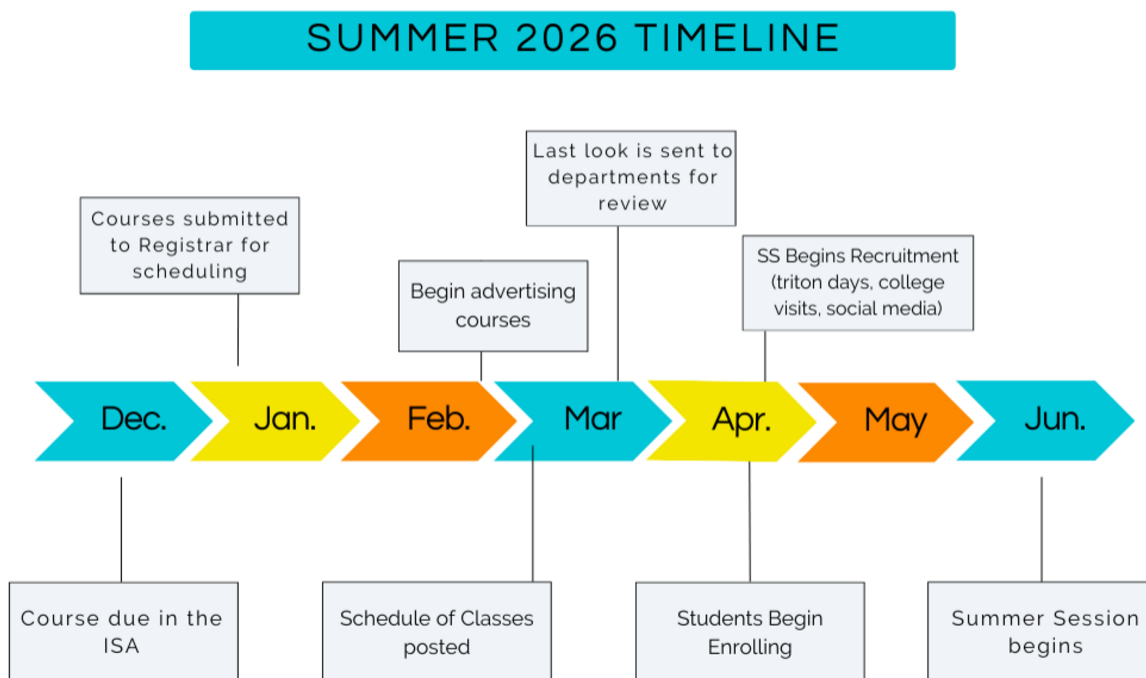
**March-** The last look will be sent to departments from the registrar's office and schedule of classes will be posted for students to view.

**March 3 & 4:** Join us for Summer Session Office Hours

**March 11-March 13:** Last look released and edits are due to the registrar's office.

**March 10:** R-Course submissions due in CourseLeaf. The R-courses must be at the Registrar's Reviewer Step 1 to be considered for Summer.

**April-** Continuing students will begin enrolling in summer courses mid-April and New and Visiting Students will enroll at the end of April.



## Summer Session 2026 Remote Modality Updates

**Reminder if you recently submitted or plan on submitting an R course proposal (of an existing course) in CourseLeaf, it must be approved by Department Chair no later than March 10th and appear at step 1 Registrar Reviewer in order to offer remote modality in Summer 2026.**

The following exceptions have been approved by Academic Senate for Summer 2026 regarding R-courses. Departments must have R designated courses submitted in CourseLeaf in order to offer remote courses in the summer.

- 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.
- If your department submitted an R-course of an existing course, you may submit the non-remote course in the ISA and teach it remotely- as long as it is at the Registrar Reviewer 1 step by March 10.
- If your department is creating a new R-course, then you cannot submit the course in the ISA until it has been approved by Senate.
- 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 the course approval process, feel free to attend the CourseLeaf weekly office hours:  
Tuesdays 1-2pm (via [Zoom](#))  
Thursdays 11am- 12pm (via [Zoom](#))

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 2026 How to Hire Instructors

If you were not able to join the Summer Session and GEPA joint training session last week on how to hire Summer Session 2026 instructors, you can view the information here.

Training Information:

- GEPA Presentation Slides: [How to Hire Associate Instructors](#)
- Summer Session Slides: [How to Hire Instructors](#)
- [Zoom Training Recording](#)

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

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## **New Pilot- Contingent On-Scale Salary Exception for Senate Faculty**

To help academic units offer as many courses as possible while controlling Summer Session costs, a new contingent salary pilot is available for Senate Faculty. This contingent on-scale salary exception is only available for courses where the projected enrollment will not cover the instructional costs.

For eligible courses, Department Chairs and Senate Faculty members can mutually agree to opt for the Senate Faculty to be paid 11% of their on-scale salary (instead of their full salary).

More details about how the on-scale salary exceptions will be calculated, and how Department Chairs can request a contingent on-scale salary exception, can be found on the [Summer Session website](#).

Summer Session will be holding two office hour sessions next week to answer questions about the new financial model and this new on-scale salary exception.

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

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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, ITS, SGTS, and other legacy commitments such as Summer Bridge.

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 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.

October	November	December	January	February	March
Call for course proposals	SS Accepting Course proposals	Course Proposals due  Preview of classes posted	Approved courses set up in system	Faculty teaching appointment letters sent out  Training: how to hire instructors	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  
Email: [summer@ucsd.edu](mailto:summer@ucsd.edu)

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

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