SUMMER SESSION INFORMATION MANAGEMENT SYSTEM (SSIMS) DATABASE

SSIMS was developed for academic departments to submit proposed courses. The system has an instructor section and a course scheduling section. Over the past 10 years, this system has been used to manage more than 500 courses and instructors each summer.

Departments are provided access in October to submit proposed courses. The information provided is reviewed, and if approved, the course data is formatted for the Office of the Registrar to create the summer’s Schedule of Classes on TritonLink. Summer Session will send an appointment letter to the instructor once they are approved. The schedule is updated as changes are made to courses and faculty appointments. SSIMS tracks all changes to courses and faculty. Summer Session uses this system to track faculty appointment letters and to produce reports for monitoring progress from the start of the Summer Session cycle in October through completion in the following September.

This handbook will be made available on the Summer Session website.

New features to improve SSIMS have been added to the SSIMS database to assist you in entering your course proposals.

New Features for 2015!

- Select a previously submitted course as a template if the was offered in Summer 2014.
- Submit courses without the schedule (days/times). If the course is approved, the schedule can be submitted from January 5 - 12, however selecting a session is required.
- Lab courses which do not require a lecture per the course approval form can be entered directly through the Additional Meeting Screen.
- Off campus courses can bypass scheduling (days/times), however selecting a session is required.
Summer Session provides access to SSIMS. Access to SSIMS will open in October. Each department will be provided with their access information, login and password. Contact Summer Session if you do not have access.

**TIP:** You must login from your campus computer through Single Sign-On. If you need access from your personal computer, you need to coordinate this with your department IT staff member.
Welcome to Summer Session 2015!

This online course proposal system is designed for academic department representatives. All courses entered into the system must have already been approved by the Educational Policy Committee (EPC) and must be endorsed by the Department Chair. The Summer Session Advisory Committee reviews all courses for final approval. The online course proposal form has an easy to use 5-step format allowing departments to submit critical information required for proposing courses.

The goal of UCSD’s Summer Session is to integrate offerings with the academic year curriculum, in order to assure that sufficient lower division courses and “major specific” courses are offered so students can graduate in a timely manner. More than ninety-five percent of the 20,000 summer course enrollments are UCSD 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 UCSD undergraduate student body.

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

Becky Arce
Director, Summer Session
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Tips: Click on the “Approve” button in the upper-right corner of the screen to view course proposals already submitted.
All proposed courses must be entered into SSIMS by November 12, 2014.

**TIP:** Department Chairs (Academic Departments) or College Deans (Programs and Colleges) must provide Summer Session with a written endorsement of their proposed course list. An email is acceptable as long as the course list is included in the body of the email.
• Existing Instructor Profile - Click on pull-down arrow and type the 1st letter of the instructor’s last name. Scroll down to find the correct instructor.
• Unknown, Instructor - You no longer need to scroll down to find the Unknown for your department.
• Create a New Profile - This option is only for instructors that have not taught for Summer Session. Their name will not appear in the pull-down menu.

**TIP:** If using Summer 2014 course for another instructor as a template, the template is instructor-driven. You will be able to change the instructor on the Course Scheduling Screen.
- If the instructor is an existing instructor (found on pull-down menu), review the data and update if necessary.
- An instructor profile is required for an appointment letter, usually sent to the UC San Diego email.
- Provide a UC San Diego email address (@ucsd.edu) if possible.
- Required fields are asterisked.
- The middle initial is not required, however it helps to identify the correct instructor if the last name is a common name.

**TIP:** If the instructor is not active in the UC San Diego payroll system, documentation is required to be hired to generate a PID. The PID is needed to assign the instructor at the Schedule of Classes on TritonLink.
Confirm the name of instructor proposed for the course.

- Summer 2014 course as a template - The course and instructor information are auto-populated to the Course Scheduling Screen (and Additional Meetings). You can change the instructor on this screen.
- You can only propose one course at a time.
- Reminder, no independent study courses are required to be entered in SSIMS. The request goes directly to Scheduling. Make sure to provide a start and end date.

**TIP:** SSIMS will close after an idle period of time (if you take a break or are interrupted). You will need to provide your login and password again.
Confirm the name of instructor proposed for the course.

- Select an instructor.
- Providing a subtitle for special or varied topic courses is helpful for student enrollment and will be included at the Schedule of Classes.
- For lab only courses, select Yes. You must select a Session, but a day/time is optional.
- Approved by Educational Policy Committee (EPC) - The course approval includes minimum meeting hours and if there are required discussion or lab sections. If the course has been submitted and you’re waiting for a reply from EPC, select No.
- If there is more than one cross-listed course, separate the courses in the box with a comma.
- Enrollment Maximum Limits - are set for lab courses only.
Selecting a Session is required. The screen will refresh showing the day/time options. The day/time options are limited and are dictated by the Office of the Registrar to more effectively use the limited facilities during summer.

Selecting “Schedule will be submitted January 5 -12, 2015” - You do not need to make a 1st and 2nd choice at this time.

The Special Choices default is “Meets on Campus”. Change, if meeting off campus.

**TIP:** The day/time options are limited and reviewed by the Office of the Registrar to more effectively utilize the limited facilities during summer.
If you are using a Summer 2014 course as a template where additional meetings were created, the section information will be auto-populated to the Additional Meetings Screen.

- Select which sections you want to keep. The screen will refresh to provide you with the options -
  1. Edit section you want to keep.
  2. Delete sections you don’t want to keep.
Confirm the name of instructor proposed for the course.

Skip this screen if:

- There are no required sections per the course approval, i.e. discussion or lab sections.
- You do not need any non-required sections for the course, i.e. problem or review sections.

**TIP:** If you need to create required or non-required sections, see the next page.
• Schedule required sections per the course approval, i.e. discussions or labs.
• Schedule non-required sections for the course, i.e. problem or review sections.
• This screen auto-populates if using a Summer 2014 course template that included additional meetings.
• Create all additional sections before you Continue at the bottom of the screen.

**TIP:** If you are creating multiple sections, use the Enrollment Limit to break into even sections. The enrollment limit for each section should add up to the enrollment maximum limit for the course.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Enrollment Maximum Limit</th>
<th>Enrollment Limit (two sections)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 1AL</td>
<td>- 48</td>
<td>- 24 each</td>
</tr>
</tbody>
</table>
Confirm the name of instructor proposed for the course.

- The course proposal is divided into three main components - 1) Course Data; 2) Schedule Preferences; and 3) Additional Meetings. Select “Edit” for the portion of the proposal you want to revise.
- Special Comments/Requests box - Use only for special facility requirements, i.e. need room with movable chairs, need a room with a projector.

**TIP:** Do not use the Special Comments/Requests box for special scheduling requests. Contact Summer Session if you have special scheduling needs.
Confirm the name of instructor proposed for the course.

- Departments are block-funded to provide instructional support services. As the department, you handle arranging instructor support services or allow the instructor to work directly with campus service.
- Departments must provide instructors with the departmental index# if their expense is approved.

**TIP:** Contact Andrea at Summer Session, x25064, if an instructor can't set-up a service. Some campus services require the instructor’s name to be posted at the Schedule of Classes.
The summary is for a specific instructor. To “View All for Dept”, select the Approve button in the upper-right corner of the screen.

Status of each course managed by Summer Session:
- Inactive - Default status when a course is proposed by department.
- Awaiting Dept Approval - As of the closing of SSIMS access in November 2014.
- Approved by Dept - Waiting for written endorsement of the course list by the Department Chair (Academic Departments) or College Dean (Programs and Colleges).
- Not Approved by Dept - Status updated upon receipt of written endorsement from their Department Chair (Academic Departments) or College Dean (Programs and Colleges).
- Awaiting ACM Approval - Upon receipt of written endorsement of the course list and provides Advisory Committee with list.
- Approved by ACM - Status updated after the Advisory Committee meets.
- Not Approved by ACM - Status updated after the Advisory Committee meets.
- Cancelled - If course cancelled after the Schedule of Classes opens for enrollment.
- Scheduling - Summer Session assigns status when course information provided to Scheduling.

Click Approve in the upper-right corner of the screen if you have submitted all proposed courses. Or select Start Again or Log Out.

TIP: Contact Summer Session to delete a course from your course proposals.
You can view the course proposals submitted for each instructor. This is a view only screen.

To edit an instructor’s course proposal. Return to the instructor selection screen and select the option to edit an existing Summer 2015 course proposal.
You can sort courses proposed by Status.
  Status - Refer to Course Proposal Summary Screen on pg. 15.
After reviewing information for each course, i.e. session, days/times for 1st and 2nd choices, instructor assignment -
  1. Export to Excel and print
  2. Print screen
  3. Get written endorsement of the course list from your Department Chair (Academic Departments) or College Dean (Programs and Colleges) and send to summer-scheduling@ucsd.edu.

**TIP:** This new feature allows the flexibility to view and sort by course status.
Thank you.

If you have questions, please contact:

Data entry questions
Nallely, x47149, n1garcia@ucsd.edu

Error messages or faculty/courses
Andrea, x25064, aolaguer@ucsd.edu

Not sure who to contact:
Summer-scheduling@ucsd.edu