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## Summer Scoop

March 24 - March 28, 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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### Schedule of Classes is live

Students begin enrolling next month on Monday, April 14. Enrollment will be open through July 7 for Summer Session 1, and through August 8 for Summer Session 2.

Please review the [Schedule of Classes](#) and please make sure the information for your department is correct.

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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## **Help Grow Summer!**

Congratulations to the academic department staff for submitting 20% more courses. With more than 1100 courses on the schedule of classes, the next step is to develop an action plan to promote the courses with intentional effort to increase enrollment.

We are asking departments to help increase awareness of summer courses. Consider adding courses to your course offering websites, promote courses on social media and/or let Summer Session promote on their [Instagram account](#), email students about summer courses, etc. Summer Session is also happy to meet with your department to help come up with a plan to promote classes.

You can also check out our [Summer Session 2025 Growth Guide](#) for more ideas!

If you have questions, please contact us at [summer@ucsd.edu](mailto:summer@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.
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## **Summer Session Instructor Lists**

Department Summer Session instructor lists are now available. Please review your Summer Session 2025 lists in your department [OneDrive folder](#).

Please email [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu) with any changes. If everything looks okay, please confirm the list and Summer Session will start sending out contracts to your instructors.

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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## 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).

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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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