Welcome!

This handbook is designed to provide departments and Summer Session faculty with information regarding the Summer Session program. Please note: The content in this handbook does not supersede University policies or procedures.

The goal of UC San Diego Summer Session is to integrate course offerings with the academic year curriculum to ensure sufficient lower division and major-specific courses are offered so students can graduate in a timely manner. About ninety-five percent of the 20,000 summer enrollments are UC San Diego students.

Students need and appreciate a rich and varied set of offerings in the summer so they can satisfy requirements in their major, as well as meet general education needs. We are interested in increasing course offerings in order to serve the growing UC San Diego undergraduate student body.

We appreciate your participation and look forward to another successful Summer Session.

Becky Arce
Director, Summer Session
barce@ucsd.edu
(858) 534-7074
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Mission Statement

The Mission of Summer Session is to provide core courses needed by students for graduation from the University of California; to provide intensive and innovative academic programs not easily offered during the academic year and; to provide opportunities for ladder-rank faculty to teach in areas of student need, as well as provide opportunities for lecturers, visitors, and graduate students to teach, when appropriate.

Summer Session Administrative Office

Office Hours: 8:00a.m. - 4:30p.m., Monday-Friday
E-mail: summer@ucsd.edu
Website: http://summer.ucsd.edu
General Phone: (858) 534-5258
Fax: (858) 822-2619

Becky Arce, Director: (858) 534-7074
Renée Lee, Student Affairs Manager: (858) 534-8277
Lisa Bargabus, Business Affairs Analyst: (858) 822-5064
Jonathan Vega, Program Specialist: (858) 534-5358
Matthew Sapien, Administrative Assistant: (858) 534-4744

Mailing Address: UC San Diego Summer Session, Mail Code 0079
Office Location: Myers Drive, 201 University Center

Please note: The content in this handbook does not supersede University policies or procedures.
## Summer Session 2017 – Operational Calendar

Note: Dates are subject to change.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Courses</th>
<th>Business/Instructional</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 2016</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, October 10</td>
<td>CALL LETTER: Sent from Academic Affairs to academic departments for course proposals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, October 14</td>
<td>CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>November 2016</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, November 16</td>
<td>NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, November 17</td>
<td>COURSE PROPOSALS: Due to Summer Session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>December 2016</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, December 7</td>
<td>ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, December 12</td>
<td>NOTIFICATION: Departments notified which course approve/not approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>January 2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, January 5</td>
<td>APPROVED COURSE LIST: For Summer Session 2017 updated on the Summer Session website</td>
<td>Departments can begin APPOINTMENT FILE SUBMISSION to SharePoint for visiting faculty and to ASES for graduate students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, January 10</td>
<td>BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, January 13</td>
<td>INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.</td>
<td></td>
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</tr>
<tr>
<td>Tuesday, January 31</td>
<td>Current Faculty - Summer Session completes and approves UC San Diego Faculty by this date.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>February 2017</strong></td>
<td></td>
<td></td>
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<tr>
<td>Friday, February 3</td>
<td>ADVANCED TO CANDIDACY: Graduate Students must be advanced to candidacy to teach a summer course</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tuesday, February 14</td>
<td>Visiting Faculty – Appointment files should be submitted to SharePoint by this date.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, February 28</td>
<td>AVCDUE &amp; Summer Session complete approval of visiting faculty appointment files</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2017</td>
<td></td>
<td>Grad Students (Associates-In) – Appointment files should be submitted to ASES by this date.</td>
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</tr>
<tr>
<td>Tuesday, March 7</td>
<td></td>
<td>Summer Session &amp; Graduate Division: Last date recommended to submit Associate-In appointment files through ASES for all sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, March 21</td>
<td></td>
<td>WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, March 23</td>
<td></td>
<td>LATE APPOINTMENT FILES: Visiting faculty file submissions and re-submissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, March 28</td>
<td></td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments for summer orders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, April 3</td>
<td></td>
<td>ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 10 - 14</td>
<td></td>
<td>CHANGE REQUESTS: Last day for departments to submit course schedule change requests to Summer Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, April 14</td>
<td></td>
<td>ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, April 17</td>
<td></td>
<td>WAITLIST BEGINS: For all Sessions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, April 18</td>
<td></td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 24 - 28</td>
<td></td>
<td>ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 1 - 5</td>
<td></td>
<td>FINANCIAL AID APPLICATION: Summer application opens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, May 11</td>
<td></td>
<td>TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Associates-In</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, May 25</td>
<td></td>
<td>Graduate Division: Associates-In, teaching upper-division, file submissions through ASES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 2017</td>
<td></td>
<td>SESSION 1: Department submission of late visiting faculty appointment files through</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, June 4</td>
<td></td>
<td>SESSION 1: First Enrollment Snapshot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, June 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 12</td>
<td>COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session</td>
</tr>
<tr>
<td>Friday, June 16</td>
<td>INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers</td>
</tr>
<tr>
<td>Friday, June 23</td>
<td>Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts</td>
</tr>
<tr>
<td>Monday, June 26</td>
<td>SESSION 2: Department submission of late visiting faculty appointment files through SharePoint</td>
</tr>
<tr>
<td>Monday, June 26</td>
<td>BILLING DUE DATE: Session 1 &amp; Special Session</td>
</tr>
<tr>
<td>Sunday, June 25</td>
<td>WAITLIST SUSPENDED: For Session 1 enrollment</td>
</tr>
<tr>
<td>Monday, June 26</td>
<td>BILLING DUE DATE: Session 1 &amp; Special Session</td>
</tr>
<tr>
<td>Thursday, June 29</td>
<td>ENROLLMENT CANCELLATION: For Special Session due to non-payment</td>
</tr>
<tr>
<td>Friday, June 30</td>
<td>ENROLLMENT CANCELLATION: For Session 1 due to non-payment</td>
</tr>
<tr>
<td>Saturday, July 1</td>
<td>WAITLIST RESUMES: For Session 1 enrollment</td>
</tr>
<tr>
<td>Sunday, July 2</td>
<td>SYLLABUS COPIES: Session 1 due to Summer Session</td>
</tr>
<tr>
<td>Monday, July 3</td>
<td>Session 1 Begins</td>
</tr>
<tr>
<td>Tuesday, July 4</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
</tr>
<tr>
<td>Wednesday, July 5</td>
<td>WAITLIST ENDS: For Session 1 enrollment</td>
</tr>
<tr>
<td>Friday, July 7</td>
<td>COURSE REFUND DEADLINE: Session 1</td>
</tr>
<tr>
<td>Monday, July 10</td>
<td>SESSION 1: Second Enrollment Snapshot</td>
</tr>
<tr>
<td>Wednesday, July 12</td>
<td>SESSION 2: First Enrollment Snapshot</td>
</tr>
<tr>
<td>Friday, July 14</td>
<td>SESSION 1 DEADLINE to CHANGE GRADING OPTION</td>
</tr>
<tr>
<td>Monday, July 17</td>
<td>COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session</td>
</tr>
<tr>
<td>Date</td>
<td>Event Details</td>
</tr>
<tr>
<td>--------------------</td>
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</tr>
<tr>
<td>July 19-20</td>
<td>PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)</td>
</tr>
<tr>
<td>Monday, July 24</td>
<td>FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes</td>
</tr>
<tr>
<td>July 28 – August 4</td>
<td>CAPE: Evaluation period for Session 1</td>
</tr>
<tr>
<td>Friday, July 28</td>
<td>Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts</td>
</tr>
<tr>
<td>Sunday, July 30</td>
<td>WAITLIST SUSPENDED: For Session 2 enrollment</td>
</tr>
<tr>
<td>Monday, July 31</td>
<td>BILLING DUE DATE: Session 2</td>
</tr>
<tr>
<td>Tuesday, August 1</td>
<td>MONTHLY PAYDATE: 1st Summer Session payday</td>
</tr>
<tr>
<td>Friday, August 4</td>
<td>eGRADES: For Session 1 open for initial submission at 8am</td>
</tr>
<tr>
<td>August 4 - 5</td>
<td>ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment</td>
</tr>
<tr>
<td>Session 1 Ends</td>
<td>Session 1 Final Exams</td>
</tr>
<tr>
<td>Sunday, August 6</td>
<td>SYLLABUS COPIES: Session 2 due to Summer Session</td>
</tr>
<tr>
<td>August 2017</td>
<td>Session 2 Begins</td>
</tr>
<tr>
<td>Monday, August 7</td>
<td>PAYROLL ADJUSTMENTS AND CORRECTIONS: Department deadline to make PPS adjustments/corrections for 1st payday</td>
</tr>
<tr>
<td>Tuesday, August 8</td>
<td>eGRADES: For Session 1 closed for submission at 11:59pm</td>
</tr>
<tr>
<td>Wednesday, August 9</td>
<td>WAITLIST ENDS: For Session 2 enrollment</td>
</tr>
<tr>
<td>Friday, August 11</td>
<td>COURSE REFUND DEADLINE: For Session 2</td>
</tr>
<tr>
<td>Monday, August 14</td>
<td>SESSION 2: Second Enrollment Snapshot</td>
</tr>
<tr>
<td>August 16-17</td>
<td>PAYROLL ENTRIES: Session 2 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)</td>
</tr>
<tr>
<td>Friday, August 18</td>
<td>SESSION 2 DEADLINE to CHANGE GRADING OPTION</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------------</td>
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</tr>
<tr>
<td>Monday, August 28</td>
<td>FINAL EXAMS: Session 2 classroom locations posted to the Schedule of Classes</td>
</tr>
<tr>
<td>Friday, September 1</td>
<td>MONTHLY PAYDATE: 2nd Summer Session payday</td>
</tr>
<tr>
<td>September 1 - 8</td>
<td>CAPE: Evaluation period for Session 2</td>
</tr>
<tr>
<td>Tuesday, September 5</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
</tr>
<tr>
<td>Thursday, September 7</td>
<td>PAYROLL ADJUSTMENTS/CORRECTIONS: Department deadline to make PPS adjustments/corrections for 2nd payday</td>
</tr>
<tr>
<td>Friday, September 8</td>
<td>eGRADES: For Session 2 open for initial submission at 8am</td>
</tr>
<tr>
<td>September 8 - 9</td>
<td>Session 2 Final Exams</td>
</tr>
<tr>
<td>Saturday, September 9</td>
<td>Session 2 Ends</td>
</tr>
<tr>
<td>Tuesday, September 12</td>
<td>PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make PPS adjustments/corrections to Summer Session payroll account</td>
</tr>
<tr>
<td>October 2017</td>
<td>PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/corrections to payroll accounts accepted after this date</td>
</tr>
<tr>
<td>Tuesday, October 31</td>
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</tr>
</tbody>
</table>
Introduction & 2016 Recap

This section includes the following topics:

- Summer Scoop
- Campus Services
- Course Scheduling
- Department Support
- Tuition and Fees

UC San Diego Summer Session is proud to begin its 46th year of offering a rich academic program for incoming, continuing, and visiting students.

Summer Session works with academic departments and campus student services to ensure a wide selection of courses is offered during optimally scheduled times and in appropriate campus classrooms.

Students enjoy a small-campus environment while completing courses required for graduation, enriching their education by exploring new subjects, or making up course deficiencies. Most students enjoy the accelerated pace, evaluate the faculty positively on CAPEs, and expect to graduate in a timely manner.

In Summer 2016, approximately 10,000 students enrolled in about 500 courses from more than 40 departments and programs. Summer students use WebReg (TritonLink) to enroll in courses. Non-UCSD students use the online application through the Summer Session website to obtain enrollment access to WebReg.

Marketing efforts to recruit students include the Summer Session brochure and the Course Preview on the Summer Session website in January, as well as various on and off campus outreach events. All promotional materials direct students to the Summer Session website.

SUMMER SCOOP
The Summer Scoop is a weekly newsletter to our campus faculty and staff, keeping them apprised of Summer Session-related updates, reminders, trainings, and deadlines. Email summer@ucsd.edu to subscribe.

CAMPUS SERVICES
Many campus facilities are available during the summer, such as the Library, Price Center, Student Center, Bookstore, Housing Dining Hospitality, Parking & Transportation, Recreation, Student Health Services, Imprints, computer labs, printers, and study locations. Summer Session textbooks are available in the Bookstore two weeks before Summer Session classes begin.

COURSE SCHEDULING
Classes are scheduled throughout the morning, afternoon, and evening. Most courses are offered during the five-week sessions, with a few in shorter or longer sessions.

A few programs are scheduled to meet off campus, including Travel Study, Global Seminars, and Special Groups.

DEPARTMENT SUPPORT
The Departmental Administrative Services Program is designed for academic departments to provide faculty support services:

- Human Resources to confirm eligibility to teach, the maximum amount of payment, and if any changes to salary occur by June 30, 2017
- Input appointments into the Payroll Personnel System (PPS)
- Coordinate media, computing, and textbook orders
- Prepare reimbursement requests for faculty “out of pocket” expenditures
• Work directly with Summer Session and Office of the Registrar for classroom scheduling
• Assist faculty with other course-related needs
• Coordinate accommodations for OSD students
• Management of course waitlists to improve student enrollment

TUITION AND FEES
Fee levels are determined by the University of California Office of the President and the Board of Regents. Tuition and fees are posted to the student account after enrollment. All fees must be paid by the applicable deadline date to avoid automatic cancellation from courses and late fee assessments. In accordance with University policy, summer unit fees must be equal to the fee charged in the subsequent academic year. The fees for Summer 2017 have been determined and are subject to change.

For students who drop their courses during the first week of the five-week sessions, a refund is given. Refund deadlines vary for s courses.

Tuition 2017 (for reference only, subject to change)

UC Undergraduate Students:
$273 per unit

UC Graduate Students:
$342 per unit

All Other Non-UC Students:
$342 per unit

Campus Fees – All Students – 2017:
The following are mandatory fees for all students paying for campus services and passed by referendum by the general student body and UC San Diego Associated Students. Fees are determined by April 2017.

University Center Fee: $45.25/session (subject to change)
Recreation Facility Fee: $53.50/session (subject to change)
ICA Student Activity Fee: $65.73/session (undergraduates only, subject to change)

Application Fees:
UC San Diego students do not pay an application fee. Application fees are paid by all non-UCSD students. Visiting students from other UC campuses pay a $50 application fee and a one-time $80 document fee. All other non-UC visiting students pay a $100 application fee and a one-time $80 document fee. The application fee is non-refundable. International students that are not currently matriculated at UC San Diego are required to pay additional fees and apply for an F1 visa.

Other Fees:
Students pay additional fees for special programs such as Study Abroad Programs and/or professional school programs. Students should visit program websites and refer to the Schedule of Classes for program fee information. Campus Budget Office approval is required for additional fee assessments.

Program fees were approved for study abroad programs in Summer 2016 and will continue for Summer 2017. Study abroad programs include Travel Study and Global Seminar Programs, see pages 33-34.
Note: Dates are subject to change.

This section includes the following topics:
• Overview of 2017 sessions

OVERVIEW OF 2017 SESSIONS
All courses offered during the summer term for summer session credit are required to be scheduled in one of the following sessions. These dates are approved by the Office of the Registrar.

5 Week Sessions:
- I July 3 – August 5
- II August 7 – September 9

Special Sessions*:
3 Weeks
- I July 3 – July 22
- II July 24 – August 12
- III August 14 – September 2

8 Weeks
- I July 3 – August 26

10 Weeks
- I July 3 – September 9

14 Weeks - Restricted Session (year-round programs only)
- I June 19 – September 22

*For the complete Summer Session 2017 Operational Calendar, see pages 6-10, or refer to the Operational Calendar on the Summer Session website.
Courses/Programs

This section includes the following topics:

- Summer Session 2017 Operational Calendar for Courses
- Course Planning Flowchart
- Planning Process
  - List of required information for all proposed courses
- Initial Course Proposals
- Course Proposal Change Requests
- Final Course Review and Approval
- Special Programs
  - Undergraduate Programs
  - Special Studies 97-99 & 197-199
  - Graduate Programs
- Cancellation Policy
- Low Enrollment
- Schedule of Classes Change Requests

SUMMER SESSION 2017 OPERATIONAL CALENDAR FOR COURSES
Note: Dates are subject to change.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date/Deadline</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>October 10, 2016</td>
<td>CALL LETTER: Sent from Academic Affairs to academic departments for course proposals</td>
</tr>
<tr>
<td>November</td>
<td>November 17, 2016</td>
<td>COURSE PROPOSALS: Due to Summer Session</td>
</tr>
<tr>
<td>December</td>
<td>December 7, 2016</td>
<td>ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2017</td>
</tr>
<tr>
<td></td>
<td>December 12, 2016</td>
<td>NOTIFICATION: Departments notified which courses approved/not approved</td>
</tr>
<tr>
<td></td>
<td>December 16, 2016</td>
<td>COURSE PREVIEW: Approved course list posted on Summer Session website.</td>
</tr>
<tr>
<td>January</td>
<td>January 10, 2017</td>
<td>FACULTY APPOINTMENTS: Appointment letters begin to be sent out.</td>
</tr>
<tr>
<td></td>
<td>January 30, 2017</td>
<td>SCHEDULING CHANGE REQUESTS: Due to Registrar</td>
</tr>
<tr>
<td>March</td>
<td>March 23, 2017</td>
<td>WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment</td>
</tr>
<tr>
<td>April</td>
<td>April 14, 2017</td>
<td>CHANGE REQUESTS: Last day for departments to submit course schedule change requests to Summer Session (See Page 13 for specific details)</td>
</tr>
<tr>
<td></td>
<td>April 17, 2017</td>
<td>Student Enrollment Begins for UC San Diego Students.</td>
</tr>
<tr>
<td></td>
<td>April 18, 2017</td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders.</td>
</tr>
<tr>
<td></td>
<td>April 24, 2017</td>
<td>Student enrollment begins for non-UC San Diego students.</td>
</tr>
<tr>
<td>June</td>
<td>June 12, 2017</td>
<td>COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session</td>
</tr>
<tr>
<td></td>
<td>June 26, 2017</td>
<td>BILLING DUE DATE: Session 1 &amp; Special Session</td>
</tr>
<tr>
<td></td>
<td>June 30, 2017</td>
<td>ENROLLMENT CANCELLATION: For Session 1 due to non-payment</td>
</tr>
<tr>
<td>July</td>
<td>July 2, 2017</td>
<td>SYLLABUS COPIES: Session 1 due to Summer Session</td>
</tr>
<tr>
<td></td>
<td>July 3, 2017</td>
<td>Session 1 Begins</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>July 4, 2017</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
<td></td>
</tr>
<tr>
<td>July 17, 2017</td>
<td>COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session</td>
<td></td>
</tr>
<tr>
<td>July 24, 2017</td>
<td>FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes</td>
<td></td>
</tr>
<tr>
<td>July 28 – August 4, 2017</td>
<td>CAPE: Evaluation period for Session 1</td>
<td></td>
</tr>
<tr>
<td>August 4, 2017</td>
<td>eGRADES: For Session 1 open for initial submission at 8am</td>
<td></td>
</tr>
<tr>
<td>August 5, 2017</td>
<td>Session 1 Ends</td>
<td></td>
</tr>
<tr>
<td>August 6, 2017</td>
<td>SYLLABUS COPIES: Session 2 due to Summer Session</td>
<td></td>
</tr>
<tr>
<td>August 7, 2017</td>
<td>Session 2 Begins</td>
<td></td>
</tr>
<tr>
<td>August 8, 2017</td>
<td>eGRADES: For Session 1 closed for submission at 11:59pm</td>
<td></td>
</tr>
<tr>
<td>August 28, 2017</td>
<td>FINAL EXAMS: Session 2 classroom locations posted to the Schedule of Classes</td>
<td></td>
</tr>
<tr>
<td>September 1 – September 8, 2017</td>
<td>CAPE: Evaluation period for Session 2</td>
<td></td>
</tr>
<tr>
<td>September 5, 2017</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
<td></td>
</tr>
<tr>
<td>September 8, 2017</td>
<td>eGRADES: For Session 2 open for initial submission at 8am</td>
<td></td>
</tr>
<tr>
<td>September 9, 2017</td>
<td>Session 2 Ends</td>
<td></td>
</tr>
<tr>
<td>September 12, 2017</td>
<td>eGRADES: For Session 2 closed for submission at 11:59pm</td>
<td></td>
</tr>
</tbody>
</table>

**COURSE PLANNING FLOWCHART**

**PLANNING PROCESS**

All academic departments interested in offering a Summer Session course must complete a Course Schedule build Excel spreadsheet by November 17, 2016. Only courses approved by the Educational Policy Committee (EPC) may be submitted and offered in Summer Session. The endorsement of the Departmental Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) is required before the Summer Session Advisory Committee reviews all courses. Summer Session notifies departments regarding courses approved beginning December 12, 2016. Faculty appointment letters to confirm approval are sent out from Summer Session beginning January 10, 2017. For questions about course proposals or course scheduling, please contact Matt Sapien (x44744, summer-scheduling@ucsd.edu).

The information below is required for all proposed courses:

a) **Personal Information** *(for the proposed faculty to teach the course).* All information is required for a faculty appointment. (Name, Title Code, EID for continuing appointments.)

b) **Proposed Course.** All proposed courses must be previously approved by the Academic Senate - EPC and listed in the UC San Diego General Catalog. If a new course is proposed, a Request for Course Approval form must be submitted and approved by EPC prior to submitting a Course Proposal Form to Summer Session.

c) **Course Description.** Courses taught during Summer Session must adhere to the description approved by EPC. Approval from EPC is required for any changes to approved course descriptions. It is the responsibility of the faculty to announce any approved changes to the course description at the first course meeting. A course subtitle must be provided for special topic courses.
d) **Classroom Scheduling.** The Office of the Registrar assigns “general assignment” classrooms based on projected enrollment. If a specific classroom is needed for a course, be sure to include this information on the course proposal form. If actual enrollment exceeds the size of the classroom, the Office of the Registrar will search for a larger classroom. If a classroom is needed for a discussion or review session, it must be requested on the Course Proposal Form. Schedule changes (dates and class times) are not permitted after April 14, 2017. Students commit to the posted course schedule and usually cannot accommodate changes to the hour, days, session (I vs. II), or to attend make-up exam sessions. Faculty are encouraged to check TritonLink for up-to-date scheduling changes.

e) **Final Examinations.** Final examinations must be given outside of the regular classroom time in accordance with the EPC course approval. Final examinations must not be held on the same day as the last class meeting per Academic Senate regulation. The Office of the Registrar assigns final examination periods. The schedule is available on the Schedule of Classes when enrollment begins, however the classroom location for the final examination is not posted until July 24, 2017 for Session I and Aug. 28, 2017 for Session II.

f) **Course Calendar.** For Summer 2017, special session courses must follow one of the options listed under “Special Session.” Independent study courses can be offered in any session except the restricted 14-week session. Please note: Five (5) week courses are NOT considered Special Session.

```
<table>
<thead>
<tr>
<th>Session</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session I and II:</td>
<td></td>
</tr>
<tr>
<td>July 3 – August 5</td>
<td>(5 weeks)</td>
</tr>
<tr>
<td>August 7 – September 9</td>
<td>(5 weeks)</td>
</tr>
<tr>
<td>Special Session:</td>
<td></td>
</tr>
<tr>
<td>July 3 – July 22</td>
<td>First 3-week special session.</td>
</tr>
<tr>
<td>July 24 – August 12</td>
<td>Second 3-week special session.</td>
</tr>
<tr>
<td>August 14 – September 2</td>
<td>Third 3-week special session.</td>
</tr>
<tr>
<td>July 3 – August 26</td>
<td>8-week special session.</td>
</tr>
<tr>
<td>July 3 – September 9</td>
<td>10-week special session.</td>
</tr>
<tr>
<td>June 19 – September 24</td>
<td>14-week special session – Restricted</td>
</tr>
<tr>
<td></td>
<td>Session (year round programs only)</td>
</tr>
</tbody>
</table>
```

g) **Enrollment Limit and Prerequisites.** If enrollment limitations are required, they must be requested on the Course Proposal Form. Only those courses identified as having an enrollment limit on the Course Proposal Form may be limited. All students are screened for course prerequisite and class level requirements. Visiting students must obtain departmental preauthorization in order to enroll in upper-division courses or courses with prerequisites.

h) **Waitlists.** Waitlists are created when student enrollment exceeds classroom capacity or if a course has limited enrollment. Departments need to monitor waitlists for their courses. See page 27 for details.

i) **Course Materials/Textbooks.** The UC San Diego Bookstore will contact departments early April for course material and textbook requisitions. Requests are due April 18, 2017. More information is available on the [Bookstore website](#).

j) **Instructional Support (Teaching Assistant /Tutor/Reader).** Instructional support for teaching assistants, tutors, and readers will continue to be block-funded to departments based on projected course enrollments. TA allocations are determined using a model similar to the one used for the Fall, Winter, and Spring. Notifications of preliminary TA allocations, based on projected enrollments, are sent to departments in June 2017. Additional funds from a reserve pool may be allocated to Departments whose actual enrollments substantially exceed their projected enrollments.

k) **Computer Time/Lab Facilities.** More information is available through [ACMS Faculty Instructional Support](#).

l) **Media Services.** To order services and equipment, visit [ACMS Media Event Support](#).
m) **Course Supplies and Expenses.** Funds for course supplies and expenses are block-funded to departments. Please request an allocation from your department.

n) **Course Materials Fees.** Miscellaneous Student Fees, Service Charges, and Deposits must be approved by the Course Materials Fees Committee. Course materials are defined as materials, supplies, tools, or equipment which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Additional information available on PPM 120 – Instruction, Procedures Related to Faculty.

**SUMMER SESSION COURSE MANAGEMENT**

Departments provide schedule build Excel spreadsheets, similar to those used for Fall, Winter, Spring. The information provided is reviewed, and if approved by Summer Session, the data is passed to the Office of the Registrar to create the summer’s Schedule of Classes on TritonLink. The schedule is updated as changes are made to courses and faculty appointments. The schedule build spreadsheet format is used to track courses and faculty appointments. Barbara Sawrey, Vice Chancellor – Academic Affairs, approves faculty appointments based on CAPE response and ratings. Please remind faculty to encourage students to submit CAPE responses. Refer to the CAPE Tips on Increasing Response Rate for some successful strategies for boosting student participation.

**INITIAL COURSE PROPOSALS**

**New for Summer 2017 – Campus-wide IMS pilot for course planning**

Summer Session will align with a campus-wide pilot of a new IMS for course planning. If your department is participating in the IMS pilot program, you will not need to submit a schedule build spreadsheet for Summer 2017. We will get your course proposals from the IMS.

If your department is not participating in the IMS pilot, you will be given a schedule build spreadsheet with your Summer 2016 courses. Add, delete, and update rows to best reflect the proposed Summer 2017 schedule.

**New, simplified endorsement process for 2017**

When academic departments email their proposed courses in a schedule build spreadsheet to Summer Session, copy the Chair or Dean and include the sentence, “The Chair/Dean endorses this course list and it is verified by this email to Summer Session.” Summer Session will consider these courses officially endorsed by the Chair/Dean and no additional sign-off is required.

The policies for summer courses have not changed. If a course enrolled fewer than 15 students in the previous summer, the course is not eligible to be proposed. After all courses are reviewed by Summer Session, a separate email is sent to each academic department and to the Office of the Registrar with a list of approved courses. Once a course is approved (and the session it is approved for), all future changes of the days, times, classroom are done directly with the Registrar Scheduling office. If a department has a newly added course or is deleting a course, the request must be sent to the Summer Session office for processing and then the Scheduling Office is notified.
STANDARD TEACHING TIMES

Use the standard teaching times below to assign days and times to summer classes in the Schedule of Classes.

<table>
<thead>
<tr>
<th>2 Days/Week</th>
<th>Standard teaching times (Summer)</th>
<th>4 Days/Week</th>
<th>Standard teaching times (Summer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW</td>
<td>8–10:50 a.m.</td>
<td>MTWTh</td>
<td>8–9:20 a.m.</td>
</tr>
<tr>
<td>MW</td>
<td>11–1:50 p.m.</td>
<td>MTWTh</td>
<td>9:30–10:50 a.m.</td>
</tr>
<tr>
<td>MW</td>
<td>2–4:50 p.m.</td>
<td>MTWTh</td>
<td>11 a.m. – 12:20 p.m.</td>
</tr>
<tr>
<td>MW</td>
<td>5–7:50 p.m.</td>
<td>MTWTh</td>
<td>12:30–1:50 p.m.</td>
</tr>
<tr>
<td>MW</td>
<td>6–8:50 p.m.</td>
<td>MTWTh</td>
<td>2–3:20 p.m.</td>
</tr>
<tr>
<td>TTh</td>
<td>8–10:50 a.m.</td>
<td>MTWTh</td>
<td>3:30–4:50 p.m.</td>
</tr>
<tr>
<td>TTh</td>
<td>11–1:50 p.m.</td>
<td>MTWTh</td>
<td>5–6:20 p.m.</td>
</tr>
<tr>
<td>TTh</td>
<td>2–4:50 p.m.</td>
<td>MTWTh</td>
<td>6:30–7:50 p.m.</td>
</tr>
<tr>
<td>TTh</td>
<td>5–7:50 p.m.</td>
<td>MTWTh</td>
<td>8–9:20 p.m.</td>
</tr>
</tbody>
</table>

COURSE PROPOSAL CHANGE REQUESTS

November 17 - December 9, 2016

Contact Summer Session to Change:
- Session
- Faculty
- Course

*Needs Department Chair (Academic Programs), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) email endorsement

Due to Registrar by January 30, 2017:
- Days
- Times
- Classroom

FINAL COURSE REVIEW AND APPROVAL

The Summer Session Advisory Committee, comprised of faculty representatives from each division, meets in December to review all proposed courses. The criteria used for final course selection includes historical and projected enrollments and programmatic need. Courses with a history of low enrollment may be excluded or offered conditionally. The Summer Session Office will notify departments of approved courses beginning December 12, 2016. An appointment letter for approved courses will be mailed to the faculty’s e-mail address beginning January 10, 2017. Approved courses will be available on the Summer Session website in January, and on TritonLink beginning March 23, 2017.

December 12, 2016 – January 30, 2017 (approved courses only)

Contact Office of the Registrar to Change things that impact when and where a course is held:
- Days
- Times
- Classroom

Contact Summer Session to Change things that impact payroll:
- Session
- Faculty
- Course
SPECIAL PROGRAMS
Departments offer special programs during Summer Session to various student groups.

Undergraduate Programs
Programs such as Travel Study and Global Seminar are UC San Diego faculty-led study-abroad courses. See pages 33-34 for more information.

Summer Success Programs are a campus initiative focusing upon improving retention, shortening time to degree, and reducing the achievement gap. See page 30 for more information.

Academic Enrichment Program (AEP), Academic Internship Program (AIP), and Education Abroad Program (EAP) offer undergraduate courses. Enrollments in these programs are based on department approval.

Special Studies 97-99 and 197-199
Special Studies courses 97-99 and 197-199 help students learn about subjects not taught in regular classes. Students are engaged in field, lab, and library research. Summer Session approval is not required for any Independent Studies types of credit. Instructors are not entered into payroll for this type of appointment.

Steps: 1. The student should design an academic plan with the instructor.
       2. Departments can request Special Studies courses directly with Registrar-Scheduling directly by providing the instructor name and term (Session 1, 2, or Special Session). Refer to the Summer Session Calendar on page 8 for Special Session subterms.
       3. Once the course is set up in the Schedule of Classes and the section ID is available, the student can then submit the completed Special Studies form to the Office of the Registrar for enrollment.

       AEP students will submit the forms directly to AEP office.

Graduate Programs
Graduate programs such as Rady Flex MBA, Education Studies, Master of Advanced Study (AESE, WES, CLRE, HLAW, LHCO), School of Medicine, and Scripps Institution of Oceanography offer closed courses for specific cohorts. Course scheduling is managed between the program and scheduling office.

CANCELLATION POLICY
Faculty who anticipate receiving a grant in the summer or who are considering other commitments for the summer that may require release from their Summer Session teaching obligation should not agree to teach in summer. If a faculty member cancels, the department is required to find another faculty member to teach the course. Please follow the steps below to cancel a course.

1. Before the course is removed, the department needs to notify Summer Session if they cannot find a replacement instructor and the course needs to be cancelled.
2. The department needs to email all the enrolled students to notify them of the cancellation and copy Summer Session.
3. Upon receipt of the email, Summer Session will send a request to Scheduling to cancel the course at the Schedule of Classes.
4. The department needs to cancel the appointment to teach in PPS (payroll).

LOW ENROLLMENT
Courses in which enrollment levels fall below an approved minimum enrollment level may be cancelled by Summer Session, the academic department, or the faculty. The minimum is 15 for most courses. If the
course is not cancelled, the faculty may be offered a contingent compensation appointment with a per-student rate, not to exceed the full course salary. Summer Session will notify departments regarding courses cancelled for low enrollment starting on June 12, 2017 for Session I and July 17, 2017 for Session II. The final date for cancelling courses offered in Special Session is ten (10) week days prior to the first day of the class.

**SCHEDULE OF CLASSES CHANGE REQUESTS**
After the Summer Session Advisory Committee meeting in December, departments and programs will be notified regarding course approvals beginning on December 12, 2016. Change requests will be processed per the guidelines listed on pages 18.

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### Instruction

This section includes the following topics:

- **Summer Session 2017 Operational Calendar for Business Services**
- **Faculty Type Descriptions**
  - UC San Diego Faculty
  - UC San Diego Graduate Student (Associate-In)
  - Summer Graduate Teaching Scholars
  - Visiting Faculty
- **Teaching Appointment Procedures & Information**
  - UC San Diego Faculty
    - Flowchart
    - Appointment Letter
    - Employment Paperwork
  - Visiting Faculty and Graduate Student (Associate-In)
    - Flowchart
  - Visiting Faculty
  - Graduate Student
  - Cluster Groups & Timeline
  - Training
- **Compensation & Teaching Agreements**
  - Standard (Full) Compensation
  - Contingent Compensation
  - Two Enrollment Snapshot Model
  - Determining Salary Type
    - Examples
  - Emeriti
  - Compensation Policies and Limits for UC San Diego Faculty
  - Compensation Policy for Fiscal Year Appointments
  - Compensation Policy for Global Seminar Faculty
  - Compensation Policy for Visiting Faculty
  - Payment Disbursement
  - Taxes - Deductions
  - Defined Contribution Plan (DCP)
  - Benefits
- **Instructional Support (Teaching Assistants, Readers, & Tutors)**
- **Instructional Guidelines**
  - Course Syllabus
  - Course and Professor Evaluations (CAPE)
  - Course Enrollments and Class Lists
  - Course Prerequisites
  - Additional Class Meetings
  - Final Examination
  - Office Hours
  - Waitlists
- **Grading**
  - Grading Policy
  - eGrades
- **Academic Integrity Standards**
- **Materials & Support Services**
  - Computer Time/Lab Facilities
  - Copyright Policy
  - Printing and Duplication Services
  - Instructional Supplies
  - Media Services
  - Office Space
  - Course Materials/Textbooks
### SUMMER SESSION 2017 OPERATIONAL CALENDAR FOR BUSINESS SERVICES

Note: Dates are subject to change.

For Summer Session Business Affairs questions, please contact Lisa Bargabus at x25064, or summer-payroll@ucsd.edu.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date/Deadline</th>
<th>Business/Instructional</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>October 10, 2016</td>
<td>CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars</td>
</tr>
<tr>
<td></td>
<td>November 16, 2016</td>
<td>NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars</td>
</tr>
<tr>
<td></td>
<td>November 16, 2016</td>
<td>TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files</td>
</tr>
<tr>
<td>January</td>
<td>January 5, 2017</td>
<td>Departments can begin APPOINTMENT FILE SUBMISSION to SharePoint for visiting faculty and to ASES for graduate students to appoint Associate-Ins.</td>
</tr>
<tr>
<td></td>
<td>January 10, 2017</td>
<td>BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.</td>
</tr>
<tr>
<td></td>
<td>January 13, 2017</td>
<td>INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments for schedule of classes.</td>
</tr>
<tr>
<td></td>
<td>January 31, 2017</td>
<td>Current Faculty - Summer Session completes and approves UC San Diego continuing faculty by this date for appointments.</td>
</tr>
<tr>
<td>February</td>
<td>February 3, 2017</td>
<td>ADVANCED TO CANDIDACY: Graduate Students must be advanced to candidacy to teach a summer course</td>
</tr>
<tr>
<td></td>
<td>February 14, 2017</td>
<td>Visiting Faculty – Appointment files should be submitted to SharePoint by this date.</td>
</tr>
<tr>
<td></td>
<td>February 28, 2017</td>
<td>AVC DUE &amp; Summer Session complete approval of visiting faculty appointment files</td>
</tr>
<tr>
<td>March</td>
<td>March 7, 2017</td>
<td>Grad Students (Associates-In) – Appointment files should be submitted to ASES by this date.</td>
</tr>
<tr>
<td></td>
<td>March 21, 2017</td>
<td>Summer Session &amp; Graduate Division: Last date recommended to submit Associate-In appointment files through ASES for all sessions</td>
</tr>
<tr>
<td></td>
<td>March 28, 2017</td>
<td>LATE APPOINTMENT FILES: Visiting faculty file submissions and re-submissions</td>
</tr>
<tr>
<td>April</td>
<td>April 3, 2017</td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments to submit summer orders</td>
</tr>
<tr>
<td></td>
<td>April 18, 2017</td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders</td>
</tr>
<tr>
<td>May</td>
<td>May 11, 2017</td>
<td>TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Associates-In</td>
</tr>
<tr>
<td></td>
<td>May 25, 2017</td>
<td>Graduate Division: Associates-In, teaching upper-division, file submissions through ASES DEADLINE. After this date, additional EPC approval is required.</td>
</tr>
<tr>
<td>June</td>
<td>June 4, 2017</td>
<td>SESSION 1: Department submission of late visiting faculty appointment files through SharePoint</td>
</tr>
<tr>
<td></td>
<td>June 7, 2017</td>
<td>SESSION 1: First Enrollment Snapshot for faculty compensation review – full or contingent salary.</td>
</tr>
<tr>
<td></td>
<td>June 16, 2017</td>
<td>INSTRUCTIONAL SUPPORT: Departments notified of block funding/allocation FOR TAs, Tutors, and Readers</td>
</tr>
<tr>
<td></td>
<td>June 26, 2017</td>
<td>SESSION 2: Department submission of late visiting faculty appointment files through SharePoint</td>
</tr>
</tbody>
</table>
### FACULTY TYPE DESCRIPTIONS
For information regarding faculty types, also see Academic Personnel Manual (APM) 661, APM 662, and PPM 230-43. Summer Session processes faculty appointments in 3 groups: UCSD faculty (current appointment), UCSD Graduate Students (Associates-In), and Visiting Faculty. See page 19 for details.

**UC San Diego Faculty**
Faculty and lecturers who hold a teaching appointment at UC San Diego during the current academic year may be required to submit additional documentation. See the Appointment Processing Guidelines on the Summer Session website.

**Graduate Student (Associate-In)**
All UC San Diego Graduate Students (Associates-In) proposed to teach in summer must have advanced to candidacy by February 3, 2017 or they are not eligible to teach. See the ASE Opportunities for Graduate Students on the Graduate Division website.

<table>
<thead>
<tr>
<th>July</th>
<th>July 3, 2017</th>
<th>Session 1 Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 4, 2017</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
</tr>
<tr>
<td></td>
<td>July 10, 2017</td>
<td>SESSION 1: Second Enrollment Snapshot for faculty compensation review - full or contingent salary</td>
</tr>
<tr>
<td></td>
<td>July 12, 2017</td>
<td>SESSION 2: First Enrollment Snapshot for faculty compensation review - full or contingent salary</td>
</tr>
<tr>
<td></td>
<td>July 19-20, 2017</td>
<td>PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)</td>
</tr>
<tr>
<td></td>
<td>August 1, 2017</td>
<td>MONTHLY PAYDATE: 1st Summer Session payday</td>
</tr>
<tr>
<td>August</td>
<td>August 5, 2017</td>
<td>Session 1 Ends</td>
</tr>
<tr>
<td></td>
<td>August 7, 2017</td>
<td>Session 2 Begins</td>
</tr>
<tr>
<td></td>
<td>August 7, 2017</td>
<td>PAYROLL ADJUSTMENTS AND CORRECTIONS: Department deadline to make PPS adjustments/corrections for 1st payday (Session 1)</td>
</tr>
<tr>
<td></td>
<td>August 14, 2017</td>
<td>SESSION 2: Second Enrollment Snapshot for faculty compensation review – full or contingent salary</td>
</tr>
<tr>
<td></td>
<td>August 16-17, 2017</td>
<td>PAYROLL ENTRIES: Session 2 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)</td>
</tr>
<tr>
<td>September</td>
<td>September 1, 2017</td>
<td>MONTHLY PAYDATE: 2nd Summer Session payday</td>
</tr>
<tr>
<td></td>
<td>September 7, 2017</td>
<td>PAYROLL ADJUSTMENTS/CORRECTIONS: Department deadline to make PPS adjustments/corrections for 2nd payday (Session 2)</td>
</tr>
<tr>
<td></td>
<td>September 9, 2017</td>
<td>Session 2 Ends</td>
</tr>
<tr>
<td></td>
<td>September 19, 2017</td>
<td>PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make PPS adjustments/corrections to Summer Session payroll account (Sessions 1 &amp; 2)</td>
</tr>
<tr>
<td>October</td>
<td>October 31, 2017</td>
<td>PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/corrections to payroll accounts accepted after this date</td>
</tr>
</tbody>
</table>
**Summer Graduate Teaching Scholars**
A call for nominations for the Summer Graduate Teaching Scholars Program is sent out to academic departments and program from Academic Affairs. The program provides opportunities for some of UC San Diego’s top advanced graduate students to participate in a faculty-mentored professional development teaching program. Graduate students selected to participate are paid a $1,200 stipend, which is coordinated by Graduate Division. Summer Session will work with departments to arrange the course details and Associates-In salary. A $500 stipend is paid into a research account for the faculty mentor. Please email Denise Christensen (dechristensen@ucsd.edu, x48170) the research fund index for the faculty mentor payment. Required paperwork for these nominees should be included in the electronic submissions to Academic Student Employment System (ASES) for Graduate Division approval.

*For more information, visit the Summer Graduate Teaching Scholars page on the Academic Affairs website.*

**Visiting Instructors**
Faculty not active in the UC San Diego payroll system for the prior Fall, Winter, or Spring are considered visiting faculty. Approval from the Academic Affairs Associate Vice Chancellor/Dean of Undergraduate Education is required. Special titles at UCSD also require an appointment file, such as Emeriti, HCOMP faculty, Post-doc, Provost, Researcher and Staff. See the Appointment Processing Guidelines on the Summer Session website.

UC policy does not permit payment of travel or housing expenses for visiting Summer Session faculty. It is recommended that International visitors have health insurance coverage while in the United States. Contact the UC San Diego Human Resources Benefits Division at (858) 534-2816. If the faculty is not a U.S. citizen, they must hold a valid visa authorizing employment prior to the start of instruction. If a visa is needed, contact the UC San Diego Global Engagement at (858) 534-3730. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. UC San Diego can only employ and compensate those legally authorized to work in the U.S.
TEACHING APPOINTMENT PROCEDURES & INFORMATION

UC San Diego Faculty

UC San Diego Faculty Teaching Appointment Processing Flowchart

The Department Chair or College Dean must endorse each faculty member to teach Summer Session courses. Appointment procedures vary depending on the faculty’s current payroll status with the University.

Summer Session is responsible for processing all appointment letters, and coordinating and monitoring payroll processing. Summer Session distributes spreadsheets to guide departments with payroll entries (PPS and Timekeeping) for each appointment, for each pay date.

Summer Session will process regular UC San Diego Faculty appointments starting January 10, 2017. Although these appointments do not require an appointment file because these faculty are current in the UC San Diego payroll system, departments are required to enter the payroll figures because the appointments are by agreement.

Faculty appointment must be active in payroll to allow name to be posted on the Schedule of Classes.

Appointment Letter. All faculty approved to teach in Summer Session will be provided with an appointment letter for Summer 2017. The terms and conditions of the appointment will be stated in a letter. The appointment letter will be emailed to the faculty and their department MSO copied with the letter. The faculty can accept the appointment by email to summer-payroll@ucsd.edu. Faculty will not be posted to the Schedule of Classes or entered into the payroll system, nor are they permitted to teach until the appointment letter acceptance is received by Summer Session.

Employment Paperwork. Faculty without an active appointment in the UC San Diego payroll system will be required to complete and return a packet of new-hire or re-hire to their department. No faculty member will be permitted to teach until all required forms are submitted and the department has entered the faculty member in the University payroll system. See the Appointment Processing Guidelines at the Summer Session website, under Staff and Faculty Resources.

Visiting Instructors and Graduate Student (Associate-In) Instructors

Visiting Faculty and Graduate Student (Associate-In) Appointment Processing Flowchart
Visiting Instructors

*SharePoint.* Visiting faculty appointment files are submitted using the [Summer Session SharePoint site](http://summer.ucsd.edu). Each department that proposes a “visitor” to teach a Summer Session course will be given access to the Summer Session SharePoint site for file submission. The SharePoint site helps to keep track of the appointment files from initial submission to final completion.

**Graduate Student (Associate-In)**

Required paperwork needs to be electronically submitted through the [Academic Student Employment System](http://ases.ucsd.edu) (ASES) for review and approval by the Graduate Division. For Associate-In appointment questions, please contact Becky Burrola, (x43727, or rburrola@ucsd.edu).

**Faculty Appointment Timeline**

The timeline for processing summer session faculty appointments is based on faculty type. See the chart below for details. No instructor will be assigned to the Schedule of Classes until the approval process has been completed and the faculty member accepts his/her appointment.

Dates listed below are guidelines to be used for planning purposes. Departments may start submitting files on January 10, 2017.

### 2017 Appointment Files Schedule

<table>
<thead>
<tr>
<th>Existing UCSD Faculty (Active in Payroll System)</th>
<th>Visiting Faculty (Not Active in Payroll System)</th>
<th>Graduate Students (Associates-In)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty appointments are taken as submitted from Scheduling Spreadsheet. No additional documents are required.</td>
<td>Dept. Chair, Summer Session &amp; AVCDUE approval required. Use Summer Session SharePoint site to submit appointment files for approval.</td>
<td>Graduate Division approval required. Use ASES to submit paperwork for review and approval.</td>
</tr>
</tbody>
</table>

**Note** - Additional documents are required for the following:
- Emeriti
- HCOMP faculty
- Post-doc
- Provost
- Researcher
- Staff

Note - Visiting faculty returning from the previous summer are not active. They are required to submit an updated appointment file. For more information, see the Appointment File Handbook.

Note - Current graduate students who are scheduled to defend in time to be hired as a lecturer for summer 2017 must be resubmitted to SharePoint.

Students begin enrolling into courses on April 17, 2017.

Please contact Lisa Bargabus, Summer Session Business Affairs Analyst, at x25064, or [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu), if you have any questions.

**Training**

Summer Session will hold an Appointment File Training workshop November 16, 2016 for department staff. Faculty Payroll and Instructional Support Training materials are available at the [Summer Session website](http://summer.ucsd.edu).
**Compensation & Teaching Agreements**

Instructor salary (Full or Contingent) are based on course enrollment. Summer Session utilizes the two Enrollment Snapshot Model below to determine compensation. The model is based on two specific snapshot dates for each session and only on these two snapshot dates. Special Session snapshot dates will vary. Check the Schedule of Classes for enrollment numbers at https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm.

**Standard (Full) Compensation**

Summer Session compensation formula is based on the faculty’s nine-month teaching salary at UC San Diego as of June 30, 2017, exclusive of administrative stipends, above-scale payments, staff appointments, or other compensation. The maximum salary is $10,000 per course, not including any Summer Session bonuses. See the chart below for dates.

- The instructor will be paid a full course salary if enrollment is ≥15 on the 1\textsuperscript{st} snapshot date.
- If enrollment decreases after the 1\textsuperscript{st} snapshot, the instructor will be paid a full course salary.
- If the enrollment on the 1\textsuperscript{st} snapshot is <15 but increases to ≥15 on the 2\textsuperscript{nd} snapshot, the instructor will be paid a full course salary.
- If the enrollment <15 on the 2\textsuperscript{nd} snapshot, the instructor is paid contingent salary.

**Contingent Compensation**

Faculty teaching courses with enrollment <15 may be offered a compensation agreement that is contingent on actual enrollment. Contingent salaries are based on a $100 per unit per-student rate up to the calculated full course salary, to a maximum of 8.5% (for a 4-unit course) of their nine-month salary or $10,000 per course, whichever is less.

- The instructor will be paid a contingent course salary if enrollment is <15. See Chart below.

Graduate students are not offered contingent compensation, in compliance with Article 23 of the UAW contract. If the course has enrollment <15, Summer Session will determine if the appointment is cancelled.

**Two Enrollment Snapshot Model**

The model is based on two specific snapshot dates for each session and only on these two snapshot dates. Special Session snapshot dates will vary, please call Summer Session for specific dates.

*Enrollment data used in this process are downloaded from the campus Data Warehouse. Due to an overnight refresh process, all snapshots will be taken the next business day to ensure the data is reflective of all enrollment activities through 11:59pm on the indicated snapshot dates below.*

<table>
<thead>
<tr>
<th>Enrollment Snapshot</th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1\textsuperscript{st} Snapshot</td>
<td>June 7, 2017</td>
<td>July 12, 2017</td>
</tr>
<tr>
<td>2\textsuperscript{nd} Snapshot</td>
<td>July 10, 2017</td>
<td>August 14, 2017</td>
</tr>
</tbody>
</table>

*To view enrollment snapshots for all sessions to determine compensation type, see Enrollment Snapshots on the Summer Session website. Reports are available within 24-48 hours of the snapshot deadline dates listed above.*

It is the instructor’s responsibility to verify enrollment on the two snapshot dates (only these two dates) per the above model, which determines a full or contingent salary. If a course enrollment is below 15 and a contingent appointment is not acceptable, the faculty member must contact the department chair or MSO for further action at the 1\textsuperscript{st} snapshot. The department is expected to replace the instructor to avoid cancelling the course. After the session has begun, courses are not cancelled.
Determining Salary Type: Full (15 or greater) or Contingent (14 or fewer)

A. The first enrollment snapshot is taken on:
   June 7, 2017 (Session I and Various Special Session Courses):
   - If enrollment is 15 or greater, the course salary type is determined to be Full.
   - If enrollment is 14 or fewer, the course salary type is determined to be Contingent not to exceed the full course salary

   July 12, 2017 (Session II and Various Special Session Courses):
   - If enrollment is 15 or greater, the course salary type is determined to be Full.
   - If enrollment is 14 or fewer, the course salary type is determined to be Contingent not to exceed the full course salary

B. The second enrollment snapshot is taken on:
   July 10, 2017 (Session I and Various Special Session Courses):
   - If enrollment has increased since June 7, 2017 snapshot, the salary type and amount will be adjusted appropriately
     o If the enrollment reaches 15 or greater, the course salary is determined to be Full
     o If the enrollment does not reach 15, the course salary may be determined at a higher contingent amount, not to exceed the full course salary
   - If enrollment has decreased since June 7, 2017 snapshot, the salary type and amount will not change from 1st snapshot.

   August 14, 2017 (Session II and Various Special Session Courses):
   - If enrollment has increased since July 12, 2017 snapshot, the salary type and amount will be adjusted appropriately
     o If the enrollment reaches 15 or greater, the course salary is determined to be Full
     o If the enrollment does not reach 15, the course salary may be determined at a higher contingent amount, not to exceed the full course salary
   - If enrollment has decreased since July 12, 2017 snapshot, the salary type and amount will not change from 1st snapshot.

Examples.
1. Lecturer NSF, Title Code 1550, Annual Teaching Salary=$45,975, Course Salary=$3,908, Teaching 1st Session - One 4-Unit Course, 50% Appointment
   A. Enrollment on June 7, 2017, 1st Session, is 8: The course salary type is determined to be Contingent at $3,200 (8 enrollments x $400 per-student contingent rate)
   B. Enrollment on July 7, 2017, 1st Session, is 10: The course salary type is determined to be Full at $3,908 (contingent amount, 10 x $400 would exceed full salary amount)
      Note: In this case, though a minimum of 15 enrollments is required, it cannot exceed the full course salary of $3,908.

2. Ladder Rank Faculty, Title Code 1203, Annual Teaching Salary = $80,000 @ 8.5% = Summer Maximum Salary $6,800 per 4-Unit course, Teaching 2nd Session, 50% Appointment
   A. Enrollment on July 17, 2017, 2nd Session, is 14: The course salary type is determined to be Contingent at $5,600 (14 enrollments x $400 per-student contingent rate)
   B. Enrollment on August 11, 2017, 2nd Session, is 23: The course salary type is determined to be Full at $6,800

Emeriti
To recall emeriti faculty, a Recall Form must be submitted to the Executive Vice Chancellor (EVC) by the department’s dean. The dean must endorse the request and send it to Academic Compensation for approval. After it has been signed off by the Chancellor and returned to Summer Session, the appointment letter is then sent to the faculty. Compensation is based on the annual teaching salary at retirement, with appropriate range adjustments, to a maximum of $10,000 per course.
Compensation Policies and Limits for UC San Diego Based Faculty

Maximum compensation allowed for teaching Summer Session is 3/9 (33%) of a faculty’s nine-month academic year salary during the three-month summer period. It is the faculty member’s responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, science lab bonuses, and enrollment bonuses, do not exceed the 33% maximum summer compensation limit.

33% Max Summer Compensation Formula: Annual teaching salary/9 months x 3 months = 33% max allowed
Example:

Annual Salary: $63,377
$63,377/9 months x 3 months = $21,126 max allowed
Teaching four courses
$21,126/4 courses = $5,281 per course

Note: The total of the instructor’s course salaries has met the maximum 33%. The instructor is not eligible for any additional payment coming from stipends or enrollment bonuses. It is the instructor’s responsibility to determine their teaching work load for the summer in conjunction with their department. If faculty are overpaid, they are required to return the overage to UC Regents.

Incorrect Formula
Normal Summer Compensation Formula: Annual teaching salary x 8.5% = per course salary
Example:

Annual Salary: $63,377
$63,377 x 8.5% = $5,387 per course
Teaching four courses
$5,387 x 4 courses - $21,548 – This amount exceeds the $21,126 max allowed.

UC San Diego faculty teaching in Summer Session may teach a maximum of two 3-6 unit courses in one session to earn up to 17% of annual salary, and a maximum of two courses in each of the first and second sessions to earn up to a maximum of 33% of their nine-month salary, provided the salary does not exceed $10,000 per course. Note: Teaching one course per session is 50% appointment time. Teaching two courses per session is 100% appointment time.

In addition to the 33% maximum summer compensation limit, UC San Diego faculty members cannot exceed 100% appointment time during the three-month summer period. It is the department and faculty member’s responsibility to ensure that their research, summer teaching and other forms of appointment time, do not exceed the 100% appointment time limit.

Courses taught for shorter or longer periods of time (non-five week courses) are held to the same payroll policies. Faculty adjust class-meeting times to meet the required contact time of a minimum of 30 hours for a typical four-unit lecture course.

Compensation Policy for Fiscal Year Appointments

Academic Year – Fiscal Year Salary Conversion. The .86 (FY to AY) and the reverse 1.16 (AY to FY) conversion factors are the standard UC conversions based upon the UC work hours/calendars. Vacation days are available only to Fiscal Year appointees. The ratio is approximately 9.5 months: 11 months, rounded to the nearest 1/100th (9.5/11 = .863, rounded to .86 and 11/9.5=1.157, rounded to 1.16).

To convert an academic year (AY) salary to a fiscal year (FY) salary:
AY annual salary * 1.16 = FY annual salary (result should be rounded to the nearest $100 and may not match any other rate on the FY scale)

Example: $95,000 AY salary * 1.16 = $110,200 FY salary

To convert a fiscal year (FY) salary to an academic year (AY) salary:
FY annual salary * .86 = AY annual salary (result should be rounded to the nearest $100 and may not match any other rate on the AY scale)
**Example:** $130,000 FY salary \* .86 = $111,800 AY salary

**Reduction in Percentage Time or Use of Vacation**
UC San Diego Staff or Researchers must follow Academic Personnel guidelines for teaching Summer Session courses. Fiscal year appointees must reduce their percentage of time to teach in Summer Session per APM-661.

If vacation time must be used to teach in Summer 2017, please use the following to calculate the number of days/hours needed. Note: Full-time HCOMP faculty are not eligible to receive additional compensation for teaching Summer Session courses per APM-661.

**Summer Session Vacation Deduction Calculation:**
The calculation is based on the course rate, the month payment is being issued (July or August), as well as the concurrent fiscal year appointment rate. (Please note bonus payments are not included in the calculation).

- Concurrent fiscal appointment rate: $_____/yr $_______/mo
- Summer Session course rate: $_______ (excluding any bonus)
- 2017 Summer Session pay dates: 7/1/2017-7/31/2017 (160 hours) or 8/1/17-8/31/17 (184 hours)
- Percentage of compensation: ____% (Summer Session course payment divided by monthly rate of concurrent appt.)
- Vacation deduction: ____ Days (Apply the percentage of compensation derived above to the total possible hours in the month payment is being issued (ex: 92% \* 176 = 161.92 hours). This figure is then divided by 8 hours and rounded to nearest whole number (you report only in full day increments).

**Compensation Policy for Global Seminar Program Faculty**
Faculty are compensated at a flat rate of $15,000 and required to teach two 4-unit courses.

If the program has previously been taught and the enrollment is less than 15 students, the program may be cancelled or the Global Engagement may offer a contingent agreement to the faculty member. If the faculty member accepts the contingent agreement, the amount is set at $1,000 per enrolled student.

For UC San Diego faculty, the relevant compensation policies for Summer Session teaching are set forth in Academic Personnel Manual (APM) 661 and APM 662 and PPM 230-43. Faculty with Staff or Research titles must follow Academic Personnel guidelines for teaching Summer Session courses.

**Compensation Policy for Visiting Faculty**
Compensation for visiting faculty cannot exceed the salary established for UC San Diego faculty members with the same rank and teaching assignment and is based on appropriate personnel policy. See the Appointment Processing Guidelines on the Summer Session website.

The following formula is used to determine the faculty’s standard compensation:

**One** 3-6 unit course in one Session is a 50% appointment

= 8.5% of nine-month salary, not to exceed a maximum of $10,000 per course.
Two 3-6 unit courses in one Session is a 100% appointment = 17% of nine-month salary, not to exceed a maximum of $10,000 per course.

Note: Faculty compensation is pro-rated for 1-2 unit courses.

Payment Disbursement
Payroll checks are issued on August 1, 2017 for Session I and September 1, 2017 for Session II. Courses taught in special sessions are assigned a payroll date of August 1 or September 1 depending on the course end date. Summer compensation is subject to deductions. If the faculty member has not opted for direct deposit, a payroll check will be mailed to the faculty’s home department; faculty are responsible for arranging for pick-up with the department.

Taxes - Deductions
The tax rate for compensation during summer depends on appointment type and DCP (Defined Contribution Plan) eligibility.
- Summer Session faculty with a 9/12 appointment are subject to supplemental wage taxes and are taxed at a flat rate of 25% for federal and 6.6% for state.
- Summer Session faculty with a concurrent fiscal-year appointment (11/12) will be taxed based on W-4 allowances and the standard monthly tax tables. Please note: this may place faculty into higher Federal and state tax brackets, resulting in a greater rate of tax withholding. This is due to the respective tax agency’s regulations that do not allow any consideration for summer salary being seasonal. It is recommended that faculty consult an outside financial advisor to assist them in making any changes to their W-4 withholding allowances to avoid excess tax withholdings.

Defined Contribution Plan (DCP)
Compensation that many academic appointees receive for Summer Session is not considered covered compensation for determining UCRP benefits. Therefore, DCP contains a provision to provide employer and employee contributions to the Pretax Account based on eligible summer salary. The total contribution rate is 7%, comprising an employee pre-tax contribution of 3.5% and employer pre-tax contribution of 3.5%. For more information, please refer to the DCP Summary on Blink.

Benefits
Summer Session appointments are not considered benefits-eligible appointments. The hours worked during Summer Session do not contribute towards the hours required to maintain benefits eligibility. Faculty with a regular, ongoing benefits eligible appointment will continue to receive benefits during the summer. However, faculty and lecturers with appointments that end on June 30, 2017 will not receive benefits for their Summer Session appointment. COBRA and the benefits bridge are available as options to continue benefits.

For more information on benefit eligibility, please contact the benefits representative assigned to your vice chancellor area.

INSTRUCTIONAL SUPPORT
(Teaching Assistants-TAs, Readers, and Tutors)
Each department takes responsibility to recruit, select, and allocate TAs, Readers, and Tutors. Departments are notified in June of their allocation from Academic Affairs. The allocation is fungible to use for TAs. Departments need to electronically submit the required paperwork for proposed students through the Academic Student Employment System (ASES) for Graduate Division approval. Appointment letters are the department’s responsibility.

Please note: All students planning to be employed by Summer Session must be registered in the preceding spring quarter at UC San Diego. Enrollment confirmation is required before the appointment may be
entered in the payroll system. If a student was not enrolled in Spring quarter at UC San Diego, they cannot be employed by Summer Session.

**Student Federal Insurance Contributions Act (FICA)-Defined Contribution Plan (DCP)**
To remain exempt from Student FICA (DCP/Medicare deductions) during the summer, a student employee (non-career) who is a U.S. citizen, permanent resident or resident alien must be employed less than 80% time for the month or any partial period within the month and meet the minimum unit requirement of six units for an undergraduate student; three units (5-week session) or six units (10-week session) for a graduate student. A student must be registered in the minimum unit requirement for at least one day of the pay period to remain exempt.

Only graduate students can be hired as Teaching Assistants (TA). Undergraduates may be hired as a Reader, Tutor, or Tutor serving as a Teaching Apprentice. Non-UCSD students or others may be recommended for instructional support positions, provided the faculty member has first utilized all available on-campus resources. A department must have approval from the Graduate Division prior to making an offer to a visitor. A formal written request from the faculty, endorsed by the Chair, addressed to the Dean of the Graduate Division must include the justification for exception to hire. A current Curriculum Vitae (CV) must be attached to the letter of exception for non-students.

**How Summer Session Determines Funding**
TA/Reader/Tutor support will be block-funded to departments from the Summer Session office. Typically 20 hours per week is considered a 50% time appointment, and 40 hours per week is considered a 100% time appointment. The methodology for the TA allocation is approved by the PRC and is explained below.

For each department, we count the number of courses where enrollment is projected to be greater than 10 students (Variable C). Then, for those courses, count the total projected enrollments (Variable E). It is assumed that for each course, an instructor can teach 10 students before a TA is needed. Thus, there is a "course debit" calculated, which then gives the number of enrollments where a TA would be needed \([E - (C \times 10)]\). Each department has an approved student-to-TA ratio (called the PRC ratio) (Variable R). It is assumed a full-time (100%) TA teaches 4 sections. Thus, the calculation of TA FTE is:

\[
TA \ FTE = \frac{[E - (C \times 10)]}{(4 \times R)}
\]

where

- \(E\) = projected enrollment
- \(C\) = number of courses
- \(R\) = student-to-TA ratio

To calculate the dollar value associated with the FTE, it is assumed that the workload for a summer session course is 75% of the workload for a course offered during the regular academic year. The annual salary for one TA FTE is multiplied by 75% and then divided by 3 because summer is one quarter. So, the dollar amount is:

\[
TA \ \text{Allocation} = TA \ \text{FTE} \times (40,102 \times 75\% \div 3) \ \text{or},
\]

\[
TA \ \text{Allocation} = \{[E - (C \times 10)] \div (4 \times R)\} \times (40,102 \times 75\% \div 3)
\]

An official employment offer/appointment letter is available to the student (and department) at the ASES website upon Graduate Division approval for TAs, Tutors, and Readers.

**Undergraduate Instructional Apprentice (UGIA)**
The Undergraduate Instructional Apprentice Form is required for all students appointed as UGIAs, regardless of whether the student will earn course-unit credit or receive compensation.
STRATEGIES/BEST PRACTICES TO ACCOMMODATE GROWING NEEDS FOR INSTRUCTIONAL ASSISTANTS

Providing sufficient TA coverage for the classes needed to serve our rapidly increasing undergraduate student population is becoming more challenging for departments. Peter Cowhey, Interim-EVC, has created the following list of strategies/best practices to cover teaching needs without necessarily increasing doctoral enrollments.

- Within reason, section sizes can be increased to reduce the number of TAs needed, while remaining mindful of workload limitations
- It is not necessary to assign TA’s to a course in a manner that is consistent with the formula used to “earn” TA positions. Some courses may need fewer TAs than the formula implies; others may need more. It is at the discretion of the department to make these decisions about allocations, in consultation with the instructor.
- With permission from the Dean of the Graduate Division, graduate students who are US citizens or permanent residents and who are making good academic progress can be appointed by exception to teach at 75% time.
- Many departments successfully employ TAs from outside their department to teach in their courses, particularly in lower division offerings. In this regard, there are large numbers of self-funded masters students in certain departments who would welcome the opportunity to serve as a TA for one or more quarters. Please note, however, that any employment outside of the student’s academic (home) department must have prior approval from the student’s home department. The Teaching + Learning Commons is available to consult on training that could be provided to non-departmental TAs.
- Undergraduate students can serve as teaching/instructional apprentices in areas where shortages of graduate students exist, for up to one course per quarter. The first service quarter usually requires an apprentice teaching course (DEPT 195), while subsequent quarters include an hourly pay rate.
- The Dean of the Graduate Division will entertain requests for exceptions to appoint non-students in instructional roles, such as non-student tutors, provided they are suitably qualified. Recent graduates (graduate and undergraduate degree recipients) are often interested in such positions to bolster their teaching credentials while on the job market.

Any questions about these strategies can be directed to Steven Cassedy, Interim Dean of the Graduate Division (graduatedean@ucsd.edu) or Barbara Sawrey, Associate Vice-Chancellor and Dean of Undergraduate Education (avcdue@ucsd.edu).

INSTRUCTIONAL GUIDELINES

**Course Syllabus**

Faculty are expected to prepare course materials at least one week prior to the first day of the class. Preparation includes a syllabus, course outline, and handouts ready to distribute to students at the first class meeting. A copy of the course syllabus is due to the Summer Session office and the academic department prior to the beginning of instruction. Summer Session courses are governed by the same academic policies and requirements as those offered during the Fall, Winter, and Spring quarters. Summer Session publications emphasize that courses taught in Summer Session are academically rigorous and presented at an accelerated pace. Summer Session and the Academic Senate EPC rely on faculty to uphold the same academic standards for Summer Session courses as they do for the same courses taught during the regular academic year. Plan for the Independence Day and Labor Day holidays, if appropriate.

**Course and Professor Evaluations (CAPE)**

Course and professor evaluations are managed online by the CAPE office. CAPE is a student-run organization. Faculty are encouraged to remind their students to participate. Please visit the [CAPE website](#) or [email](#) the CAPE director for more information and tips on how to increase student response rate. The CAPE dates for student access are the last week of a 5-week session. See Operations Calendar on pages 9-10.

**Course Enrollments and Class Lists**
Student enrollments by course are available on the Schedule of Classes on TritonLink. Faculty can view course enrollment lists, download information, and send e-mail messages to class lists (rosters) and wait lists by logging onto Blink Instruction Tools. All users must log on using their ISIS or Single Sign-On user ID and password. To obtain a user ID and password, contact your department security administrator. Visiting faculty and Graduate Students are not eligible for a user ID and password, and therefore need to contact their department for assistance.

**Course Prerequisites**
Course prerequisites help guide students on choosing the appropriate level course. Summer Session recommends that faculty make clear at the first course meeting the specific approved requirements for the course, the level at which the course will be taught, and the grading policy. Non-UCSD (visiting) students are held to the same standards and are required to meet the prerequisites for each course. To obtain preauthorization from the department to enroll in the course, students should refer to the Preauthorization steps on the Summer Session website.

**Additional Meetings**
Required discussion or lab meetings per the EPC course approval and make-up meetings due to holidays (Independence Day/Labor Day) or missed classes need to be scheduled and provided to the Office of the Registrar so they are available at the Schedule of Classes when enrollment begins.

**Final Examination**
Students may not be excused from an assigned final examination if it is a course requirement. Midterms and final examinations must be given according to the published date and time on the TritonLink Schedule of Classes. The Office of the Registrar sets the schedule for final examinations, which cannot occur during the last class period, or on the same day of the class. See the Policy on Final Examinations for more information.

The final exam schedule is available on the Schedule of Classes when enrollment begins; however, the classroom location for the final examination is not posted until the fourth week of each session.

**Office Hours**
Office hours are required of Summer Session instructors. Summer Session recommends faculty make an announcement to students during the first class meeting regarding the hours and location of official office hours.

**Waitlists**
Waitlists are created when student enrollment exceeds classroom capacity or if a course has limited enrollment. Students on waitlists are not charged fees until they are enrolled. There is an automated procedure that enrolls a waitlisted student in a course when a space becomes available.

Students must remove themselves from the waitlist if they are no longer interested in enrolling in the course. Course fees are automatically assessed to student accounts once they are added from the waitlist. If course is not dropped by the refund deadline, students are held responsible for fees. Summer 2017 waitlist schedule:

**Session 1**
- Waitlist begins – Monday April 17, 2017
- Waitlist suspends – Sunday June 25, 2017
- Waitlist resumes – Saturday July 1, 2017
- Waitlist ends – Wednesday July 5, 2017 at 10pm

**Session 2**
- Waitlist begins – Monday April 17, 2017
- Waitlist suspends – Sunday July 30, 2017
Waitlist resumes – Saturday August 5, 2017
Waitlist ends – Wednesday August 9, 2017 at 10pm

**Special Session**
Waitlist begins – Monday April 17, 2017
Waitlist ends – Sunday June 25, 2017

For Sessions I and II, a week prior to the start of the session, the automated waitlists will be turned off. This is to ensure students have time to pay their fees and are not cancelled from their classes before the session begins. Academic departments will need to manually handle their waitlisted students until the automated feature is turned back on. The automatic waitlist will restart on Saturday before the session begins, and remain open until the Wednesday of the first week of the session. This process reduces the number of manual add cards and to allow students time to drop the course and obtain a course refund.

**GRADING**

**Grading Policy**
Students are expected to complete all assignments, take all examinations, regularly attend classes and submit all work by the end of the session.

**e-Grades**
For additional information regarding the e-Grades tool and process visit the eGrades page on Blink.

Grade entry for Summer Session opens at 8 a.m. on August 4, 2017 for Session 1 and September 8, 2017 for Session 2 and closes at 11:59 p.m. on the Tuesday after the last final for Summer Session. Since grade entry and grade changes submitted by 11:59 p.m. are processed overnight, grades and grade changes will be visible to students on TritonLink, the next day.

If you have any questions or need further information, contact Academic Records at (858) 534-3144 or via email.

The work of students will be reported in terms of the following grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points Per Unit</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>4.0, 4.0, 3.7</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>3.3, 3.0, 2.7</td>
<td>Good</td>
</tr>
<tr>
<td>C+, C, C-</td>
<td>2.3, 2.0, 1.7</td>
<td>Fair</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Poor (barely passing)</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Fail</td>
</tr>
<tr>
<td>Blank Entry</td>
<td></td>
<td>(See Blank Entry information below.)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>(See Incomplete information below.)</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>(See In Progress information below.)</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td>NP</td>
<td>Not Pass</td>
<td>(See Not Pass information below.)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Pass (C- or better, assigned to undergraduate students only.)</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>Satisfactory (B- or better, assigned to graduate students only.)</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Unsatisfactory (Below B-, assigned to graduate students only.)</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>(See Withdraw information below.)</td>
</tr>
</tbody>
</table>

The grades A, B, and C may be modified by plus (+) and minus (-) suffixes. A blank entry signifies the faculty did not assign a grade.

The blank grade must be resolved before the end of the next quarter or the grade will become a permanent F, NP, or U.

The ‘I’ or Incomplete grade may be assigned to a student's work when the work is of non-failing quality, but is incomplete for valid cause (illness, for example). The deadline for filing a request for an Incomplete shall be no later than the first working day after the final examination date.

The faculty shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than the last day of the finals week in the Fall quarter. If not replaced by this date, the ‘I’ grade will lapse into an ‘F’ grade. The faculty may neither agree nor require that the student wait until the next time the course is offered in order to make up incomplete work, but must make individual arrangements for the timely completion of the work.

The “IP” grade signifies classes that extend over more than one quarter. The “NP” or Not Pass is assigned if a student does not pass a class.

The “W” or Withdraw is assigned if a student drops a class or withdraws from Session 1 within the date range July 15 – August 1, 2017 and Session 2 within the date range August 19 – September 5, 2017 (equivalent to the start of the fifth week and the end of the ninth week of classes during Fall, Winter, and Spring quarters). The “W” is also assigned if a student drops certain labs after the second scheduled meeting. A student may receive a maximum of one “W” per course, per Academic Senate Regulations.

Please contact Renee Lee, Student Affairs Manager, with any student affairs questions or concerns at 858-534-8277, or summer@ucsd.edu.
ACADEMIC INTEGRITY STANDARDS
Academic Integrity is essential for our University community. The University has an Academic Integrity Office and a Policy on Integrity of Scholarship to assist students and faculty in upholding academic integrity. You should become familiar with the Policy and the Office website; the Policy states your responsibilities and the website gives you tips for protecting academic integrity in your class.

For your convenience, we offer some brief tips here:

1. Describe in your syllabus what constitutes cheating in your class. You can refer students to the Policy for descriptions, but you need to clarify your course-specific rules. For example, are students allowed to work with others on individual assignments and if so, how can they honestly do this?

2. Talk about cheating and academic integrity at the first course meeting. Tell them that the behaviors described as cheating in your syllabus and in the Policy will not be tolerated because academic integrity is critical to a fair, honest and respectful classroom. If you have reported students for cheating before, tell them that as well (just don’t give out students’ names).

3. Protect exam integrity by: using multiple versions (scramble question order); checking photo IDs against a photo class roster the day of the exam; having students place all belongings at the front of the room; when using blue books or scantrons, having students submit sufficient copies at the beginning of the quarter and you distribute them at the exams; supplying "scratch paper" if needed; and specifying what “aids” students are allowed to have at their desk. More information about protecting exam integrity can be found on the website.

4. Reduce the likelihood of plagiarism by requiring students to attend a plagiarism workshop through the library (or take the online plagiarism tutorial). Have students submit their assignments to turnitin.com either through ted.ucsd.edu or directly to turnitin.com. Email the Instructional Web Development Center to obtain an account. If you choose to do this, you must notify the students in the syllabus.

For a copy of the Policy on Integrity of Scholarship and additional information about protecting academic integrity in your classroom, please visit the Academic Integrity website.

If you would like a consultation with the Academic Integrity Coordinator or a student consultation on your course syllabus, email Academic Integrity or call (858) 822-2163

MATERIALS & SUPPORT SERVICES

Computer Time/Lab Facilities
More information is available through ACMS Faculty Instructional Support.

Copyright Policy
See Reproduction of Copyrighted Materials for Teaching and Research.

Printing and Duplication Services
Duplicating services are available to reproduce course materials. Photocopiers are available in academic departments. Imprints, an on-campus service, can handle a wide variety of copy needs. Faculty members work with their department to determine the preferred way to obtain photocopy services.

Instructional Supplies
Support for course materials/supplies is block-funded to the department. If the department approves the expense(s), they will provide a department index number.
**Media Services**

Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and wired microphones. Laptop computers can be connected to the system with VGA audio and network cables located in the front under the chalk board. For more information call (858) 534-8265.

**Office Space**

Office space needs should be discussed with the academic department.

**Course Materials/Textbooks**

The UC San Diego Bookstore will contact departments early April for course material adoptions (textbook requisitions). Requests are due April 18, 2017.
Summer Success Programs

Summer Success Programs (SSPs) are developed for freshmen, sophomore and transfer students to give students an opportunity to improve their time-to-degree at UC San Diego. These programs aim to jumpstart student success by enrolling in popular courses offered in a structured and supportive learning environment. The learning outcomes and program components are designed by UC San Diego departments. The Summer Session Office is working with the department Program Coordinators to ensure thorough administration of each program. Summer Session’s goal is to provide department support and to align the planning and implantation of SSPs with Summer Session processes that are already in place.

A formal approval process for SSPs will be in effect for all programs offered beginning in Summer 2017. Program Coordinators will submit a Program Proposal to the SSP Steering Committee for approval to offer the program. This application is due by December 2, 2017.

Summer Session has created a Summer Success Programs Handbook to provide departments and Summer Session faculty with information about Summer Success Programs. Guidelines and procedures are provided for all aspects of Summer Success Programs, including:

1. Program proposal application and approval process
2. Faculty compensation policy
3. Program Fee approval
4. Student application, recruitment, evaluation and assessment


If you have any questions regarding Summer Success Programs please contact Summer Program Specialist, Jonathan Vega at 858-534-5358 or by email: Jonvega@ucsd.edu

Study Abroad Programs

This section includes the following topics:

- Travel Studies Program
  - Overview
  - Department Steps
  - Graduate Students
  - Units
  - Fees
  - Deposits
  - Student Enrollment and Payment

- Global Seminars
  - Overview
  - Department Steps
  - Program Fee
  - Units
  - Deposits
  - Student Enrollment and Payment

TRAVEL STUDIES PROGRAM

NEW for 2017-Global Engagement will review all programs (credit and non-credit), which will be held to campus policies and procedures in order to reduce risk and align with other special programs.

Overview

The Summer Travel Study programs are field study courses administered by UC San Diego. These are UC San Diego faculty-led programs to allow students to experience field research techniques in a hands-on environment. Program application is required for student enrollment, including a website and handbook that outline policy, procedures, travel rules, etc.
Faculty begin the process by contacting the chair of the department to discuss details of the program. Once the Chair agrees to endorse the program, there are several steps to complete.

**Department Steps**
1. Courses proposed are approved by Academic Senate.
2. Courses are endorsed by the Chair.
3. Budget – a form requesting a program fee to cover enrichment types of services must be submitted and endorsed by Campus Budget Office.
4. Teaching Assistant (TA) – teaching or staff personnel require a proposal and endorsement from the Graduate Division and a campaign set-up in ASES.
5. Business Office requires contracts for payments to local site contacts before deposits are made.

While the faculty and MSO are coordinating the steps listed above, marketing for student recruitment begins. Official enrollment begins in mid-April, with full payment due in June.

**Graduate Students – 2 Course Minimum**
Some programs may have a graduate student serve as an “unofficial chaperone,” accompanying large groups on their travels. The instructor may ask the graduate student to help with undergraduate students in various capacities required for travel (ex: help students change money, making international calls, communicate with local guides, or assist with cultural differences between American students and locals). Due to the risks and liabilities involved, all graduate students accompanying Travel Study groups will officially be appointed as Staff Volunteer and registered for the University’s travel insurance.

*** No academic duties are involved ***

**Appointment:** Staff Volunteer

**Required:** Business Travel Accident Insurance

**Units**
The program requires students to enroll in one or two courses. Students have the option to enroll in independent studies to increase the total number of units.

**Fees**
In addition to Summer Session tuition and campus-based fees, students participating in Travel Study are assessed additional program fees. Departments submit the program fee proposal form, which must be approved by the Campus Budget Office. Once approved, Summer Session will work with Student Business Services, General Accounting, and Office of the Registrar to ensure the program fee is attached to the course enrollment. Once students are enrolled, both the tuition and program fees are assessed together.

**Deposits**
Students may be required to submit a deposit payment of their program fee prior to enrollment. Students submit check payments for deposit, which are then sent to the Central Cashier’s Office for deposit into the clearing account. Once summer tuition and program fee assessment occurs in individual student accounts, the deposits will pay into the student accounts to “pay” the program fees. This action will essentially move funds from the clearing account and into the department account.

**Student Enrollment and Payment**
1. Student applies to program.
2. Student is accepted.
3. Student pays the deposit in full via check.
4. The Department keeps a list of students who have paid to the Summer Session Department.
5. Summer Session updates the student records (creates deposit headers) and communicates the updates to the Department. (This process is required to allow the student accounts to accept the deposits and ensure payment is credited to the Department.)
6. The Department then sends the deposits to the Cashier’s Office.
7. The Department pre-authorizes the students who have made deposits to enroll in the courses.
8. Once enrollment opens for summer, the preauthorized students may enroll.
9. Students must pay the Summer tuition balance on their accounts.
10. Summer Session communicates with the department prior to program departure if there are open student balances.

GLOBAL SEMINARS

Overview
The Global Seminars (GS) programs are also faculty-led summer study abroad opportunities organized through the UC San Diego Global Engagement. However, the agency types of services and student recruitment are done by the GE staff. Global Engagement manages all aspects of Global Seminars such as contract negotiations, processing of liability waivers, purchasing of international travel insurance, student recruitment via Info Sessions, etc.

Global Engagement is responsible for working with the faculty on course and program development and ensuring all international travel paperwork is in place prior to students, staff (when applicable) and faculty going abroad. Review of proposed courses by advisory committee is two years in advance of the program offering.

Department Steps
Faculty who are interested in teaching a Global Seminar should begin the process by contacting Global Engagement and the department chair to discuss details of the program. There are several general steps to follow to ensure the program can be offered during Summer Session:

1. Courses are approved by Academic Senate.
2. Courses are approved by the Chair.
3. Budget and Program Fee request forms must be submitted and approved by the Campus Budget Office (CBO).
4. Department submits a course proposal on to Summer Session to ensure courses will be added to the Schedule of Classes on TritonLink.

While Global Engagement, department, and Summer Session are handling the approval process, students are recruited and apply for the program directly with Global Seminar. Once accepted, students enroll in mid-April with department preauthorization.

Units
The Global Seminar program requires students to enroll in two courses for a total of eight units.

Fees
In addition to Summer per-unit tuition and campus-based fees, students participating in Global Seminar are assessed a Program Fee for enrichment types of activities, and $500 Administrative Fee (both fees are subject to change).

The program fee covers various expenses related to programs abroad. These expenses include, but are not limited to, classroom space, guest lecturers, room and board, meals, local transportation, and admission tickets for special educational site visits, etc.

Steps to establish a new Program Fee:
1. Complete the Request to Establish a Program Fee.
2. Complete a Detailed Budget Page.
3. Provide a copy of the most recent EPC course approval.
4. Obtain required signatures from the appropriate campus offices as noted on the form.
5. Summer Session submits the completed request to Campus Budget Office – Mail Code 0936, Attention: CBO Program Fee Coordinator

Campus Budget Office Approval and Notification Process:
1. The CBO Program Fee Coordinator reviews and assesses the proposal for completeness, accuracy, policy compliance, and makes recommendations for final approval.
2. The Assistant Vice Chancellor Campus Budget Office authorizes final approval of the proposal.
3. CBO sends a notification letter to the department chair or the Assistant/Associate Dean for Academic Planning in the professional school.

Estimated Timeline for Program Fee Proposal Review:

| Proposed Program Fee due to Budget Office | End of February |
| CBO Proposal Review Process and Approval | End of March |
| Department Notifications of Fee Approval | 1st Week of April |
| Program Fee Posting | Early April |
| Course Enrollment | Mid April |
| Financial Aid Application Deadline | Early May |
| Fee Payment, Billing, Withdrawal and Refund | Refer to Summer Session website and Global Seminar website |

Summer Session serves as liaison with central administrative offices such as CBO, Vice Chancellor office, Student Business Services, General Accounting, and Office of the Registrar. Once the program fee is approved, Summer Session will coordinate with Office of the Registrar to ensure the program fee is posted to the Schedule of Classes on TritonLink and attached to the course enrollment. Both the tuition and program fees should be assessed together onto student accounts.

**Deposits**

Students may be required to submit a $250 non-refundable deposit payment prior to enrollment. Global Engagement must create deposit headers for all deposits received. This process is required to allow the student accounts to accept the deposits and ensure payment is credited to Global Engagement.

(For the deposit header, do not enter a minimum balance or release date. Neither is necessary due an automatic application of payments after Global Seminar program fees assessment.)

Once Summer tuition and program fee assessment occurs in individual student accounts, the deposits will automatically release into the student accounts to offset a portion of the $500 Administrative Fee. This action will essentially move funds from the clearing account and into the department account.

**Student Enrollment and Payment**

1. Student applies to Global Seminar program.
2. Student is accepted.
3. Student pays the deposit to Global Engagement.
4. Global Engagement updates the student records by creating deposit headers.
5. Departments will pre-authorize students to enroll in the courses.
6. Once enrollment opens for Summer in mid-April, the preauthorized students may enroll.
7. Students must pay the Summer tuition and program fee balance on their accounts before billing due date.
8. Summer Session communicates with Global Engagement prior to program departure if there are open student balances.
### Budget and Financial

This section includes the following topics:

- Faculty Bonuses
  - Course Enrollment Bonus
  - Science “Wet-Lab” Laboratory Bonus
- Program Funding
  - Departmental Administrative Services Program
- Course Supplies & Expense Budget
- Student Fees
  - Campus-Based Fees
  - Application Fee
  - Program Fees
  - Instructional Materials/Laboratory Fees
- New: SOFI

Please direct questions about Summer Session budget and financial matters to Lisa Bargabus, Business Affairs Analyst, at 858-822-5064 or summer-payroll@ucsd.edu.

### FACULTY BONUSES

**Course Enrollment Bonus**

On a per course basis, faculty may be paid a bonus if enrollments in the course exceed 50 students. The first 50 enrollments do not qualify for a bonus. A $20 bonus per student may be paid on enrollments 51-200. An additional $10 per student may be paid on enrollments 201 and above. Enrollment-based bonuses are determined after the refund deadline per session (July 10 for Session I and August 14 for Session II). Special Session dates vary by course. *To view eligible bonus enrollment snapshots for all sessions, please visit the Summer Session Website.*

**Science Laboratory Bonus - Physical Sciences Division**

On a per course basis, faculty teaching courses with a 1.5 workload and enrollment of at least 20 students may be eligible for course salary plus lab bonus, with total course compensation equaling 1.875 times the calculated course salary.

**Student Success Bonus**

Faculty teaching courses that are part of the Summer Success Programs will be paid a $2,500 bonus per course. The Summer Success Programs include: Summer Bridge, Summer Engineering Institute, Triton Edge, and Summer Transfer Academy.

### PROGRAM FUNDING

**Departmental Administrative Services Program**

For all departments participating in the Departmental Administrative Services Program, the department is given $500 per course (if enrollment for the course is less than 10, the course is ineligible for the $500), $13 per student enrollment to Arts & Humanities and Social Science courses, and $33 per student enrollment to Biological Sciences, School of Engineering, and Physical Science courses. All enrollment-based funding will be determined after the course enrollment refund deadline of each Session, July 10 for Session I, and August 14 for Session II. Enrollments determine the amount the department will be funded. Special Session deadline and enrollment snapshot dates vary by course. *Note: Courses with less than 10 enrollments on the refund deadline dates will not be eligible for both the course and enrollment funding.*
COURSE SUPPLIES & EXPENSE BUDGET
Funds for supplies and expenses for course materials are block-funded to departments. Funding is
determined by student enrollment per course.

STUDENT FEES
Students pay a per unit fee per course. Fee levels are determined by the University of California Office of
the President and the Board of Regents. In addition to the standard per unit fee, fees may be charged to
cover other expenses as approved through the course proposal review process.

In accordance with University policy, summer unit fees must be equal to the fee charged in the subsequent
academic year. The fees for Summer 2017 have been determined. However, they are subject to change.

Projected tuition fees for 2017 (Fees are not changed after April 17, 2017.)
UC Undergraduate Students:
$273 per unit (subject to change)

UC Graduate Students:
$342 per unit (subject to change)

All Other Students:
$342 per unit (subject to change)

Campus Fees
The following campus-based fees are passed by referendum by the general student body and the
Associated Students council. Campus-based fees are mandatory for all students. The fees for Summer
2017 have not been determined at the time of this publication, and may be available in March.

Projected fee rate for 2017:
University Center Fee: $45.25/session (subject to change)
Recreation Facility Fee: $53.50/session (subject to change)
ICA Student Activity Fee: $65.73/session (undergraduates only, subject to change)

Application Fee
UC San Diego students do not pay an application fee. Application fees are paid by all non-UCSD
students. Visiting students from other UC campuses pay a $50 application fee. All other non-UC
visiting students pay a $100 application fee. The application fee is non-refundable.

Program Fees
Students pay additional fees for special programs and/or professional school programs. Students should
visit specific program websites and refer to the Schedule of Classes for fee information.

Students enrolled in study abroad programs pay an additional program fee. Students should visit the
Travel Study and Global Seminar Program websites for fee information.

Instructional Materials/Laboratory Fees
Course Materials Fees are established to recover the costs of materials to be consumed, retained or
used by the students, the special costs associated with use of University-owned tools, musical
instruments, or other equipment, or the cost of other materials or services necessary to provide a
special supplemental educational experience of direct benefit to the student. Classes with assessed
fees are noted in the Schedule of Classes.

Below is a sampling of departments with approval to charge for instructional materials or laboratory
supplies:
Anthropology
Student Enrollment

This section includes the following topics:

- Summer Session 2017 Operational Calendar for Students
- Visiting Student Preauthorization
- International Students
- Add, Drop and Withdrawal
- Refunds
- Auditing
- Cancellation for Non-Payments
- Financial Aid
- Academic Integrity

Please direct questions about Summer Session student affairs issues to Renee Lee, Student Affairs Manager, at 858-534-8277 or summer@ucsd.edu.

SUMMER SESSION 2017 OPERATIONAL CALENDAR FOR STUDENTS

Note: Dates are subject to change.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date/Deadline</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>March 23, 2017</td>
<td>SCHEDULE OF CLASSES: Schedule of Classes goes live (view only) for planning.</td>
</tr>
<tr>
<td>April</td>
<td>Week of April 10-14, 2017</td>
<td>ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.</td>
</tr>
<tr>
<td></td>
<td>April 17, 2017</td>
<td>ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg. WAITLIST BEGINS: For all sessions.</td>
</tr>
<tr>
<td></td>
<td>Week of April 24-28, 2017</td>
<td>ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg</td>
</tr>
<tr>
<td>May</td>
<td>Week of May 1-5, 2017</td>
<td>FINANCIAL AID APPLICATION: Summer application opens</td>
</tr>
<tr>
<td>June</td>
<td>June 23, 2017</td>
<td>Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts</td>
</tr>
<tr>
<td></td>
<td>June 25, 2017</td>
<td>WAITLIST SUSPENDED: For Session 1 enrollment</td>
</tr>
<tr>
<td></td>
<td>June 26, 2017</td>
<td>BILLING DUE DATE: Session 1 &amp; Special Session</td>
</tr>
<tr>
<td></td>
<td>June 29, 2017</td>
<td>ENROLLMENT CANCELLATION: For Special Session due to non-payment</td>
</tr>
<tr>
<td></td>
<td>June 30, 2017</td>
<td>ENROLLMENT CANCELLATION: FOR Session 1 due to non-payment</td>
</tr>
<tr>
<td>July</td>
<td>July 1, 2017</td>
<td>WAITLIST RESUMES: For Session 1 enrollment</td>
</tr>
<tr>
<td></td>
<td>July 3, 2017</td>
<td>Session 1 Begins</td>
</tr>
<tr>
<td></td>
<td>July 4, 2017</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
</tr>
<tr>
<td></td>
<td>July 5, 2017</td>
<td>WAITLIST ENDS: For Session 1 enrollment</td>
</tr>
<tr>
<td></td>
<td>July 10, 2017</td>
<td>COURSE REFUND DEADLINE: Session 1</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>July 14, 2017</td>
<td>SESSION 1 DEADLINE to CHANGE GRADING OPTION</td>
<td></td>
</tr>
<tr>
<td>July 28, 2017</td>
<td>Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts</td>
<td></td>
</tr>
<tr>
<td>July 30, 2017</td>
<td>WAITLIST SUSPENDED: For Session 2 enrollment</td>
<td></td>
</tr>
<tr>
<td>July 31, 2017</td>
<td>BILLING DUE DATE: Session 2</td>
<td></td>
</tr>
<tr>
<td>July 28 – August 4, 2017</td>
<td>CAPE: Evaluation period for Session 1</td>
<td></td>
</tr>
<tr>
<td>August 1, 2017</td>
<td>SESSION 1 DEADLINE to DROP A CLASS WITHOUT a ‘W’ posted to transcript</td>
<td></td>
</tr>
<tr>
<td>August 4, 2017</td>
<td>ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment</td>
<td></td>
</tr>
<tr>
<td>August 4-5, 2017</td>
<td>Session 1 Final Exams</td>
<td></td>
</tr>
<tr>
<td>August 5, 2017</td>
<td>Session 1 Ends</td>
<td></td>
</tr>
<tr>
<td>August 5, 2017</td>
<td>WAITLIST RESUMES: For Session 2 enrollment</td>
<td></td>
</tr>
<tr>
<td>August 7, 2017</td>
<td>Session 2 Begins</td>
<td></td>
</tr>
<tr>
<td>August 9, 2017</td>
<td>WAITLIST ENDS: For Session 2 enrollment</td>
<td></td>
</tr>
<tr>
<td>August 11, 2017</td>
<td>COURSE REFUND DEADLINE: For Session 2</td>
<td></td>
</tr>
<tr>
<td>August 18, 2017</td>
<td>SESSION 2 DEADLINE to CHANGE GRADING OPTION</td>
<td></td>
</tr>
<tr>
<td>September 1–8, 2017</td>
<td>CAPE: Evaluation period for Session 2</td>
<td></td>
</tr>
<tr>
<td>September 5, 2017</td>
<td>SESSION 2 DEADLINE to DROP A CLASS WITHOUT a ‘W’ posted to transcript</td>
<td></td>
</tr>
<tr>
<td>September 8-9, 2017</td>
<td>Session 2 Final Exams</td>
<td></td>
</tr>
<tr>
<td>September 9, 2017</td>
<td>Session 2 Ends</td>
<td></td>
</tr>
</tbody>
</table>

For Special Session dates, please contact the Summer Session Office.

**VISITING STUDENT PREAUTHORIZATION**

Students enrolled in courses must have the proper prerequisites and class standing for enrollment in that course.

All visiting students are categorized as “freshmen.” This means visiting students have no prerequisites on file and do not have upper division standing. Visiting students must request preauthorization with the academic department offering the course prior to enrolling in upper division courses (course #100-199) or courses with prerequisites. The department determines whether a visiting student is eligible to enroll in a course which has prerequisite requirements. Refer to the [Summer Session website](#) for more information on the Preauthorization process.

**INTERNATIONAL STUDENTS**

International students that are not currently matriculated at UC San Diego are required to pay additional fees and apply for F1 Visa. Visit the [UCSD Extension website](#) for more information.

All matriculated students, even those who are international or non-resident may enroll in Summer Session directly through WebReg. For more information please contact the Summer Session Student Affairs Manager, (858) 534-8277.

**ADD, DROP AND WITHDRAWAL**

The Add, Drop and Withdrawal policies for students follow the same rules as during the Fall, Winter, and Spring quarters and are adjusted to a five-week calendar. It is helpful to students if you remind them of the policies and the deadline dates at the first course meeting. Refer to the Calendar on the [Summer Session website](#) for more information.

**REFUNDS**

Summer Session students are eligible for a refund for courses dropped prior to the refund deadline. No refunds for courses dropped or withdrawals made after the refund deadline, which varies by session. Refer to the Calendar on the [Summer Session website](#) for more information. See page 36 - 37.
**AUDITING**

*Auditing is discouraged* and may only occur with permission of the instructor. Students auditing a class do not contribute to enrollments for contingency-based compensation or bonus funding to the faculty member. The faculty member is not obligated to devote time to the work of individuals not officially enrolled in the course. All persons auditing are required to abide by University policies and campus regulations.

**CANCELLATION FOR NON-PAYMENT**

Students who do not pay fees by the deadline may be cancelled for non-payment. Students are strongly encouraged to drop their courses via WebReg should they change their enrollment decision. Students who add a course late are expected to pay fees in full immediately upon enrollment. See page 36 - 37.

**FINANCIAL AID**

Students receiving financial aid are required to enroll in 6 units. Some students might enroll in alternate courses while waiting for an open seat in their preferred course. This situation has an impact on course enrollment because it creates a false demand for a course.

### Campus Services

This section includes the following topics:

- Academic Computing and Media Services
- Bookstore
- Campus ID Cards
- Career Services Center
- Food Service
- GoVirtual
- Housing
- Insurance Programs
- Library
- Media Services
- Office of Students with Disabilities (OSD)
- Parking and Transportation Services
- Price Center
- Recreation
- Student Health Center
- Academic Integrity

**ACADEMIC COMPUTING AND MEDIA SERVICES (ACMS)**

ACMS offers a wide array of services including 600 workstations of various types available across campus in public areas, computer laboratories, and libraries. A wide variety of software is available on various platforms. For more information call (858) 534-2267.

**BOOKSTORE**

The Bookstore is an academic resource for the students, faculty, staff, and guests of the University. It is located in the center of campus in the Price Center. For more information call (858) 534-7326.

**CAMPUS ID CARDS**

A card enables faculty to check out materials from the library, purchase items using an index number at the Bookstore, use photocopier machines, and receive discounts on various cultural and recreational activities. UC San Diego faculty may continue to use their permanent picture ID cards for the summer. New or replacement cards are available at Student Business Services.

**CAREER SERVICES CENTER**

The UC San Diego Career Services Center offers a variety of services to help our students determine and fulfill their career goals. The UC San Diego Career Services Center is located on the west-side of Library Walk, southwest of the Price Center. Students can access Port Triton, a centralized online job listing database for off-campus jobs, internships, volunteer opportunities and on-campus jobs (including work-study). Departments can hire students over the summer in conjunction with the UC San Diego Career Services Center. For more information call (858) 534-3750.
FOOD SERVICE
Food service is available at several on-campus cafeterias and snack bars. Please visit the Housing, Dining and Hospitality website for a current listing.

In addition, the Cecil and Ida Green Faculty Club, located just east of the Muir campus, provide a lively atmosphere for faculty and staff to exchange new ideas or simply enjoy a tasty meal. Non-members may be issued a temporary card by declaring their Summer Session status. Payment for meals is made by cash, credit card or Dining Dollars. For additional information call (858) 534-0876.

GOVIRTUAL
Use popular University-licensed software remotely on your own iPad or personal computer from anywhere with a broadband Internet connection. Note: This is a new pilot program offering some of the most popular applications. More software will be added depending upon demand and availability. Visit the ACMS Virtual Computing Labs for more information.

HOUSING
Housing on or near campus is available to faculty. Visit the Housing Resources webpage or call (858) 822-4987. The Off-campus Housing website offers information and listings on homes and apartments to rent in the surrounding community.

INSURANCE PROGRAMS
Insurance programs continue in the summer for faculty enrolled in the University of California health and life insurance programs during the Fall, Winter, and Spring quarters. International visitors and those who are not members are encouraged to seek health insurance coverage during the summer. Contact UC San Diego Human Resources Employment Insurance (858) 534-2816.

LIBRARY
To reserve classroom materials or for more information, call (858) 534-3336. The libraries are closed on university holidays (July 4 and September 5, 2017). Visit the Libraries website for more information.

MEDIA SERVICES
Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and wired microphones. Laptop computers can be connected to the system with VGA audio and network cables. For more information, call (858) 534-8265.

OFFICE OF STUDENTS WITH DISABILITIES (OSD)
UC San Diego students with documented learning, physical, and psychological disabilities, as well as chronic health conditions and temporary disabilities may be eligible to receive accommodations such as note-taking, extended test time, sign language interpreting, alternative formats, etc. The OSD is responsible for reviewing documentation and determining reasonable accommodations.

If a student requests accommodations, modifications, or adjustments for your course, the student must present you with an Authorization for Accommodation (AFA) letter from the OSD for the specified quarter or period of study. If the student does not have an AFA letter, please refer the student to the OSD.

If you have a syllabus for your course, the OSD encourages you to provide a statement regarding requests for accommodations due to a disability. Language may be found on the OSD website.

Should you have any questions or concerns, please contact the OSD at (858) 534-4382 or via email. Additional information may be found on the OSD website.

PARKING AND TRANSPORTATION SERVICES
Permits may be purchased at the Parking/Transportation Services Office. Parking rates for summer will be available June 2017. Permits are sold by session dates. Faculty may purchase a permit for Session I and/or Session II. Please note that each permit has an expiration date.

For parking permit information, contact a service representative (858) 534-4223 or visit the UCSD Transportation Services website.

**PRICE CENTER**

The Price Center is located south of the Geisel Library and provides many resources and services for faculty. The center offers several fast food restaurants, coffee shops, salon, bank, meeting space, Box Office, UC San Diego Bookstore, and Postal Center. Outdoor seating is available.

**RECREATION**

Recreational opportunities are available at the Recreation, Intramural and Athletics Complex (RIMAC). Other sports facilities at UC San Diego are scheduled for use by recreation programs and for unstructured open recreation. These include two gymnasiums, multipurpose rooms, exercise rooms, sauna, hot tub, tennis courts, indoor rock climbing facilities, sand volley ball courts, weight training rooms, a 25-yard indoor pool, two 50-meter outdoor pools, competitive diving facilities, an all weather track and field stadium, and track and cross-country fields. Call (858) 534-4037 for more information.

**STUDENT HEALTH SERVICES (SHS)**

Student Health Services (SHS) is located in the center of campus, just west of Library Walk and the Price Center Bookstore. All students paying registration fees have access to SHS. SHS provides quality primary medical care, including urgent care and support services such as laboratory, pharmacy, and x-ray. For more information, please call (858) 534-3300.
Summer Success Programs Handbook

This handbook is designed to provide departments and Summer Session faculty with information regarding the Summer Session program. Please note: The content in this handbook does not supersede University policies or procedures.

Mission Statement

The mission of Summer Session is to provide core courses needed by students for graduation from the University of California; to provide intensive and innovative academic programs not easily offered during the academic year and; to provide opportunities for ladder-rank faculty to teach in areas of student need, as well as provide opportunities for lecturers, visitors and graduate students to teach, when appropriate.

Summer Session 2017

Supplement to Summer Session Guidebook

Guidebook posted at [http://summer.ucsd.edu/](http://summer.ucsd.edu/)
Updates Posted to document on Summer Session Website

# STUDENT SUCCESS PROGRAMS GUIDE

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BACKGROUND

UC San Diego’s focus upon improving retention, shortening time to degree and reducing the achievement gap has led to a rapid increase in the number, variety and sophistication of Summer Success Programs. (SSP)

There is a SSP Steering Committee that will review and assess these programs. The SSP Steering Committee is comprised of:

Gabriele Wenhassen, Faculty Director of the Teaching & Learning Commons (chair)
Barbara Sawrey, AVC and Dean of Undergraduate Education
Jeff Orgero, AVC for Student Retention & Success
Becky Petitt, VC for Equity, Diversity and Inclusion
Becky Arce, Director of Summer Session

The rules and procedures described were crafted by faculty, staff and administrators responsible for the design, implementation and assessment of Summer Success Programs. Three goals framed their thinking:

1. Authority: ensuring that decision-making power and organizational responsibility are aligned
   - Policy decisions – especially concerning funding – should be concentrated in the hands of senior administrators with campus-wide responsibilities;
   - Pedagogical decisions – designing programs and providing instruction that promise to significantly improve student success – should be concentrated in the hands of faculty;
   - Operational decisions – establishing administrative structures and practices needed to realize a program’s pedagogical goals – should be concentrated in the hands of staff.

2. Efficiency: ensuring the most effective use of limited resources
   - Well-designed programs, which take advantage of existing resources and rely on common or shared tools, will ensure that time and money is used effectively and efficiently.

3. Planning: ensuring that programs are collegiately designed, implemented and assessed
   - Shared information and consistent reporting will strengthen the ability of faculty, staff and administrators to meet the educational needs of our students.

1 Summer “Success Programs” have three defining features: they are for incoming (freshman or transfer) students; most are credit-bearing; they are designed to improve time-to-degree and/or close the achievement gap. Most such programs are also residential.
In some cases this guide clarifies and reinforces existing rules; in others, it defines procedures and provides tools that will help us better meet our goals. In all cases, program directors and staff are responsible for managing their program.

SUMMER SUCCESS PROGRAMS GUIDE

INTRODUCTION

Summer Success Programs (SSP) are developed for incoming freshmen and transfer students to give students an opportunity to improve their time-to-degree at UC San Diego. Programs include credit courses offered in a structured and supportive learning environment. Summer Session Specialist Jonathan Vega can guide program leaders to set up program details such as adding courses to the schedule of classes, hiring instructional teams (faculty, teaching assistants, tutors, readers, and mentors), recruiting students, enrollment & registration, and answering questions regarding housing & dining, student health services, financial aid, and charges to student billing statements.

SUMMER SUCCESS PROGRAMS CONSIST OF THE FOLLOWING:

1. Program Proposal Application Approval

A formal application approval process for Summer Success Programs will be in effect beginning in summer 2017. Programs are required to submit a program proposal to the Summer Success Programs Steering Committee for approval to offer a program. Other provisions requiring approval are closed course enrollments, instructional support above what is budgeted via existing allocation methods, and the hiring of any additional administrative staff (student, casual, or career).

2. Faculty Compensation

Instructors teaching credit-bearing courses during the summer will receive compensation consistent with existing summer session policies. See page 22, Summer Guidebook.

   1. A Success Bonus of $2,500 is paid for additional responsibilities. Additional services range from participation at orientation and closing sessions, workgroups, tutor sessions, team meetings, group sessions, mentor training, and a program assessment report for each course.

   All compensation paid to any individual affiliated with a Summer Success Program must be explicitly approved via the Program Approval process.

3. Program Fee Approval

Program Fees charged to students may include fees to cover books, materials, transportation, events, etc., and must be approved in advance via the Campus Budget Office process. The Program proposal application includes a section on budgeting for the program. See Appendix C at the end of this Handbook.

4. Student Application, Recruitment, Evaluation and Assessment

All Summer Success Programs will have access to the student profile data gathered from the UC application for admission. Each program leader selects the type of information critical to selecting students that may be eligible to be invited to join a program. The evaluation and assessment tools details will be announced at a later date.

5. Support teams from across the Campus

Several units will be available to support services required for a program. Summer Session Specialist Jonathan Vega serves as an excellent resource for answers to most of your questions. If you have any questions please contact him at 858-534-5358 or email: jonvega@ucsd.edu

For example, Support Teams may include:

- Admissions and Enrollment Services to provide you a list of students for recruitment.
- Housing, Dining and Hospitality will manage room assignments, meals, and Residential Assistance assignments.
- Student Health provides medical care.

6. Final Report

All Summer Success Program Directors will submit a report to the Summer Success Programs Steering Committee that includes core evaluations and assessments, a budget report (in the provided format), and the PIDs of all students participating in the program recommendations.

SUMMER SUCCESS PROGRAMS GUIDE

PROGRAM PROPOSAL APPLICATION

Program, Endorsements Proposal Application

Note: For Summer 2017, e-proposal form is in development. Paper form drafted for review

A formal approval process for SSPs will be in effect for all programs offered beginning in summer 2017. Programs will submit a Program Proposal to the SSP Steering Committee¹ for approval to offer the program. This application is due by December 2, 2017 (Dates subject to change)

See Appendix B at the end of this handbook for a sample.

The following endorsements are required before the SSP Steering Committee reviews a proposal.

- SSP Program Coordinator
- MSO of participating department/s
- Department Chair (academic department) or Divisional Dean (college/program) of participating department/s
- Summer Session Director
- VC Unit Representative

See Appendix E Program Proposal Workflow- Endorsement Process

Courses – Senate Approved

All SSP courses/classes must be scheduled in the same manner in which regular Summer Session courses are scheduled (Pg. 9 of Summer Session Guide). See section on Registration and Courses must be approved by the Academic Senate. Courses are managed the same as all Summer Session courses listed on the Schedule of Classes. Enrollment may be managed by the preauthorization process to limit which students are enrolled to offer a course: open enrollment or closed enrollment.

Staff Support: Team members: administrative staff, student staff

The hiring of any additional administrative staff (student, casual, or career) requires pre-approval and to be listed on the budget worksheet if additional compensation is expected.

Instructional team: TA, Tutor, Reader, Mentor, Activity leaders

¹ The SSP Steering Committee is comprised of: Gabriele Wienhausen, Faculty Director of the Teaching & Learning Commons (chair); Barbara Sawrey, AVC and Dean of Undergraduate Education; Jeff Orgera, AVC for Student Retention & Success; and Becky Petitt, VC for Equity, Diversity and Inclusion, and Becky Arce, Director of Summer Session.

Each department has an allocation for TA support for all summer session courses. If your program requires more than the standard model, include projections on the budget form. This also includes instructional support (Teaching Assistants, Tutors, Readers, Activity leaders). See Page 25 on the Summer Session Guidebook.

Budget-Project—(See Page 15 in this Handbook for more details)

Program Proposal Application includes a section dedicated to provide a projected budget. The Campus Budget Office will review each program proposal and if fees are approved, the information is forwarded to the Registrar’s Office for processing is students are responsible for paying any portion of the fees, the fee is attached to a course so that when a student enrolls, the fee becomes a charge on the student’s account.

- **Step 1**: Complete Program Proposal form and Submit to SSP Program Committee.
  
  Email to Jonathan Vega, Summer Program Specialist at jonvega@ucsd.edu

- **Step 2**: After Program Proposal is approved, program selects questions for the application that students will submit to apply for selection

- **Step 3**: Request a tile of students names and email addressed that meet your selection criteria.

- **Step 4**: Recruit Students from list, update file with selected – No Selection designation.

- **Step 5**: Manage Student enrollment and registration. Host orientation session.

- **Step 6**: Meet with faculty and program team to coordinate operations of program.

- **Step 7**: File Report of assessment, review and suggestions.
SUMMER SUCCESS PROGRAMS GUIDE

INSTRUCTION

Instructors

1. Instructors teaching credit-bearing courses during the summer will receive compensation consistent with existing Summer Session policies. For more information, (See pages 25-27 in the Summer Session Guidebook)

2. Summer Success Bonus:
   a. A Summer Success Bonus acknowledges the additional responsibilities associated with teaching a course in an approved SSP. Additional services may include, but are not limited to:
      1. Orientation and closing ceremonies
      2. Student workgroups
      3. Training and guiding of peer mentors
      4. Reflection and program evaluation
   b. For each four-unit course, the instructor of record may receive a bonus of $2500
   c. Eligibility:
      i. Faculty must be instructor of record for SSP designated four-unit course
      ii. Course must be approved and offered during Summer Session as part of an SSP
      iii. Course enrollment has a minimum of 25 students
      iv. Summer Success Bonus adheres to UC and Summer Session policies such as:
         1. Maximum summer compensation of 33% of their annual salary.
            (See pages 22-24 in the Summer Session Guide)

3. All compensation paid to any individual affiliated with a SSP must be explicitly approved via the Program Approval process above.
   a) Example: An administrative staff member already paid at 100% salary, for example, in a department cannot do additional work (outside of Summer Session business as usual) for a SSP and be compensated, if this was not approved during the Program Approval process.
   b) All university policies are adhered to.

Teaching Assistants, Readers & Tutors

1. Teaching Assistants, Readers and Tutors for credit-bearing courses will be appointed and paid using established Summer Session rules, scales, and rates (See pg. 25 in the Summer Session Guidebook). ASES is available to list campaigns for open positions.
   ➢ No additional payments may be made to Teaching Assistants, Readers and Tutors for any reason. All university policies are adhered to for SSP.

Contracts are managed by each academic department, same as for all other TA, Reader, Tutor, Mentor support (See page 21 in the Summer Session Guide)

2. Requests to increase the TA:student ratio by hiring additional TAs, Readers or Tutors must be approved by the Executive Vice Chancellor.

Requests are due no later than May 31st, must include both programmatic justification and budgetary impact.

Hiring Process – Same Process as Summer Session (See pages 18-20 in the Summer Session Guidebook)

Instructor of Record per course

1. Academic department submits name of instructors and courses to the Summer Session Office.
   a. Visitor – Requires an academic hiring packet submitted through SharePoint
   b. Regular Faculty – No additional paperwork needed if faculty (lecturer) held a current appointment 2016/2017.
   c. Graduate Students (Associate Instructors) – submitted through the Academic Student Employment System (ASES) for approval.

https://academicaffairs.ucsd.edu/Modules/ASES/Admin/Reports/Assignments.aspx

Teaching Assistants, Tutors and Readers – (See page 25 in the Summer Session Guidebook, same as Summer Session appointments)

1. Summer Session Office guidelines are for all Student positions.
2. Academic department responsibilities include:
   a. Create a campaign in ASES
   b. Select student for position
   c. Academic Department oversee appointment letters
   d. Monitor assignment – work hours
   e. Set up appointment in payroll by timesheet

Teaching & Learning Commons

The Teaching and Learning Commons have launched Fall of 2016. The Commons are dedicated to the theory, practice, and scholarship of teaching and learning. Its mission is to advance learning and creating a campus-wide culture of engaged teaching and learning. It will provide teaching, learning and training for faculty and students in the following areas: Teacher’s Assistants, Tutors, Mentors, and facilitators. Its goal is to provide an integrated and coordinated network for existing, expanded and new programs, units and centers that enable and promote scholarly, evidence-based teaching practices and excellence in learning.

For more information please see Appendix F of this Handbook. For Questions, contact the Teaching + Learning Commons at commons@ucsd.edu or visit http://Commons.ucsd.edu

Hiring – Faculty - Step 1: After Program proposal is approved by the SSP Steering Committee, the department MSO’s listed on the endorsement page will contacted to add Faculty to Summer Session payroll worksheets and the appointment letters will be sent out.

Hiring – Support Staff - Step 1: Add campaign to ASES for recruitment, appointment letters and academic department management.

SUMMER SUCCESS PROGRAMS GUIDE

COURSES AND SCHEDULING

Course Planning

Summer 2017 courses are listed in IMS or on Schedule Build spreadsheet from the Academic department responsible for the course.

All SSP courses/classes that are approved are registered and scheduled in the same manner in which regular Summer Session courses are scheduled. For guidance on how to plan courses and get them approved, Please see the Summer Session Guidebook, under “Courses/Programs” on pg 18.

In the schedule of classes, a note is added to your course section ID.

On the Course Proposal Application, please include the follow text:

“This course relates to the Student Success Program (insert title of SSP). For more information, please see (include link to web page). You will need to be enrolled in this program to be approved for enrollment in this course.”

In the schedule of classes a note is added to your course section ID.

Scheduling:

As usual, the registrar’s office will handle course scheduling.

For guidance on how to schedule courses, please see the Summer Session Guidebook, under “Courses/Programs” on pg 9: http://summer.ucsd.edu/files/2017%20Guidebook.pdf

This section of the Summer Session Guidebook also covers scheduling of classrooms for courses. For courses that will utilize departmental space if known, please indicate this on the Course Proposal Form. Requests for additional programmatic space, outside teaching hours, can be made on the Course Proposal Form, as well.

Additional decisions to be made are:

4. Step 1: Open or Closed Courses
5. Step 2: Schedule of Classes copy
   a) Enrollment required (separate application and admission to the program).

Please See Page 9 on Summer Session Guidebook

A general timeline for scheduling of courses can be found in Appendix F of this handbook.

1. ) Open courses: All students can enroll
2. ) Closed Courses: enrollment restricted to only SSP students invited to participate in the courses.
3. ) Enrollment plan to monitor students enrolled.

SUMMER SUCCESS PROGRAMS GUIDE

STUDENT SELECTION

Marketing, Outreach and Recruitment

Admissions

The Office of Admissions and Enrollment Services (AES) will work with Summer Success Program Coordinators to assist programs with marketing and outreach once students have submitted an SIR (Student Intent to Register).

Deadlines: Freshman Students - May 1st
Transfer Students - June 1st

➢ Working with AES on all marketing and outreach is critical to ensure that student data is current and contact to students is coordinated
➢ Your program will be added to the Freshmen and Transfer Guide
➢ AES will include S5Ps in the online Triton Guides emailed to all admitted students
➢ Create a "rave card" for each program for Triton Day and Transfer Triton Day. Copy of Rave card should be submitted to the Summer Session Office to align with Summer Session material.
➢ AES will schedule presentations and tabling during Triton Day Friday Preview, Triton Day and Transfer Triton Day
➢ Include in Admitted Student Info Session Next Steps and Triton Day campus tours
➢ In coordination with AES, Summer Session has created a webpage that lists all of the programs and program websites
➢ Create a profile of students based on questions from the UC application for your use.

For every program it is important to establish a clear and compelling set of goals. This will enable AES to suggest the most appropriate promotional opportunities. For example:

➢ What university goals are advanced by the program? If more than one, what is their rank in importance?
  • improve time-to-degree
  • close achievement gap
➢ Why would incoming students be interested in the program?
➢ What is unique about the program?
  • Specifically, how does participating in your program help students?

If you have any questions please contact Jonathan Vega, Summer Program Specialist at 858-534-5354 or email at jonvega@ucsd.edu
Supporting data (When Submitting Proposed program section)

- What data / research supports claims concerning improving time to degree, strengthening academic achievement, or making the university more affordable?
- If the program has been offered previously, are there materials – anecdotes, surveys, photographs, etc. – that can be used for promotional purposes?
- Who can provide data and student contacts?

Program Websites

- Program Coordinators submit the Program Website to the Summer Session Office for review and approval.
- There will be a link to the Common Application on the Program Website.
- Consider departments related to your program.

Application for students to apply to your program

The Student Affairs Technology Services (SATS) group, under the direction of Anita Willis, provides an effective solution to program leaders.

- Step 1: review the data field available from the UC admission application. The SATS builds a custom application for your website using the data fields you selected.
- Step 2: review the list of students to extend an offer to eligible students to apply to your program. Most programs will ask 1-2-3 essay questions to learn more about how the student values your program.

The application for your program will be online and students will utilize Single Sign-On (SSO) to access it.

Data from applications is stored in the data warehouse, enabling assessment of all programs.

The SSP application should be available for use by Summer 2017. SATS will provide ongoing IT maintenance of the SPP application. The Summer Session program specialist will be available to assist with non-technical issues in general to aspects including in hosting a program.
SUMMER SUCCESS PROGRAMS GUIDE

WORK FLOW FOR SSP COURSES ENROLLMENT, PAYMENT, HOUSING & FINANCIAL AID

Enrollment and WebReg Instructions for Students after they are notified and accepted into the program:

- Summer Session Program Coordinator will prepare a document to give to students. These are the 6 Steps the student takes:

Step 1: Student activates Summer Status as soon as possible.

1. Visit [https://act.ucsd.edu/studentSummerApplication2/application](https://act.ucsd.edu/studentSummerApplication2/application)
2. Log into the system with your PID and PAC/password
3. Success! You have now activated your Summer Status

Step 2: Departments upload a list into the preauthorization system

1.) For Course with pre-requisites or enrollment restriction. Department can pre authorize students to allow for enrollment of two of the following ways:
   a. Departments can upload Preauthorization list on system
   b. Students can submit Course pre-authorization requests as an individual with system

Step 3: Students enroll in Classes designated by the SSP Program Coordinator

A. Student logs onto WebReg with PID and password/PAC ([https://act.ucsd.edu/cgi-bin/tritonlink.pl?/students/academic/classes/acd/webreg.pl](https://act.ucsd.edu/cgi-bin/tritonlink.pl?/students/academic/classes/acd/webreg.pl))
B. From the drop down menu, student selects the term “Summer Session II 2017.” Click Go. Screenshot below:

![MY TRITONLINK](image)

C. Enroll into each course listed for the specific to SSP. Use Course Section ID #

WebReg states (see screenshot below) that courses will be dropped if fees are not paid in full by July 29th, 2017. If student has applied for Financial Aid, they will NOT be dropped from courses.

Student can drop courses with a full tuition refund up until July 8, 2017.

D. Student clicks on Enroll. Make sure to enroll into the section ID that is specific SSP
E. Student reviews the course section ID, title, and grading option. Then student clicks Confirm.
F. Student will see a Request Successful notification.
G. Student repeats these steps for each course
Payment Instructions

All Students are required to file 2016/2017 FAFSA to Financial Aid Office

Step 4: Financial Aid: If students are financial aid recipients, financial aid will disburse into UCSD student account automatically starting 30 days prior to the start of the program. Student makes a payment for any remaining balances before the payment deadline of July 14th, 2017.

http://summer.ucsd.edu/tuition/financial-aid.html

Step 5: After student is enrolled into classes, they choose one of the following payment options to pay the balance of the program cost. If students are not required to pay any of the costs, the transaction(s) will be reflected on their student account.

Payment Deadline: July 14, 2017 (postmarked date is not accepted); payment must be received by July 14, 2017.

Option 1: Electronic-check

- E-check is the preferred method of payment.
- Use the Billing and Payment tool on TritonLink to access your student account https://act.ucsd.edu/studentEBill/StudentBilling
- Use your personal checking account number and routing number for payment.

Option 2 - Via Mail (check only, no cash)

A. Check is payable to UC Regents
B. Be sure to include your student ID number on the check memo line
C. Mail the check to:
   UC San Diego Central Cashiers Office
   9500 Gilman Drive MC 0009
   La Jolla, CA 92037-0009

Option 3 - In Person – Central Cashiers Office

A. Office location: Student Services Center, 402 Myers Drive, Suite 170, First floor, south
B. Check is payable to UC Regents
C. Be sure to include your student ID number on the check memo line

Housing:

Step 6: Apply to Summer Student Housing

1. Student visits UCSD Summer Housing Website:
   http://hsh.ucsd.edu/housing/currentresidents/pages/summer.html
2. Student clicks on "Summer Housing Apply Now" and follows the instructions listed on the website.

SUMMER SUCCESS PROGRAMS GUIDE

BUDGET DETAILS

Program Fees:

The program Proposal Application includes a section for a projected budget. Expenses might include housing, tuition, enrichment/program fee, health services, recreation or other fees. For example, programs, we will refer to four types of fees:

Programs may have:

1) Tuition – per unit fee per course
2) Campus Fee – fee assessed per session during the summer for recreation centers
3) Housing & Dining Fee – assessed per session for room/board
4) Health Service Fee - TBA
5) Enrichment/Program Fee – this fee includes administration, programming, events, transportation costs will be announced by Spring, that are required for the program.

Specific amounts will be announced by Spring. The UC San Diego Campus Budget Office (CBO) reviews the program proposal and provides policy oversight for mandatory charges assessed to UC matriculated students to ensure consistency and policy compliance.

CBO will ensure:

- Program costs are reasonable and customary;
- Summer Per Unit Fee is not exempted and folding into Program Fee, (an exemption requires Chancellor’s approval)

Financial Aid

Financial aid is a critical component of summer enrollment.

In order for students to be eligible for financial aid during summer, students must:

b) Be admitted for the upcoming fall and considered pre-matriculated students for summer, or be continuing students;

c) Be enrolled in summer programs which are for course credit (minimum of 6 credits);

d) Complete the online financial aid summer application in TritonLink; and,

e) Complete a Free Application for Federal Student Aid (FAFSA) or California Dream Application for undocumented students, for the academic year preceding the summer enrollment (i.e., 2015-16 FAFSA for Summer 2016, 2016-2017 FAFSA for Summer 2017).

For example, for UC San Diego Summer 2016, tuition is $272 per unit.

For example, for Summer 2016, Campus-based fees are $164.48 per session. Campus-based fees include University Center Fee $45.29/session, Recreation Facility Fee: $33.30/session, and ICA Student Activity Fee: $65.73/session (undergraduates only). Please note that Campus Fee levels are subject to change year to year.

Compliance with the following expectations by the designated timeframe as appropriate are required in order for the Financial Aid and Scholarships Office to award summer aid in an effective and timely manner:

1) Financial Aid is notified of new and continuing programs by mid-April by the Summer Session Office.
2) All course-related costs (tuition, fees, program fees, etc.) and summer housing rates are reported to Financial Aid by mid-April by the Summer Session Office.
3) Costs for course-related fees, books/supplies, on-campus housing costs, and/or other non-course-related costs which will be covered directly by the program or waived will be reported to Financial Aid by mid-April. This information will also be proposed on the Budget form which is part of the Program Proposal.
4) Student funding allocations (grants, awards, etc.) by program are provided to Financial Aid by May 1.
5) List of student applicants for summer programs is provided to Financial Aid by May 1.
6) List of admitted students is provided to Financial Aid by early June.
7) Students should be enrolled in courses by mid-June.

The Financial Aid and Scholarships Office will be responsible for the following: (same for all summer session students)

1) Determine the Cost of Attendance as required by federal regulations which includes tuition/fees, books/supplies, room and board, transportation, and personal expenses.
2) Educate potential and admitted SSP participants of the financial aid application process by sending email notices with the pertinent information and a checklist of document requirements.
3) Respond to student inquiries received by phone, email, or in-person.
4) Notify students of their financial aid eligibility which would include state and institutional funding, and federal eligibility to Pell Grant and Federal Direct Loans.
5) Disburse awards to UC San Diego student accounts.
6) Process Return to Title IV calculations for students who withdraw from the summer program.
7) Monitor students for Financial Aid Satisfactory Academic Progress.

Monitor fall enrollment. Pre-matriculated students who do not matriculate in the fall will be required to return summer aid.

Index Numbers and Student Billing will be added soon.
SUMMER SUCCESS PROGRAMS GUIDE

HOUSING AND DINING

Beginning Summer 2017, UC San Diego Housing Dining and Hospitality (HDH) will offer a full residential life program, including Resident Assistant (RA) supervision, program planning, and dining. Summer housing will have standard rates, which are listed on the HDH website, here: http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html

Please note: Requests are processed if the request can be accommodated.

SSPs should consider the following options:

- **Dining**
  - HDH Summer Housing offers various dining dollar programs which provide meals at on-campus dining restaurants and markets. There are a few meal plans available during the summer.

- **Assignment preferences**
  - SSP program coordinators should consider whether its participants should be housed together as a program or whether program participants should be housed with other summer housing student. Requests accepted NOT Guaranteed.
  - The location may vary by the type of students being housed, the length of the program, and the availability of rooms.

- **Location preference**
  - Summer housing locations are designated early by HDH. Preferences will be taken into consideration. Requests are accepted NOT Guaranteed.

- **Residential Assistants**
  - Standard HDH RA duties are outlined on the website. Anything outside the duties/responsibilities will not be included in that standard package. If the SSP has requests that lie outside the outlined duties, the SSP can discuss with HDH to hire RAs for additional assistance for additional pay.
  - Request for special "RA" will be considered provided the students meet the hiring criteria set forth by Housing.

Admitted Students:

- Contact HDH for specific terms and details of housing options
- Log into HDH website with their single-sign on to enroll for housing
SUMMER SUCCESS PROGRAMS GUIDE

STUDENT HEALTH

(The Steering Committee is currently working on Student Health Component for Summer Success Programs. More information to follow)
SUMMER SUCCESS PROGRAMS GUIDE

ASSESSMENT

[The Steering Committee is currently working on a systematic and efficient way to track and assess all Summer Success Programs. More Information to follow]
### SUMMER SUCCESS PROGRAMS GUIDE

#### APPENDIX A – LIST OF PROGRAMS – SUMMER 2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Participants</th>
<th>Program Coordinators And Contact Information</th>
<th>Sponsor</th>
<th>Core Features</th>
<th>Enrollment 2014</th>
<th>Enrollment 2015</th>
<th>Enrollment Target 2016</th>
<th>Enrollment 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Engineering Institute</td>
<td>NSF engineers (Bioengineering, ECE, MME, Name, Structural)</td>
<td>Divina A. Groove</td>
<td>IDEA Center</td>
<td>6 units; mentoring</td>
<td>0</td>
<td>0</td>
<td>150</td>
<td>63</td>
</tr>
<tr>
<td>Summer Bridge</td>
<td>NSF's from 4th and 5th quartiles CA high schools; in 2018 will include pilot track in math 3C, AC, 2DA, 20A; for approximately 60 students</td>
<td>Robert, Patrick</td>
<td>OASIS</td>
<td>8 units; mentoring and community building</td>
<td>167</td>
<td>185</td>
<td>245</td>
<td>245</td>
</tr>
<tr>
<td>Triton Edge</td>
<td>NSF’s nonresident international</td>
<td>Domenico, Giuseppi</td>
<td>International Center</td>
<td>8 units; cultural transition skills</td>
<td>90</td>
<td>87</td>
<td>90</td>
<td>35</td>
</tr>
<tr>
<td>Summer Academy</td>
<td>TRAM incoming gateway courses in major (Bio, Chem, CSE, ECE, Math)</td>
<td>Dr. Kamal cham (Chair)</td>
<td>ACCE</td>
<td>8 – 10 units; mentoring</td>
<td>8</td>
<td>121</td>
<td>180</td>
<td>180</td>
</tr>
</tbody>
</table>

**Total** 257 373 660 446

---

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX B – PROGRAM PROPOSAL APPLICATION SAMPLE

[New Improved VERSION- Inprogress in development stage. More information to follow.]
SUMMER SUCCESS PROGRAMS GUIDE
APPENDIX C – BUDGET FORM APPLICATION SAMPLE

Part 6: Budget Page:

Figure 6.1
Summer Success Programs - Proposed Program Fee

BUDGET PAGE

| Name of Program: Summer Academy in the Humanities |
| Estimated # of Students: 30 |
| Please use space provided below to itemize costs (All rates Subject to change) |

<table>
<thead>
<tr>
<th>Proposed Total Program Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Housing (Total amount of rate per day X # of days (weeks))</td>
</tr>
<tr>
<td>(Estimated Cost for Summer 2017 per student. Rates subject to change)</td>
</tr>
<tr>
<td>$1610</td>
</tr>
<tr>
<td>$1610</td>
</tr>
</tbody>
</table>

| 3.2 Student Health Insurance (UC SHIP) & CAPS (Counseling and Psych Services) |
| (Estimated Cost for Summer 2017 $270 per student. Rates subject to change) |
| $270.00 |

| 3.3 Enrichment Fee (Program Fee) |
| (Fee Students) |
| a) Workshops |
| b) Events & Orientation |
| c) Books Materials/Miscellaneous |
| d) Field trips |
| e) Tutoring Sessions |
| f) Transportation |
| g) Other |
| Total |
| Total Enrichment Fee # of students = |

### Other Estimated Student Fees to be paid to UCSD:

5.1 Campus-based fees are $164.48 per session.

\[ \text{Campus-based fees} = \$164.48 \times \# \text{of sessions} \]

5.2 Tuition ($173 per unit) \times \# \text{of units} = \$2184

| Total Est. Student Fees to be Paid to UCSD (Campus based fee + Tuition) per student | $2184 |

6. Total Estimated Student Fees: $2184

#### Total Estimated Cost per Student:

7. Total Estimated Cost per Student

\[ \text{Total Estimated Cost per Student} = \text{Total Estimated Program Fee (line 4)} + \text{Total Estimated Student Fee (line 6)} \]

\[ \text{Total Estimated Cost per Student} = \$4228.48 \]

8. Student Financial Aid

Estimated student financial assistance offset this cost including Campus Grant

\[ \text{Estimated Net Cost billed to Student} = \$0 \]
SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX D – PROGRAM PROPOSAL WORKFLOW: ENDORSEMENT PROCESS

SSP Program Proposal for e-form (in development stage)

SSP PROGRAM PROPOSAL SIGNATURE APPROVALS

[Flowchart diagram]

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX E – SCHEDULING OF CLASSES

- October – Call letter to campus
- November – Program Proposal submitted
- December – Steering committee review and approve process
- January - Begin processing for approved programs

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## Teaching + Learning Commons

**Services Offered to Educators and Students**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate, Relevant and Meaningful (ARM) Instructional Technology</td>
<td>Explore the use of ARM tech with aligned student learning outcomes to increase student engagement. Examples include student response systems (Poll Everywhere, Kahoot, Google Slides), Blogs, Twitter, Vine, Instagram, Podcasts, Screencasting, Video Scribe, Stop Motion, Padlet, Mobile Learning</td>
<td>Jace Hargis, <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>Course-Specific Active Learning Support</td>
<td>Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.</td>
<td>Susan Rinaldi, <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td>Curriculum Design and Classroom Teaching Methods</td>
<td>Get support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.</td>
<td>Jace Hargis, <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>Engaged Learning Tools (ELT)</td>
<td>Post research/innovation opportunities on the REAL and officially recognize your students on the Co-Curricular Record and Portfolio.</td>
<td>Kim Elias, <a href="mailto:melias@ucsd.edu">melias@ucsd.edu</a></td>
</tr>
<tr>
<td>Faculty Development</td>
<td>Request confidential consultations, classroom observations, small group evaluations, new faculty support and help facilitating learning communities.</td>
<td>Jace Hargis, <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>Faculty/Staff Writing Retreats</td>
<td>Enjoy distraction-free writing time in the supportive company of other faculty and staff writers.</td>
<td>Matt Nelson, <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Program Assessment</td>
<td>Receive support on assessment at all levels (assessment framework, learning outcomes, instrument development, assignment design, data collection and analysis, evidence-based teaching and learning improvement).</td>
<td>Ying Xiong, <a href="mailto:yingxiong@ucsd.edu">yingxiong@ucsd.edu</a></td>
</tr>
<tr>
<td>Scholarship of Teaching and Learning</td>
<td>Explore teaching as a scholarly endeavor; develop hypotheses on teaching methods and create experimental design and data gathering instruments to prepare manuscripts for publication in scholarly, peer-reviewed journals.</td>
<td>Jace Hargis, <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>Syllabus Guidance</td>
<td>Develop effective graphic and electronic syllabus for effective teaching.</td>
<td>Jace Hargis, <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>Write-to-Learn Departmental Consultations</td>
<td>Explore ideas about how to integrate writing across majors and programs of study, both graduate and undergraduate, to increase student engagement and learning.</td>
<td>Matt Nelson, <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Writing Across the Curriculum</td>
<td>Integrate writing into courses using write-to-learn pedagogies for deeper student engagement; explore best practices for assignment design, grading or commenting on student work, and creating effective peer review activities.</td>
<td>Matt Nelson, <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
</tbody>
</table>
### Services for Graduate Students

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Curricular Record (CCR)</td>
<td>Document your non-class-based UC San Diego learning experiences to better position yourself on the job market.</td>
<td>Kim Elias <a href="mailto:helias@ucsd.edu">helias@ucsd.edu</a></td>
</tr>
<tr>
<td>Digital Design Workshops</td>
<td>Enhance your visual and digital rhetoric skills to create compelling academic projects and presentations.</td>
<td>Matt Nelson <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Dissertation Writers Retreats</td>
<td>Enjoy distraction-free writing time with other grad students, plus mini-workshops and one-on-one feedback from writing staff.</td>
<td>Matt Nelson <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Writing Consultations</td>
<td>Meet one-on-one with writing mentors for in-depth conversations, guidance, and reader-response feedback.</td>
<td>Matt Nelson <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Thesis/Dissertation Writing Groups</td>
<td>Connect with fellow grad students to form supportive writing groups that are research-proven to aid in the timely completion of graduate writing projects.</td>
<td>Matt Nelson <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
</tbody>
</table>

### Services for Graduate Student Teaching Assistants (TAs)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate, Relevant and Meaningful (ARM) Instructional Technology</td>
<td>Explore the use of ARM tech with aligned student learning outcomes to increase student engagement. Examples include student response systems (Poll Everywhere, Kahoot, Google Slides), Blogs, Twitter, Vine, Instagram, Podcasts, Screencasting, Video Scribe, Stop Motion, Padlet, Mobile Learning</td>
<td>Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>Course-Specific Active Learning Support</td>
<td>Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.</td>
<td>Susan Rinaldi <a href="mailto:srinaldi@ucsd.edu">srinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td>Curriculum Design and Classroom Teaching Methods</td>
<td>Support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.</td>
<td>Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>English Language Testing and Classes</td>
<td>International graduate students must pass an oral English language test to TA. We test to students with TOEFL speaking scores of 23-27 and provide language classes for students in need of training.</td>
<td>Martha Stacklin <a href="mailto:mstacklin@ucsd.edu">mstacklin@ucsd.edu</a></td>
</tr>
<tr>
<td>Summer Graduate Teaching Scholars</td>
<td>Graduate students are mentored through their first undergraduate teaching experience after completing a course on effective teaching strategies.</td>
<td>Teaching + Learning Commons <a href="mailto:commons@ucsd.edu">commons@ucsd.edu</a></td>
</tr>
<tr>
<td>Teaching + Learning at the College Level</td>
<td>Develop knowledge and skills in evidence-based effective teaching practices that support student learning through a quarter-long workshop series.</td>
<td>Teaching + Learning Commons <a href="mailto:commons@ucsd.edu">commons@ucsd.edu</a></td>
</tr>
<tr>
<td>Writing Across the Curriculum</td>
<td>Explore ideas on how to integrate writing into courses for deeper student engagement; learn best practices for feedback, grading, guided peer review, and write-to-learn pedagogies.</td>
<td>Matt Nelson <a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Activity</td>
<td>Description</td>
<td>Contact</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Academic Internship Program</td>
<td>Enrich learning with hands-on research and theory-to-practice academic</td>
<td>Tricia Taylor</td>
</tr>
<tr>
<td></td>
<td>internships, earning course credit while gaining professional experience.</td>
<td><a href="mailto:asinfo@ucsd.edu">asinfo@ucsd.edu</a></td>
</tr>
<tr>
<td>Academic Skill-Building Workshops</td>
<td>Learn best practices for key academic skills, such as time management, test</td>
<td>Susan Rinaldi</td>
</tr>
<tr>
<td></td>
<td>performance, reading comprehension, concentration/memory, effective</td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td></td>
<td>note-taking, and stress reduction.</td>
<td></td>
</tr>
<tr>
<td>Co-Curricular Record (CCR)</td>
<td>Document your non-class-based UC San Diego learning experiences to</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td>better position yourself for internships, jobs, and grad schools.</td>
<td><a href="mailto:klelias@ucsd.edu">klelias@ucsd.edu</a></td>
</tr>
<tr>
<td>Digital Design Workshops</td>
<td>Enhance your visual and digital rhetoric skills to create compelling</td>
<td>Matt Nelson</td>
</tr>
<tr>
<td></td>
<td>academic projects and presentations.</td>
<td><a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Engaged Learning Tools (ELT)</td>
<td>Discover, record, and share your real-world learning experiences through</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td>the Engaged Learning Tools:</td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td></td>
<td>REAL CCR Enhanced Electronic Transcript Portfoliulm.</td>
<td></td>
</tr>
<tr>
<td>REAL Portal</td>
<td>Find internships, research assignments, community partnerships. Create a</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td>profile so faculty and employers can contact you.</td>
<td><a href="mailto:klelias@ucsd.edu">klelias@ucsd.edu</a></td>
</tr>
<tr>
<td>Supplemental Instruction (SI)</td>
<td>Deepen learning &amp; improve performance in challenging courses in peer-led</td>
<td>Susan Rinaldi</td>
</tr>
<tr>
<td></td>
<td>collaborative learning sessions. SI sessions integrate how-to-learn with</td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td></td>
<td>what-to-learn, fostering active student involvement.</td>
<td></td>
</tr>
<tr>
<td>Tutoring</td>
<td>Connect with one-on-one and small group tutoring in a variety of subject</td>
<td>Susan Rinaldi</td>
</tr>
<tr>
<td></td>
<td>areas through the Triton Achievement Hub.</td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td>Writing Skills Tutoring</td>
<td>Meet one-on-one with peer writing tutors for in-depth conversations,</td>
<td>Matt Nelson</td>
</tr>
<tr>
<td></td>
<td>guidance, and reader-response feedback.</td>
<td><a href="mailto:mnelson@ucsd.edu">mnelson@ucsd.edu</a></td>
</tr>
</tbody>
</table>

Questions? Contact the Teaching + Learning Commons at commons@ucsd.edu or visit http://commons.ucsd.edu.
### APPENDIX G – CALENDAR

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of 2016 programs</td>
<td>CALL LETTER to Campus</td>
<td>Program Coordinator sends courses to Academic Departments</td>
</tr>
<tr>
<td>Prepare Program Proposal 2017</td>
<td>Work on new Summer Success Program. Program Coordinator submits Program Proposal due by December 1, 2017 for Summer 2017.</td>
<td>Academic Departments submit proposed course list to Summer Session</td>
</tr>
<tr>
<td>Submit new courses to Academic senate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER</th>
<th>JANUARY</th>
<th>FEBRUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSP Steering Committee will reviews proposals</td>
<td>Advise Financial Aid of Program to coordinate Support.</td>
<td>Academic Departments submit approved course list to Summer Session (include enrollment limit and any special text)</td>
</tr>
<tr>
<td>PC creates/updates SSP website</td>
<td></td>
<td>Departments approved Faculty and send list to Summer Session</td>
</tr>
<tr>
<td>MARCH</td>
<td>APRIL</td>
<td>MAY</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Summer Session requests all approved courses and instructor names to be posted to the Schedule of Classes</td>
<td>All students begin to enroll in classes (Week 3 in Spring Quarter for continuing, Week 4 for all)</td>
<td>May 1 – SIR due for New Freshmen</td>
</tr>
<tr>
<td>Schedule of Classes goes live</td>
<td></td>
<td>May 1 – Common Application will open for Students to apply for Summer Success Programs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC reviews all applications</td>
<td>Deadline for PC to accept students (what is the deadline?)</td>
<td>Students arrive, move into housing and participate in the SSP held in Summer Session II</td>
</tr>
<tr>
<td>June 1 – SIR for Transfer Students</td>
<td>Students arrive, move into housing and participate in the SSP held in Summer Session II</td>
<td>Accepted students apply for housing, financial aid, enroll into courses and make final payments</td>
</tr>
</tbody>
</table>