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
MISSION STATEMENT

The Mission of UC San Diego Summer Session is to provide:

1. Core courses needed by students for graduation from the University of California
2. Intensive and innovative academic programs not easily offered during the academic year
3. Opportunities for ladder-rank faculty to teach in areas of student need, and 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

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

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Jonathan Vega, Program Specialist - (858) 534-5358

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INTRODUCTION & 2017 RECAP

UC San Diego Summer Session is proud to begin its 47th 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 2017, approximately 11,500 students enrolled in over 500 courses from more than 40 departments and programs. Summer students use WebReg (TritonLink) to enroll in courses. Non-UCSD students used the online application through the Summer Session website to obtain enrollment access to WebReg.

Summer Success Programs
Summer Success Programs (SSP) at UC San Diego serve a diverse and global community of entering undergraduates in holistic five to ten week academic programs. Summer Success Programs introduce students to the structure and rigor of the research university, provide them with opportunities to foster meaningful academic and social connections, and embolden students to take ownership of their academic journey. Students may enroll in credit-bearing courses, and may be assigned an academic support such as a tutor and coach. Residential and non-residential programs are available, and residential programs offer a resident assistant to help ensure a successful transition to UC San Diego. Students also have the option of taking non-credit enrichment internship programs.

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 Teaching + Learning commons, 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, the Triton Prep Success Program, and other special groups.
## 2018 Session Dates

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

<table>
<thead>
<tr>
<th>Session 1</th>
<th>July 2 – August 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 2</td>
<td>August 6 – September 8</td>
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</tbody>
</table>

### Special Sessions

<table>
<thead>
<tr>
<th>Duration</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>3 Weeks</td>
<td>July 2 – July 21, July 23 – August 11, August 13 – September 1</td>
</tr>
<tr>
<td>8 Weeks</td>
<td>July 2 – August 25</td>
</tr>
<tr>
<td>10 Weeks</td>
<td>July 2 – September 8</td>
</tr>
<tr>
<td>14 Weeks</td>
<td>June 19 – September 22</td>
</tr>
</tbody>
</table>

*Restricted Session (year-round programs only)*

For the complete Summer Session 2018 Operational Calendar, or refer to the [Operational Calendar](#) on the Summer Session website.
Note: Dates are subject to change. Items in red are pending dates from other units on campus.
Dates for Special Session courses are not included. Contact the Summer Session office for specific courses.
See the Summer Success Program Handbook for the Success Program Operational Calendar.

<table>
<thead>
<tr>
<th>Date</th>
<th>Courses</th>
<th>Faculty</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2</td>
<td>CALL LETTER: Sent from Academic Affairs to academic departments for course proposals</td>
<td>CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars</td>
<td></td>
</tr>
<tr>
<td>October 14</td>
<td></td>
<td>TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files</td>
<td></td>
</tr>
<tr>
<td>November 15</td>
<td></td>
<td>COURSE PROPOSALS: Due to Summer Session</td>
<td>NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars Awards</td>
</tr>
<tr>
<td>November 16</td>
<td></td>
<td>ADVERTISING COMMITTEE: Meets to review proposed courses for Summer Session 2017</td>
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<tr>
<td>November 16</td>
<td></td>
<td>NOTIFICATION: Departments notified which course approve/not approved</td>
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<tr>
<td>December 4-8</td>
<td></td>
<td>APPROVED COURSE LIST: For Summer Session 2018 updated on the Summer Session website</td>
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<tr>
<td>TBD</td>
<td></td>
<td>BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.</td>
<td></td>
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<tr>
<td>December 11</td>
<td></td>
<td>Departments can begin APPOINTMENT FILE SUBMISSION to SharePoint for visiting faculty and to ASES for graduate students</td>
<td></td>
</tr>
<tr>
<td>January 4</td>
<td></td>
<td>SCHEDULING: Schedule Build Spreadsheets due to Registrar’s Scheduling Office</td>
<td>INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.</td>
</tr>
<tr>
<td>January 9</td>
<td></td>
<td>ADVANCED TO CANDIDACY: Graduate Students must be advanced to candidacy to teach a summer course</td>
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<td>January 30</td>
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<tr>
<td>January 31</td>
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<tr>
<td>February 2</td>
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<tr>
<td>Date</td>
<td>Courses</td>
<td>Faculty</td>
<td>Students</td>
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</tr>
<tr>
<td>February 16</td>
<td>Visiting Faculty – Appointment files should be submitted to SharePoint by this date.</td>
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<tr>
<td>March 15</td>
<td>Grad Students ( Associates-In ) – Appointment files should be submitted to ASES by this date.</td>
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<tr>
<td>March TBD</td>
<td>TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Associates-In</td>
<td></td>
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</tr>
<tr>
<td>March 16</td>
<td>CHANGE REQUESTS: Last day for departments to submit course schedule change requests to Summer Session</td>
<td>Be sure to consider if makeup sessions are needed for the July 4th and September 3rd holidays.</td>
<td></td>
</tr>
<tr>
<td>March 22</td>
<td>WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment</td>
<td></td>
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<tr>
<td>March 30</td>
<td>LATE APPOINTMENT FILES: Visiting faculty file submissions and re-submissions</td>
<td></td>
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<tr>
<td>April 3</td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments for summer orders</td>
<td></td>
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<tr>
<td>April 10 - 14</td>
<td>ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.</td>
<td></td>
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</tr>
<tr>
<td>April 16</td>
<td>ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg.</td>
<td>WAITLIST BEGINS: For all Sessions.</td>
<td></td>
</tr>
<tr>
<td>April 18</td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders</td>
<td></td>
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<tr>
<td>April 23</td>
<td></td>
<td>ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Courses</td>
<td>Faculty</td>
<td>Students</td>
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<tr>
<td>May 1 - 5</td>
<td></td>
<td></td>
<td>FINANCIAL AID APPLICATION: Summer application opens</td>
</tr>
<tr>
<td>TBD</td>
<td>MAKEUP TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Associates-In</td>
<td></td>
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</tr>
<tr>
<td>May 24</td>
<td>Graduate Division: Associates-In teaching upper-division, file submissions through ASES DEADLINE. After this date, Educational Policy Committee (EPC) approval is required.</td>
<td></td>
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<tr>
<td>June 6</td>
<td>SESSION 1: First Enrollment Snapshot</td>
<td></td>
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<tr>
<td>June 11</td>
<td>COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session</td>
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<tr>
<td>June 23</td>
<td></td>
<td></td>
<td>Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts</td>
</tr>
<tr>
<td>June 24</td>
<td></td>
<td></td>
<td>WAITLIST SUSPENDED: For Session 1 enrollment</td>
</tr>
<tr>
<td>June 25</td>
<td></td>
<td></td>
<td>BILLING DUE DATE: Session 1 &amp; Special Session</td>
</tr>
<tr>
<td>June 28</td>
<td></td>
<td></td>
<td>ENROLLMENT CANCELLATION: For Special Session due to non-payment</td>
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<tr>
<td>June 29</td>
<td></td>
<td></td>
<td>ENROLLMENT CANCELLATION: For Session 1 due to non-payment</td>
</tr>
<tr>
<td>June 30</td>
<td></td>
<td></td>
<td>WAITLIST RESUMES: For Session 1 enrollment</td>
</tr>
<tr>
<td>July 1</td>
<td>SYLLABUS COPIES: Session 1 due to Summer Session</td>
<td></td>
<td></td>
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<tr>
<td>July 2</td>
<td>Session 1 Begins</td>
<td></td>
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<tr>
<td>July 2</td>
<td>INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers</td>
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<tr>
<td>July 4</td>
<td>Holiday – Campus closed. No class meetings.</td>
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<tr>
<td>July 4</td>
<td></td>
<td></td>
<td>WAITLIST ENDS: For Session 1 enrollment</td>
</tr>
<tr>
<td>July 6</td>
<td></td>
<td></td>
<td>COURSE REFUND</td>
</tr>
<tr>
<td>Date</td>
<td>Courses</td>
<td>Faculty</td>
<td>Students</td>
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<td>------------</td>
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</tr>
<tr>
<td>July 9</td>
<td>SESSION 1: Second Enrollment Snapshot</td>
<td></td>
<td>DEADLINE: Session 1</td>
</tr>
<tr>
<td>July 11</td>
<td>SESSION 2: First Enrollment Snapshot</td>
<td></td>
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<tr>
<td>July 13</td>
<td>COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session</td>
<td></td>
<td>SESSION 1 DEADLINE to CHANGE GRADING OPTION</td>
</tr>
<tr>
<td>July 16</td>
<td>PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Instructor of Record)</td>
<td></td>
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<tr>
<td>July 17-24</td>
<td>FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes</td>
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<tr>
<td>July 24</td>
<td>CAPE: Evaluation period for Session 1</td>
<td></td>
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<tr>
<td>July 27</td>
<td></td>
<td></td>
<td>Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts</td>
</tr>
<tr>
<td>July 29</td>
<td></td>
<td></td>
<td>WAITLIST SUSPENDED: For Session 2 enrollment</td>
</tr>
<tr>
<td>July 30</td>
<td></td>
<td></td>
<td>BILLING DUE DATE: Session 2</td>
</tr>
<tr>
<td>July 31</td>
<td></td>
<td></td>
<td>SESSION 1 DEADLINE to DROP A CLASS WITHOUT a 'W' posted to transcript</td>
</tr>
<tr>
<td>August 1</td>
<td></td>
<td>MONTHLY PAYDATE: 1st Summer Session payday</td>
<td></td>
</tr>
<tr>
<td>August 4</td>
<td>eGRADES: For Session 1 open for initial submission at 8am</td>
<td></td>
<td>ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment</td>
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<tr>
<td>August 3-4</td>
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<td>August 4</td>
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<tr>
<td>August 5</td>
<td>SYLLABUS COPIES: Session 2 due to Summer Session</td>
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<td>August 6</td>
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<tr>
<td>August 7</td>
<td>eGRADES: For Session 1 closed for submission at 11:59pm</td>
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<tr>
<td>August 8</td>
<td></td>
<td></td>
<td>WAITLIST ENDS: For Session 2 enrollment</td>
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<tr>
<td>August 10</td>
<td></td>
<td></td>
<td>COURSE REFUND DEADLINE: For Session 2</td>
</tr>
<tr>
<td>August 13</td>
<td></td>
<td></td>
<td>SESSION 2: Second Enrollment Snapshot</td>
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<tr>
<td>Date</td>
<td>Courses</td>
<td>Faculty</td>
<td>Students</td>
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<tr>
<td>August 16-21</td>
<td>PAYROLL ENTRIES: Session 2 entries due in</td>
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<td></td>
<td>Timekeeping (Instructional Support) and PPS</td>
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<td></td>
<td>(Instructor of Record)</td>
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<tr>
<td>August 17</td>
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<td></td>
<td>SESSION 2 DEADLINE to CHANG GRADING OPTION</td>
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<tr>
<td>August 28</td>
<td>FINAL EXAMS: Session 2 classroom locations</td>
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<tr>
<td></td>
<td>posted to the Schedule of Classes</td>
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<tr>
<td>August 31</td>
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<td></td>
<td>MONTHLY PAYDATE: 2nd Summer Session payday</td>
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<tr>
<td>August 31 – September 7</td>
<td>CAPE: Evaluation period for Session 2</td>
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<tr>
<td>September 3</td>
<td></td>
<td></td>
<td>Holiday – Campus closed. No Class Meetings</td>
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<tr>
<td>September 4</td>
<td></td>
<td></td>
<td>SESSION 2 DEADLINE to DROP A CLASS WITHOUT a ‘W’ posted to transcript</td>
</tr>
<tr>
<td>September 8</td>
<td>eGRADES: For Session 2 open for initial</td>
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<td></td>
<td>submission at 8am</td>
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<tr>
<td>September 7-8</td>
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<td>Session 2 Final Exams</td>
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<tr>
<td>September 8</td>
<td></td>
<td></td>
<td>Session 2 Ends</td>
</tr>
<tr>
<td>September 11</td>
<td>eGRADES: For Session 2 closed for submission</td>
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<td></td>
<td>at 11:59pm</td>
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<tr>
<td>September 18</td>
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<td>PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make PPS</td>
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<td></td>
<td>adjustments/corrections to Summer Session</td>
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<tr>
<td></td>
<td>payroll account</td>
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<tr>
<td>October 31</td>
<td></td>
<td>PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/</td>
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</tbody>
</table>
Scheduling courses for Summer Session follows a different process than scheduling courses for Fall, Winter and Spring Quarters. Academic departments propose courses they want to offer in Summer Session. Summer Session approves courses with input from the Summer Session Advisory Committee. Summer Session, the Registrar, and Academic departments work together to build the Summer Session Schedule of Classes.

Course Proposal Process

1. Summer Session will email departments a Schedule Build Excel spreadsheet with last year’s Summer Session courses pre-populated. (89% of Summer Session courses repeat.)
2. Departments should update their Schedule Build spreadsheet with Summer Session 2018 courses and faculty names and email back to summer-scheduling@ucsd.edu by November 16, 2017.
   a. Be sure to copy your Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) to serve as their endorsement.

Tips for Successful Summer Session Courses

- Courses with a waitlist during Fall, Winter or Spring have high student interest during Summer Session.
- Check the Summer Session 5-year report. Courses with enrollment history of 15 or fewer students are at risk of being cancelled due to low enrollment.
- Only courses approved by the Educational Policy Committee (EPC) may be submitted and offered in Summer Session.

3. Summer Session Advisory Committee (SSAC) will meet during the first week of December 2017 to review and approve all Summer Session 2018 courses.
   a. SSAC contains faculty representatives from each division, student representatives from the Associated Students, and staff from Summer Session, Academic Affairs, and Academic Advising.
   b. Criteria for course selection includes enrollment history and programmatic need.
   c. Courses with fewer than 15 students enrolled the previous two summers will not be approved without special dispensation.
4. Summer Session will email departments regarding which courses are approved or not by December 10, 2017. Schedule Build sheets will be send back to the Academic Departments noting courses that are approved or pending approval.
5. Summer Session will send the Registrar a list of the approved courses.
6. A preview of approved Summer Session 2018 courses will be listed on the summer.ucsd.edu website in January 2018.
7. Academic Departments work directly with the Registrar’s Office on scheduling meeting days, times, and locations. Schedule Build spreadsheets with all of this information finalized should be sent to the Registrar’s Office by January 31, 2018.
   a. Any changes to courses (additions or cancellations), sessions, or instructors should be sent to the Summer Session office at any point during this process.
8. The Registrar’s Office will send out “The Last Look” on March 14, 2018. Any requests for changes to the schedule must be made by March 16, 2018 in order for the change to be reflected when the Schedule of Classes goes live.

Note: After April 16th, it is more difficult to make changes. Students will already be enrolled in courses, which means extra steps are required.
### Required Course Information

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Faculty name and PID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title and Description</strong></td>
<td>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. A course subtitle must be provided for special topic courses.</td>
</tr>
<tr>
<td><strong>Classroom Scheduling</strong></td>
<td>If a specific classroom is needed for a course, be sure to include this information on the Course Proposal. 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. Schedule changes (dates and class times) are not permitted after March 16, 2018. Faculty are encouraged to check TritonLink for up-to-date scheduling changes.</td>
</tr>
<tr>
<td><strong>Final Examinations</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Course Calendar</strong></td>
<td>For Summer 2018, 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.</td>
</tr>
<tr>
<td><strong>Enrollment Limit &amp; Prerequisites</strong></td>
<td>If enrollment limitations are required, they MUST be requested on the Course Proposal Form. 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.</td>
</tr>
<tr>
<td><strong>Waitlists</strong></td>
<td>Waitlists are created when student enrollment exceeds classroom capacity, or if a course has limited enrollment. Departments need to monitor waitlists for their courses.</td>
</tr>
<tr>
<td><strong>Course Materials/Textbooks</strong></td>
<td>The UC San Diego Bookstore will contact departments in early April for course material and textbook requisitions. Requests are due April 18, 2017. More information is available on the Bookstore website.</td>
</tr>
<tr>
<td><strong>Instructional Support (Teaching Assistant /Tutor/Reader)</strong></td>
<td>Instructional support for teaching assistants, tutors, and readers will continue to be block-funded to departments based on projected course enrollments. Notifications of preliminary TA allocations, based on projected enrollments, are sent to departments in July 2018. Additional funds from a reserve pool may be allocated to Departments whose actual enrollments substantially exceed their projected enrollments. Please see the Instructional Support section of the Guidebook for details.</td>
</tr>
<tr>
<td><strong>Computer Time/ Lab Facilities</strong></td>
<td>More information is available through ACMS Faculty Instructional Support.</td>
</tr>
<tr>
<td><strong>Media Services</strong></td>
<td>To order services and equipment, visit ACMS Media Event Support.</td>
</tr>
<tr>
<td><strong>Course Supplies and Expenses</strong></td>
<td>Funds for course supplies and expenses are block-funded to departments. Please request an allocation from your department.</td>
</tr>
<tr>
<td><strong>Course Materials Fees</strong></td>
<td>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. Miscellaneous Student Fees, Service Charges, and Deposits must be approved by the Course Materials Fees Committee. Additional information is available on PPM 120 – Instruction, Procedures Related to Faculty.</td>
</tr>
</tbody>
</table>
# Standard Summer Session Teaching Times

<table>
<thead>
<tr>
<th></th>
<th>2 Days Per Week</th>
<th>4 Days Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MW</strong></td>
<td>8–10:50 a.m.</td>
<td>MTWTh 8–9:20 a.m.</td>
</tr>
<tr>
<td><strong>MW</strong></td>
<td>11–1:50 p.m.</td>
<td>MTWTh 9:30–10:50 a.m.</td>
</tr>
<tr>
<td><strong>MW</strong></td>
<td>2–4:50 p.m.</td>
<td>MTWTh 11 a.m. – 12:20 p.m.</td>
</tr>
<tr>
<td><strong>MW</strong></td>
<td>5–7:50 p.m.</td>
<td>MTWTh 12:30–1:50 p.m.</td>
</tr>
<tr>
<td><strong>MW</strong></td>
<td>6–8:50 p.m.</td>
<td>MTWTh 2–3:20 p.m.</td>
</tr>
<tr>
<td><strong>TTh</strong></td>
<td>8–10:50 a.m.</td>
<td>MTWTh 3:30–4:50 p.m.</td>
</tr>
<tr>
<td><strong>TTh</strong></td>
<td>11–1:50 p.m.</td>
<td>MTWTh 5–6:20 p.m.</td>
</tr>
<tr>
<td><strong>TTh</strong></td>
<td>2–4:50 p.m.</td>
<td>MTWTh 6:30–7:50 p.m.</td>
</tr>
<tr>
<td><strong>TTh</strong></td>
<td>5–7:50 p.m.</td>
<td>MTWTh 8–9:20 p.m.</td>
</tr>
<tr>
<td><strong>TTh</strong></td>
<td>6–8:50 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
## Important Dates for 2018 Summer Session Courses

Dates are subject to change. Items in red are pending dates from other units on campus.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date/Deadline</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>October 2, 2017</td>
<td>CALL LETTER: Sent from Academic Affairs to academic departments for course proposals</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>November 16, 2017</td>
<td>COURSE PROPOSALS: Due to Summer Session</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>December 4-8 (TBD), 2017</td>
<td>ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2017</td>
</tr>
<tr>
<td></td>
<td>December 11, 2017</td>
<td>NOTIFICATION: Departments notified which courses approved/not approved</td>
</tr>
<tr>
<td></td>
<td>January 4, 2018</td>
<td>COURSE PREVIEW: Approved course list posted on Summer Session website.</td>
</tr>
<tr>
<td></td>
<td>January 31, 2018</td>
<td>SCHEDULING: Schedule Build Spreadsheets due to Registrar’s Scheduling Office</td>
</tr>
<tr>
<td>MARCH</td>
<td>March 16, 2018</td>
<td>CHANGE REQUESTS: Last day for departments to submit course scheduling change requests of the Summer Session Schedule of Classes. Requests due to Registrar’s Scheduling Office</td>
</tr>
<tr>
<td>MARCH</td>
<td>March 22, 2018</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 16, 2018</td>
<td>Student Enrollment Begins for UC San Diego Students.</td>
</tr>
<tr>
<td></td>
<td>April 18, 2018</td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders.</td>
</tr>
<tr>
<td></td>
<td>April 23, 2018</td>
<td>Student enrollment begins for non-UC San Diego students.</td>
</tr>
<tr>
<td>JUNE</td>
<td>June 11, 2018</td>
<td>COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session</td>
</tr>
<tr>
<td></td>
<td>June 25, 2018</td>
<td>BILLING DUE DATE: Session 1 &amp; Special Session</td>
</tr>
<tr>
<td></td>
<td>June 30, 2018</td>
<td>ENROLLMENT CANCELLATION: For Session 1 due to non-payment</td>
</tr>
<tr>
<td>JULY</td>
<td>July 1, 2018</td>
<td>SYLLABUS COPIES: Session 1 due to Summer Session</td>
</tr>
<tr>
<td></td>
<td>July 2, 2018</td>
<td>Session 1 Begins</td>
</tr>
<tr>
<td></td>
<td>July 4, 2018</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
</tr>
<tr>
<td></td>
<td>July 16, 2018</td>
<td>COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session</td>
</tr>
<tr>
<td>Month</td>
<td>Date/Deadline</td>
<td>Courses</td>
</tr>
<tr>
<td>-------</td>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes</strong></td>
</tr>
<tr>
<td><strong>AUGUST</strong></td>
<td>July 24, 2018</td>
<td>CAPE: Evaluation period for Session 1</td>
</tr>
<tr>
<td></td>
<td>August 3, 2018</td>
<td>eGRADES: For Session 1 open for initial submission at 8am</td>
</tr>
<tr>
<td></td>
<td><strong>August 4, 2018</strong></td>
<td><strong>Session 1 Ends</strong></td>
</tr>
<tr>
<td></td>
<td>August 5, 2018</td>
<td>SYLLABUS COPIES: Session 2 due to Summer Session</td>
</tr>
<tr>
<td></td>
<td><strong>August 6, 2018</strong></td>
<td><strong>Session 2 Begins</strong></td>
</tr>
<tr>
<td></td>
<td>August 7, 2018</td>
<td>eGRADES: For Session 1 closed for submission at 11:59pm</td>
</tr>
<tr>
<td></td>
<td><strong>August 27, 2018</strong></td>
<td><strong>FINAL EXAMS: Session 2 classroom locations posted to the Schedule of Classes</strong></td>
</tr>
<tr>
<td><strong>SEPTEMBER</strong></td>
<td>August 31 – September 7, 2018</td>
<td>CAPE: Evaluation period for Session 2</td>
</tr>
<tr>
<td></td>
<td>September 3, 2018</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
</tr>
<tr>
<td></td>
<td>September 7, 2018</td>
<td>eGRADES: For Session 2 open for initial submission at 8am</td>
</tr>
<tr>
<td></td>
<td><strong>September 8, 2018</strong></td>
<td><strong>Session 2 Ends</strong></td>
</tr>
<tr>
<td></td>
<td>September 11, 2018</td>
<td>eGRADES: For Session 2 closed for submission at 11:59pm</td>
</tr>
</tbody>
</table>

**Late Proposal for a Summer Session Course**

After the Advisory Committee meets in the first week of December to approve courses, all other approvals for Summer Session courses come directly through the Summer Session office. The steps are below:

1. Verify that the class has met the requirements for enrollment history above 15 for the past two summers.
2. Send your Schedule Build spreadsheet to summer-scheduling@uclsd.edu – be sure to note which course is being proposed late.
   a. Endorsement is still required at this point. Please copy your Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) to serve as their endorsement.
3. If the eligibility requirements are met, and if there are objections to offering this course, the Summer Session Advisory Committee member from the appropriate Academic Division may be contacted for further discussion.
4. If approved, the Registrar’s Office will be notified that it is approved to be taught for the upcoming Summer Session.
   a. The class will be added to whichever class listing is currently active; Either the Preview of Classes (December 10, 2017 – March 21, 2018) or Schedule of Classes (March 22, 2018 onwards)
Course Change Requests

After the initial course proposal, course change requests should be emailed to Summer Session or the Registrar, depending on the date of the request and the information that is changing.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Send to</th>
<th>Send to</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 17 – December 10</td>
<td>Changes to Session, Instructor and Course</td>
<td><a href="mailto:summer-scheduling@ucsd.edu">summer-scheduling@ucsd.edu</a></td>
</tr>
<tr>
<td>December 10 – January 31</td>
<td>Changes to Session, Instructor and Course</td>
<td><a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a></td>
</tr>
<tr>
<td></td>
<td>Changes to meeting days, times, and locations only</td>
<td></td>
</tr>
</tbody>
</table>

Cancelling a Course

Summer Session typically cancels courses if enrollment is below 15. When determining whether to cancel a course due to low enrollment, please consider the following questions. If the answer to each question is NO, then the sooner Summer Session cancels the course, the more time faculty and students have to make other arrangements.

1. Is there an obvious reason for enrollment to be below 10 by the first week of May?
2. Is there something special that will surely increase the enrollment?
3. Is this course part of a sequence and students are waiting to complete another course?
4. Is the course cross-listed and students have enrolled in the other course?
5. Is my department or the faculty going to do something special to recruit more students?

If the answer is NO to the five questions listed above, please move forward with the following procedure to cancel a course:

1. Contact enrolled students to notify them of cancellation and encourage them to select another course.
2. Contact Summer Session after step 1 has been completed.
3. Summer Session will contact the Registrar to cancel the room schedule and to change the class’ Section Status to cancelled
4. Summer Session will send a cancellation letter to the faculty to cancel the teaching appointment.
5. Department cancels the PPS payroll appointment (if already created).

Questions about course proposals or course scheduling?

Please contact Matt Sapien in the Summer Session office at x44744, or [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).
Faculty Hiring Process

Summer Session procedures for hiring faculty differ from the academic year. Faculty are hired “by agreement”, and open recruitment is not required for Summer Session appointments. However, Summer Session faculty must adhere to UC San Diego Academic Personnel policy. To verify that an instructor is eligible to teach in Summer Session, please refer to Academic Personnel Manual (APM) 661 and APM 662.

1. Summer Session course - 50% appointment
2. Summer Session courses during the same Session - 100% appointment

Summer Session processes faculty appointments in three groups:

1. UC San Diego faculty and lectures who have active teaching appointments during the current academic year.
2. Graduate Students who will teach Summer Session courses as Associates-In.
3. “Visiting” Instructors, which include:
   a. UC San Diego Faculty who do not have active teaching appointments at UC San Diego during the 2017-2018 academic year.
   b. UC San Diego staff who do not have teaching appointments. (Postdocs, Researchers, etc.)
   c. Lecturers from other Universities and Institutions.

How to Hire UC San Diego Faculty

Summer Session will begin hiring current UC San Diego Faculty on January 9, 2018.

- The Department Chair or College Dean must endorse each faculty member to teach Summer Session courses.
Summer Session is responsible for creating and emailing all faculty appointment letters, copying the Department MSO. The appointment letter will state the terms and conditions of the teaching appointment.

Appointment letters will be uploaded to the Summer Session SharePoint Faculty Files site: [https://evc-share-camp.usc.edu/resourceadmin/summer/faculty-files/](https://evc-share-camp.usc.edu/resourceadmin/summer/faculty-files/)

Each faculty member will accept his/her teaching appointment via reply email to summer-payroll@ucsd.edu. Faculty will not be permitted to teach until Summer Session receives an acceptance email.

Faculty names will be added to the Schedule of Classes after Summer Session receives an appointment acceptance email.

Departments will enter payroll details into PPS, with compensation details from Summer Session. For more information, please see the Faculty Compensation section of the Guidebook.

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### How to Hire Visiting Lecturers & Non-Teaching UC San Diego Staff

Summer Session will begin hiring Visiting Lecturers and Non-Teaching UC San Diego Staff in February, 2018.

**DEADLINE:** Departments should please submit appointment files to SharePoint by February 16, 2018.

- The Dean of Undergraduate Education must approve all visiting lecturers, Emeriti, and UC San Diego staff who do not have teaching appointments (Researchers, Postdocs, etc.). Visiting lecturers who have taught previous summers require a new appointment file and DUE approval.
UC San Diego fiscal year academic and staff employees must follow Academic Personnel guidelines for teaching Summer Session courses. Per APM-661, an exception memo must state how the employee’s percentage of time will be reduced so that a Summer Session appointment will not cause him/her to exceed 100% appointment.

Teaching in Summer Session is a great way for fiscal year employees to gain teaching experience at UC San Diego. However, reducing a fiscal year appointment may affect an employee’s benefits, retirement, and service credit. Summer session recommends consulting with HR to understand the pros & cons of reducing a fiscal year appointment before accepting a Summer Session teaching appointment.

The documentation required in the Summer Session Appointment File depends on the faculty type and academic year title code of the proposed lecturer. See the Summer Session Faculty Appointment Handbook for details.

Appointment files must be uploaded as PDF files to the Summer Session Faculty Files SharePoint site. SharePoint will route appointment files for approval. To get SharePoint access, please email summer-payroll@ucsd.edu.

Summer Session is responsible for creating and emailing all instructor appointment letters, copying the Department MSO. Each appointment letter will state the terms and conditions of the teaching appointment.

Appointment letters will also be uploaded to the Summer Session SharePoint Faculty Files site: https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/

Instructors will accept their teaching appointment via reply email to summer-payroll@ucsd.edu. Instructors will not be permitted to teach until Summer Session receives an acceptance email.

Departments will enter payroll details into PPS, with guidance and compensation details from Summer Session. For more information, please see the Faculty Compensation section of the Guidebook.

Faculty names will be added to the Schedule of Classes after their new-hire (or re-hire) paperwork is completed and their PPS appointment is active.
Graduate Students to teach as Associates-In are reviewed and approved through the Academic Student Employment System (ASES).

**DEADLINE:** Departments should please submit applications to ASES by March 15, 2018.

- To be eligible to teach in Summer Session 2018, UC San Diego Graduate Students must have advanced to candidacy by February 2, 2018. See the ASE Opportunities for Graduate Students on the Graduate Division website.

- Appointment documentation must be submitted through the Academic Student Employment System (ASES). ASES will route the Associates-In applications to Graduate Division for review and approval. For Associates-In appointment questions, please contact Becky Burrola, rburrola@ucsd.edu or x43727.

- Appointment letters will be created and viewed in ASES. The appointment letters will state the terms and conditions of the teaching appointment.

- An Associates-In must officially accept his/her appointment in ASES. ASES sends email notifications to the hiring department and Summer Session upon completion.

- Departments will enter payroll details into PPS, with guidance and compensation details from Summer Session. For more information, please see the Faculty Compensation section of the Guidebook.

- Associates-In names will be added to the Schedule of Classes after their new-hire (re-hire) paperwork is completed and their PPS appointment is active.
Summer Graduate Teaching Scholars (SGTS)

The Summer Graduate Teaching Scholars (SGTS) program provides an opportunity for some of UC San Diego’s advanced graduate students to obtain mentored teaching experience while increasing Summer Session course offerings to undergraduate students.

- A call for nominations for the Summer Graduate Teaching Scholars Program is sent out to academic departments and programs from Academic Affairs.
- Departments should nominate students who will be teaching as first-time Associates-In.
- Departments should propose courses that have a Summer Session enrollment history of more than 15 students to avoid having courses cancelled due to low enrollment.
- Required paperwork for these nominees should be included in the submissions to the Academic Student Employment System (ASES) for Graduate Division approval.
- The graduate students selected to participate in the SGTS program 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 each SGTS participant’s faculty mentor. Please email Denise Christensen (dechristensen@ucsd.edu, x48170) the research fund index for all faculty mentor payments.

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

Faculty Appointment Training Session

Summer Session will hold an Appointment File training workshop on November 16, 2017. All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents.

Questions about hiring Summer Session faculty?
Please contact Lisa Bargabus, Summer Session Business Affairs Analyst, at x25064 or summer-payroll@ucsd.edu.
## Important dates for 2018 Summer Session Faculty Hiring & Payroll

Dates are subject to change. Items in red are pending dates from other units on campus.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date/Deadline</th>
<th>AP/Instructional</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>October 14, 2017</td>
<td>CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>November 15, 2017</td>
<td>TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files</td>
</tr>
<tr>
<td></td>
<td>November 16, 2017</td>
<td>NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars</td>
</tr>
<tr>
<td>JANUARY</td>
<td>January 9, 2018</td>
<td>BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.</td>
</tr>
<tr>
<td></td>
<td>January 30, 2018</td>
<td>Departments can begin APPOINTMENT FILE SUBMISSION to SharePoint for visiting faculty.</td>
</tr>
<tr>
<td></td>
<td>January 31, 2018</td>
<td>INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments for schedule of classes.</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>February 2, 2018</td>
<td>ADVANCED TO CANDIDACY: Graduate Students must be advanced to candidacy to teach a summer course</td>
</tr>
<tr>
<td></td>
<td>February 16, 2018</td>
<td>Visiting Faculty – Appointment files should be submitted to SharePoint by this date.</td>
</tr>
<tr>
<td>MARCH</td>
<td>March 15, 2018</td>
<td>Grad Students (Associates-In) – Appointment files should be submitted to ASES by this date.</td>
</tr>
<tr>
<td></td>
<td>March 30, 2018</td>
<td>LATE APPOINTMENT FILES: Visiting faculty file submissions and re-submissions</td>
</tr>
<tr>
<td></td>
<td>TBD</td>
<td>PAYROLL TRAINING FOR DEPARTMENTS: PPS entries for Instructors of Record and Instructional Support</td>
</tr>
<tr>
<td>APRIL</td>
<td>April 3, 2018</td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments to submit summer orders</td>
</tr>
<tr>
<td>Month</td>
<td>Date/Deadline</td>
<td>AP/Instructional</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>April</td>
<td>April 18, 2018</td>
<td>TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders</td>
</tr>
<tr>
<td>MAY</td>
<td>TBD</td>
<td>MAKEUP PAYROLL TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Instructional Support</td>
</tr>
<tr>
<td></td>
<td>May 24, 2018</td>
<td>Graduate Division: Associates-In, teaching upper-division, file submissions through ASES DEADLINE. After this date, additional Educational Policy Committee (EPC) approval is required.</td>
</tr>
<tr>
<td>JUNE</td>
<td>June 6, 2018</td>
<td>SESSION 1: First Enrollment Snapshot for faculty compensation review – full or contingent salary.</td>
</tr>
<tr>
<td>JULY</td>
<td>July 2, 2018</td>
<td>Session 1 Begins</td>
</tr>
<tr>
<td></td>
<td>July 2, 2018</td>
<td>INSTRUCTIONAL SUPPORT: Departments notified of block funding/allocation FOR TAs, Tutors, and Readers</td>
</tr>
<tr>
<td></td>
<td>July 4, 2018</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
</tr>
<tr>
<td></td>
<td>July 9, 2018</td>
<td>SESSION 1: Second Enrollment Snapshot for faculty compensation review - full or contingent salary</td>
</tr>
<tr>
<td></td>
<td>July 11, 2018</td>
<td>SESSION 2: First Enrollment Snapshot for faculty compensation review - full or contingent salary</td>
</tr>
<tr>
<td></td>
<td>July 17-24, 2018</td>
<td>PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)</td>
</tr>
<tr>
<td>AUGUST</td>
<td>August 1, 2018</td>
<td>MONTHLY PAYDATE: 1st Summer Session payday</td>
</tr>
<tr>
<td></td>
<td>August 4, 2018</td>
<td>Session 1 Ends</td>
</tr>
<tr>
<td></td>
<td>August 6, 2018</td>
<td>Session 2 Begins</td>
</tr>
<tr>
<td></td>
<td>August 13, 2018</td>
<td>SESSION 2: Second Enrollment Snapshot for faculty compensation review – full or contingent salary</td>
</tr>
<tr>
<td></td>
<td>August 16-21, 2018</td>
<td>PAYROLL ENTRIES: Session 2 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)</td>
</tr>
<tr>
<td></td>
<td>August 31, 2018</td>
<td>MONTHLY PAYDATE: 2nd Summer Session payday</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>September 8, 2018</td>
<td>Session 2 Ends</td>
</tr>
<tr>
<td></td>
<td>September 18, 2018</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, 2018</td>
<td>PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/corrections to payroll accounts accepted after this date</td>
</tr>
</tbody>
</table>
Faculty Compensation

Pay Dates for Summer Session 2018 are in August for all sessions.

Session 1 – August 1, 2018
Session 2 - August 31, 2018
Special Session – August 1 or 31, 2018. Please contact Summer Session to determine pay dates.

Faculty compensation for Summer Session is different from the academic year. It consists of two types of payments:

1. Course Salary (all faculty)
2. Bonuses (some faculty)
   - Enrollment Bonus
   - Science Lab Bonus
   - Success Bonus

Course Salary

Summer Session pays instructors a course salary for each class they teach in Summer Session. Each course salary is by agreement and calculated based on:

- Student enrollment
- Number of units per course
- UC San Diego annual teaching salary at pay rates in effect on 6/30/18.

Visiting lecturers are not paid at the annual salary they receive at their home institution. Instead, visiting lecturers are paid at an annual salary that aligns with UC San Diego salary scales, at a rate consistent with comparable faculty in the department.

<table>
<thead>
<tr>
<th>Full Course Salary</th>
<th>Contingent Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>15 or more Students Enrolled</strong></td>
<td><strong>14 or Fewer Students Enrolled</strong></td>
</tr>
<tr>
<td><strong>3-6 Unit Course</strong></td>
<td>$100 × Number of Units × Students Enrolled</td>
</tr>
<tr>
<td>8.5% of UC San Diego annual teaching salary</td>
<td>Not to exceed full course salary.</td>
</tr>
<tr>
<td><strong>1-2 Unit Course</strong></td>
<td>Exception: Graduate Students teaching as Associates-In may NOT be paid on contingency (See Article 23).</td>
</tr>
<tr>
<td>4.25% of UC San Diego annual teaching salary</td>
<td></td>
</tr>
<tr>
<td>$10,000 Maximum per course</td>
<td></td>
</tr>
</tbody>
</table>

Associates-In (Instructors of Record)
Associate-In annual salary: $51,302
2018 Summer Session course salary:
$4,361 (3-6 Unit Course)
$2,181 (1-2 Unit Course)

When is Course Enrollment Measured for Course Salaries?
Summer Session measures student enrollment twice for each Session, and pays instructors based on the highest student enrollment.
Course enrollment snapshots are posted on the Summer Session website at: http://summer.ucsd.edu/documents/index.html#Enrollment-Reports.

1st Enrollment Snapshot Dates
- Session 1 – June 6, 2018
- Session 2 – July 11, 2018
- Special Session – Dates will vary. Please contact Summer Session for snapshot dates.

Summer Session uses the first enrollment snapshot date to calculate the guaranteed minimum faculty course salaries. Instructors teaching courses with 14 or fewer students enrolled will be paid a contingent salary.

- It is the instructor’s responsibility to check the enrollment snapshot for his/her course(s).
- If course enrollment is below 15 students, and a contingent appointment is not acceptable, the faculty member must contact the Department Chair or MSO for further action. The department and faculty may try to recruit more students, or decide to cancel the teaching appointment.
- The department is expected to replace the instructor whenever possible. (Courses are not cancelled after the session begins.)

2nd Enrollment Snapshot Dates
- Session 1 – July 9, 2018
- Session 2 – August 13, 2018
- Special Session – Dates will vary. Please contact Summer Session for specific courses.

Summer Session compares the 1st Enrollment Snapshot and 2nd Enrollment Snapshot.

- If student enrollment increased, the faculty course salary will increase.
- If student enrollment has decreased, the faculty course salary will stay the same.

Course Salary Examples
Lecturer, Title Code 1550, Annual Salary is $53,402 ($4,539)
One 4-Unit course, 50% appointment

Example 1 – Compensation would increase from contingent to full salary.
1st enrollment snapshot = 11 students
Course salary will be contingent: $100 × 4 Units × 11 Students = $4,400
2nd enrollment snapshot = 15 students
Course salary will increase to full salary: 8.5% of $53,402 = $4,539

Example 2 – Compensation would stay the same when enrollment decreases.
1st enrollment snapshot = 16 students
Course salary will be full salary: 8.5% of $53,402 = $4,539
2nd enrollment snapshot = 12 students
Course salary will remain full salary at $4,539, because it cannot be reduced.

Example 3 – Compensation switches to full salary, because contingent amount would be too high.
1st enrollment snapshot = 11 students
Course salary will be contingent: $100 × 4 Units × 11 Students = $4,400
2nd enrollment snapshot = 14 Students
Course salary will increase to full salary: $4,539 (Contingent would exceed full salary: $100 × 4 × 14 = $5,600)
Course Salary - Special Cases

Global Seminar Appointments
- Faculty are compensated at a flat rate of $15,000 and required to teach two 4-unit courses in one session.
- If the program has previously been taught and the enrollment is less than 15 students, the program may be cancelled, or 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.

Emeriti (Recall) Faculty
- All recall faculty require an appointment file with a Recall Form, CAPES, and a reference letter. (Even if the recalled faculty taught during Fall, Winter and Spring of the current academic year.)
- Compensation is based on the annual teaching salary at retirement, with appropriate range adjustments, not to exceed $10,000 per course or 43% total income per month.

HCOMP Faculty
As stated in APM 661-16d, full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

HSCP – The abbreviation for Health Sciences Compensation Plan
HCOMP – The faculty type description for faculty participating in the Health Sciences Compensation Plan. Includes title codes 1712-1734.

1. Additional Compensation
   Summer Session is defining “additional compensation” to be any type of the following:
   a. Z payment
   b. salary above what is already being paid
   c. a transfer to a research account
   d. a recharge to department account
   Summer Session will not use any of the options listed above, or any other means, to compensate full-time HCOMP faculty. The intent of APM 661-16d does not allow additional compensation even if it is moved between accounts to eventually end up as an additional payment to the HCOMP faculty member teaching a course.

2. Percentage of Time
   We cannot reduce an existing HCOMP faculty member’s appointment to 50% in order to receive compensation to teach one Summer Session course, because he/she must maintain a 51% HCOMP appointment or greater to be eligible for HSCP participation. (A 51% HCOMP appointment and a 50% Summer Session appointment (to teach one course) would put him/her at 101% time, which is not possible.)

3. Salary Replacement Option
   Under special circumstances, HCOMP faculty member’s other salary fund sources can be reduced to use Summer Session teaching pay to cover a portion of his/her regular pay. This is a salary replacement option and not an additional compensation option.
   a. The Health Sciences administration (department and dean’s office) must be amenable to reducing the faculty member’s existing teaching and/or clinical loads in Health Sciences.
b. This requires PRE-approval in writing by the Health Sciences administration.
c. Summer Session pays a standard course salary of 8.5% of academic year annual salary. Global Seminars compensate faculty at a contracted amount of $15,000 ($7,500 per course). We would need to determine what portion of the faculty member’s HCOMP salary the Summer Session compensation can buy out, and indicate at which rate (base salary or negotiated salary).
d. Because this is a salary replacement option and not an additional compensation option, it would not be in compliance with AP policy to redirect his/her “displaced” regular (non-Summer Session) funding to a Z payment or other form of additional compensation. (See item 1.) In other words, no swapping to circumvent the intent of APM 661-16d.

4. **Appointment without Salary**

   Faculty are allowed to teach summer courses without compensation from Summer Session. Faculty are eligible for this option only with a letter from his/her supervisor indicating that the time spent teaching Summer Session will not interfere with his/her normal duties in Health Sciences.

   **Fiscal Year Employees Teaching in Summer Session**

   Fiscal year appointees must reduce their percentage of time to teach in Summer Session.

   **Use of Vacation**

   If vacation time must be used to teach in Summer 2018, please use the following to calculate the number of days/hours needed.

   **Summer Session Vacation Deduction Calculation:**

   The calculation is based on the course rate, the month payment is being issued, as well as the concurrent fiscal year appointment rate. (Please note bonus payments are not included in the calculation).

   Concurrent fiscal appointment rate: Use $_________/mo

   Summer Session course salary: $_________ (excluding any bonus)

   2018 Summer Session pay dates: 7/1/2018-7/31/2018 (168 hours) or 8/1/18-8/31/18 (184 hours)

   Percentage of compensation: ____%

   Summer Session course salary ÷ by monthly rate of concurrent appt.

   Vacation deduction: ____Days

   Multiply the percentage of compensation from above times the total possible hours in the month payment is being issued. (ex: 92% * 168 = 154.56 hours)

   Divide this figure by 8 hours and round to nearest whole number (you report only in full day increments).

   (Ex: 154.56 hours ÷8 = 19.32, or 19 days)
Converting between Fiscal Year and Academic Year Salaries
Conversion factors are based upon UC work hours/calendars.

<table>
<thead>
<tr>
<th>Academic Year (AY) to Fiscal Year (FY)</th>
<th>Fiscal Year (FY) to Academic Year (AY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 months : 9.5 months = 11/9.5 = 1.16 (rounded)</td>
<td>9.5 months : 11 months = 9.5/11 = .86 (rounded)</td>
</tr>
<tr>
<td><strong>AY annual salary × 1.16 = FY annual salary</strong></td>
<td><strong>FY annual salary × .86 = AY annual salary</strong></td>
</tr>
<tr>
<td>Example: $81,257 AY salary * 1.16 = $94,258 FY salary</td>
<td>Example: $120,000 FY salary * 1.16 = $103,200 AY salary</td>
</tr>
<tr>
<td><em>The calculated FY annual salary may not match a rate on the FY scale.</em></td>
<td><em>The calculated AY annual salary may not match a rate on the AY scale.</em></td>
</tr>
</tbody>
</table>

Bonus Compensation
Summer Session faculty may be eligible for the following types of bonuses. All bonuses are paid in addition to the standard Summer Session course salaries.

**Enrollment Bonus**
Faculty may be paid a bonus if course enrollment exceeds 50 students. Enrollment bonuses are paid on a per-course basis, and are calculated using 2nd Snapshot course enrollments (see page 24).

- 1-50 Students    No bonus
- 51-200 Students  $20/Student (for enrollments 51-200)
- 201+ Students    $20/Student (for enrollments 51-200) + #10/Student (for enrollments 201+)

**Science (Web Lab) Bonus - Physical Sciences Division & Biological Sciences Division**
Faculty teaching science wet lab courses (2 or more Units) with enrollment of 20 or more students may be eligible for a bonus. The Science Wet Lab Bonus is paid on a per-course basis, and is calculated as:

\[ 87.5\% \text{ of the Summer Session Course Salary } = 0.875 \times \text{Course Salary} \]

**Success Bonus**
Faculty teaching 4-Unit courses that are part of the Summer Success Programs may be paid a $2,500 Success Bonus per course. See the Success Program Handbook for details.

Compensation Restrictions

**Limit for Academic Year Appointees – 3/9 (33%) annual salary for entire Summer Session**
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 (1/9 per month over 3 months). 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, enrollment bonuses, and success bonuses do not exceed the 33% maximum summer compensation limit.
**Teaching 4 Courses May Exceed 33% Maximum**

Faculty teaching 4 Summer Session courses (2 courses in Session 1, 2 courses in Session 2) may need to have their Session 2 course salaries reduced so that they do not exceed the 33% maximum. (This impacts faculty earning less than $120,000 annual salary.)

**Example**

Annual Salary is $58,945

33% Max = $58,945 ÷ 3 = $19,648 can be earned during the entire summer (July-September)

Summer Session Course Salary = .085 × $58,945 = $5,010 per course

Teaching 4 Courses = 4 × $5,010 = $20,040, which exceeds the $19,648 maximum

**How Session 2 Course Salaries Will be Reduced**

1. Summer Session pays 2 full course salaries in Session 1: $5,010 + $5,010 = $10,020
2. Determine how much more can be earned: $19,648 max – $10,020 = $9,628 left
3. Split the remaining dollars between the two Session 2 courses: $9,628 ÷ 2 = $4,814 per course
4. Session 2 courses will pay a reduced course salary of $4,814 per course.

**Limit for Fiscal Year Appointees – 1/12 annual salary per month**

Compensation for fiscal-year appointees may not exceed one-twelfth (1/12) of the faculty’s annual salary per month of teaching. 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, enrollment bonuses, and success bonuses do not exceed the 1/12 maximum summer compensation limit.

**Limit for Emeriti – 43% per month**

Summer Session recall appointments (Emeriti) are subject to a 43% total income per month restriction. See [http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-205.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-205.pdf) for details.

**Limit for Faculty with Academic Administrator Appointments – Varies**

Compensation for faculty with Academic Administrator appointments (Provost, Department Chair, etc.) will be calculated on a case-by-case basis. Please contact Lisa Bargabus at summer-payroll@ucsd.edu, or x25064 regarding new or modified academic administrator appointments for Summer Session faculty.

**Limit for All Summer Session Faculty - 100% Appointment Max**

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.

**Payment Disbursement**

Paychecks are issued on August 1, 2018 for Session 1 and August 31, 2018 for Session 2. Courses taught in Special Session are assigned a payroll date of August 1 or August 31 depending on the course dates. 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**

The tax rate for compensation during summer depends on appointment type.

- 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.

**Mandatory 403 (b) Plan Contributions**

Summer Session salary retirement benefit has been transferred from UC’s DC Plan to UC’s Tax Deferred 403(b) Plan. That means Summer Session faculty (contributing 3.5%) and the University (contributing 3.5%) are now required to make pre-tax contributions (7% total) to the 403(b) Plan. Because summer salary contributions are required, they do not reduce the limit on voluntary pretax contributions to the 403(b) Plan (or the 457(b) Plan). More information can be found at: [http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/revised-apm-190-appdx-g.html](http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/revised-apm-190-appdx-g.html)

**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, 2018 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](mailto:benefitsrepresentative) assigned to your vice chancellor area.

**Faculty Payroll Training Session**

Summer Session will hold a Payroll training workshop in March 2018. All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at [http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents](http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents).

**Questions about Summer Session payroll?**

Please contact Lisa Bargabus, Summer Session Business Affairs Analyst, at x25064 or [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).
Faculty - 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. Please email to summer@ucsd.edu.
- 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. Tips on how to increase student response rate can be found at: https://cape.ucsd.edu/faculty/tips.html.
- The CAPE dates for student access are the last week of a 5-week session. See the Summer Session Operational Calendar.

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 on 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 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.
- 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.

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 2018 Waitlist Schedule:**

**Session 1**
- Waitlist begins – Monday, April 16, 2018
- Waitlist suspends – Sunday, June 24, 2018
- Waitlist resumes – Saturday, June 30, 2018
- Waitlist ends – Wednesday July 4, 2018 at 10pm

**Session 2**
- Waitlist begins – Monday, April 16, 2018
- Waitlist suspends – Sunday July 29, 2018
- Waitlist resumes – Saturday August 4, 2018
- Waitlist ends – Wednesday August 8, 2018 at 10pm

**Special Session**
- Waitlist begins – Monday, April 16, 2018
- Waitlist ends – Sunday June 24, 2018

- For Sessions 1 and 2, 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

FERPA Training for Faculty
Summer Session faculty with access to student records must comply with the Federal Family Educational Rights and Privacy Act (FERPA) by taking an online FERPA course. The FERPA course is offered via UC Learning Center, takes about 30 minutes to complete, and is valid for 3 years. More details about the FERPA training requirement can be found at:

https://blink.ucsd.edu/instructors/advising/confidentiality.html


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.

eGrades
Summer Session grades will be submitted using eGrades. For additional information regarding the eGrades tool and process, visit the eGrades page on Blink (blink.ucsd.edu).

Grade entry for Summer Session opens at 8 a.m. on August 4, 2018 (date pending confirmation) for Session 1 and September 8, 2018 (date pending confirmation) 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 egrades@ucsd.edu.

Student work 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 info below</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>See Incomplete info below</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>See In Progress info below</td>
</tr>
<tr>
<td>NP</td>
<td>Not Pass</td>
<td>See Not Pass info below</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>C- or better, assigned to undergraduate students only</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>B- or better, assigned to graduate students only</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Below B-, assigned to graduate students only</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>See Withdraw info 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 between July 14 – July 31, 2018 and Session 2 between August 18 – September 4, 2018 (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](#).

**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.

**Library Course Reserves System**
The Library Course Reserve system typically has Summer Session courses available after Week 8 of Spring Quarter. Contact [reserves@ucsd.edu](mailto:reserves@ucsd.edu) 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 located in the front under the chalkboard. For more information, call (858) 534-8265.

**Office Space**
Office space needs should be discussed with the academic department.

**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.

**Textbooks/Course Materials**
The UC San Diego Bookstore will contact departments early April for course material adoptions (textbook requisitions). Requests are due April 18, 2018 ([date pending confirmation](#)).

**Teaching + Learning Commons**
The Teaching + Learning Commons helps instructors become better teachers through seminars, workshops and discussions about effective teaching methods and new instructional technologies. Find out more about the Teaching + Learning Commons services and programs at: [http://commons.ucsd.edu/_files/faculty-brochure-teaching+learning-commons.pdf](http://commons.ucsd.edu/_files/faculty-brochure-teaching+learning-commons.pdf) .
INSTRUCTIONAL SUPPORT

Teaching Assistants (TAs), Tutors and Readers

Summer Session 2018 Academic Student Employee pay rates can be found on the Graduate Division website:

See the Faculty Compensation section for 2018 pay rates for graduate students hired as Associates-Ins (Instructors of Record).

Teaching Assistant (TA) - $31.29/hr
Tutor – Grad Student - $19.49/hr (single session), $23.38 (group session)
Tutor – Undergrad Student - $15.00/hr (single session), $17.97/hr (group session or Teaching Apprentice)
Reader – Grad Student - $15.78/hr
Reader – Undergrad Student - $15.00/hr

- Each department takes responsibility to recruit, select, and allocate TAs, Readers, and Tutors.
- Departments are notified in July 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 TA Allocation is Calculated

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, Summer Session counts 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. A "course debit" is 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.

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:

\[
TA\ Allocation = TA\ FTE \times \left(41,306 \times \frac{75\%}{3}\right)
\]

- Or -

\[
TA\ Allocation = \frac{[E - (C \times 10)]}{(4 \times R)} \times \left(41,306 \times \frac{75\%}{3}\right)
\]

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. The following is a 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 Kit Pogliano, Dean of the Graduate Division (graduatedean@ucsd.edu) or John Moore, Interim Dean of Undergraduate Education (due@ucsd.edu).
DEPARTMENT SUPPORT

Instructor Salaries & Benefits
Summer Session tuition covers the cost of instructor salaries and benefits.

TA Allocation
Summer Session block-funds departments for TAs/Tutors/Readers. The TA allocation funds may be used at the discretion of each department. For more information on how the TA Allocation is calculated, please refer to the Instructional Support section of the Guidebook.

Departmental Administrative Services Program
The Departmental Administrative Services Program is designed to compensate academic departments for providing the following 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, 2018
- 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

Each department is awarded:
- $500 per course (for all courses with 10 or more students)
- $13 per student enrollment to Arts & Humanities and Social Science courses
- $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 9 for Session 1, and August 13 for Session 2. 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.

The EVC office will transfer funds for instructor salaries & benefits, TA Allocation and DASP to departments in November.

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.
### Important Dates for 2018 Summer Session Students

Dates are subject to change. Items in red are pending dates from other units on campus.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date/Deadline</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MARCH</strong></td>
<td>March 22, 2018</td>
<td>SCHEDULE OF CLASSES: Schedule of Classes goes live (view only) for planning.</td>
</tr>
<tr>
<td><strong>MARCH</strong></td>
<td>Week of April 9-13, 2018</td>
<td>ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.</td>
</tr>
<tr>
<td><strong>APRIL</strong></td>
<td>April 16, 2018</td>
<td>ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: TritonLink/WebReg. WAITLIST BEGINS: For all sessions.</td>
</tr>
<tr>
<td><strong>APRIL</strong></td>
<td>Week of April 24-28, 2017</td>
<td>ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: TritonLink/WebReg</td>
</tr>
<tr>
<td><strong>MAY</strong></td>
<td>Week of May 1-5, 2018</td>
<td>FINANCIAL AID APPLICATION: Summer application opens</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td>June 23, 2018</td>
<td>Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td>June 24, 2018</td>
<td>WAITLIST SUSPENDED: For Session 1 enrollment</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td>June 25, 2018</td>
<td>BILLING DUE DATE: Session 1 &amp; Special Session</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td>June 28, 2018</td>
<td>ENROLLMENT CANCELLATION: For Special Session due to non-payment</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td>June 29, 2018</td>
<td>ENROLLMENT CANCELLATION: FOR Session 1 due to non-payment</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td>June 30, 2018</td>
<td>WAITLIST RESUMES: For Session 1 enrollment</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td>July 3, 2018</td>
<td>Session 1 Begins</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td>July 4, 2018</td>
<td>Holiday - Campus Closed. No Class Meetings</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td>July 5, 2018</td>
<td>WAITLIST ENDS: For Session 1 enrollment</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td>July 6, 2018</td>
<td>COURSE REFUND DEADLINE: Session 1</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td>July 13, 2018</td>
<td>SESSION 1 DEADLINE to CHANGE GRADING OPTION</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td>July 27, 2018</td>
<td>Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td>July 29, 2018</td>
<td>WAITLIST SUSPENDED: For Session 2 enrollment</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td>July 30, 2018</td>
<td>BILLING DUE DATE: Session 2</td>
</tr>
<tr>
<td>Month</td>
<td>Date/Deadline</td>
<td>Student</td>
</tr>
<tr>
<td>--------------</td>
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<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>AUGUST</td>
<td>July 31, 2018</td>
<td>SESSION 1 DEADLINE to DROP A CLASS WITHOUT a ‘W’ posted to transcript</td>
</tr>
<tr>
<td></td>
<td>July 28 – August 4, 2018</td>
<td>CAPE: Evaluation period for Session 1</td>
</tr>
<tr>
<td></td>
<td>August 4, 2018</td>
<td>ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment</td>
</tr>
<tr>
<td></td>
<td>August 3-4, 2018</td>
<td>Session 1 Final Exams</td>
</tr>
<tr>
<td></td>
<td>August 4, 2018</td>
<td>Session 1 Ends</td>
</tr>
<tr>
<td></td>
<td>August 4, 2018</td>
<td>WAITLIST RESUMES: For Session 2 enrollment</td>
</tr>
<tr>
<td></td>
<td>August 6, 2018</td>
<td>Session 2 Begins</td>
</tr>
<tr>
<td></td>
<td>August 8, 2018</td>
<td>WAITLIST ENDS: For Session 2 enrollment</td>
</tr>
<tr>
<td></td>
<td>August 8, 2018</td>
<td>COURSE REFUND DEADLINE: For Session 2</td>
</tr>
<tr>
<td></td>
<td>August 10, 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>August 17, 2018</td>
<td>SESSION 2 DEADLINE to CHANGE GRADING OPTION</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>September 1–8, 2018</td>
<td>CAPE: Evaluation period for Session 2</td>
</tr>
<tr>
<td></td>
<td>September 4, 2018</td>
<td>SESSION 2 DEADLINE to DROP A CLASS WITHOUT a ‘W’ posted to transcript</td>
</tr>
<tr>
<td></td>
<td>September 7-8, 2018</td>
<td>Session 2 Final Exams</td>
</tr>
<tr>
<td></td>
<td>September 8, 2018</td>
<td>Session 2 Ends</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 deadline Calendar on the Summer Session website for more information..

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.

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.

Student Fees

2018 Tuition 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 2018 have been determined. However, they are subject to change.

Projected tuition fees for 2018 (Fees are not changed after April 16, 2018.)

UC Undergraduate Students:
$281 per unit (subject to change)

UC Graduate Students:
$351 per unit (subject to change)

All Other Students:
$351 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 2018 have not been determined at the time of this publication, and may be available in March.

Projected fee rate for 2018:

University Center Fee: $46.56/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
- Bioengineering
- Division of Biological Sciences
- Chemical Engineering
- Chemistry and Biochemistry
- Computing and the Arts
- Electrical and Computer Engineering
- Mechanical and Aerospace Engineering
- Music
- Physics
- Theater and Dance
- Visual Arts
Campus Services for Students

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 osd@ucsd.edu. 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 volleyball 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.

Teaching + Learning Commons
Summer Session tutoring is available at the Teaching + Learning Commons. The Teaching + Learning Commons is located on the first level of Geisel Library. Check the website for tutoring and group session schedules at commons.ucsd.edu.
## 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:kielias@ucsd.edu">kielias@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:mtnelson@ucsd.edu">mtnelson@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:mtnelson@ucsd.edu">mtnelson@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:mtnelson@ucsd.edu">mtnelson@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:mtnelson@ucsd.edu">mtnelson@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:sminnald@ucsd.edu">sminnald@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><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:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
</tbody>
</table>
### Services for Undergraduate Students

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<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:aipinfo@ucsd.edu">aipinfo@ucsd.edu</a></td>
</tr>
<tr>
<td>Academic Skill-Building</td>
<td>Learn best practices for key academic skills, such as time management, test</td>
<td>Susan Rinaldi</td>
</tr>
<tr>
<td>Workshops</td>
<td>performance, reading comprehension, concentration/memory, effective note-taking, and stress reduction.</td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td>Co-Curricular Record (CCR)</td>
<td>Document your non-class-based UC San Diego learning experiences to better position yourself for internships, jobs, and grad schools.</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td></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 academic</td>
<td>Matt Nelson</td>
</tr>
<tr>
<td></td>
<td>projects and presentations.</td>
<td><a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
<tr>
<td>Engaged Learning Tools (ELT)</td>
<td>Discover, record, and share your real-world learning experiences through the Engaged Learning Tools:</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td>REAL CCR Enhanced Electronic Transcript Portfolium</td>
<td><a href="mailto:kielias@ucsd.edu">kielias@ucsd.edu</a></td>
</tr>
<tr>
<td>REAL Portal</td>
<td>Find internships, research assignments, community partnerships. Create a profile so faculty and employers can contact you.</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:kielias@ucsd.edu">kielias@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 what-to-learn, fostering active student involvement.</td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td>Tutoring</td>
<td>Connect with one-on-one and small group tutoring in a variety of subject areas through the Triton Achievement Hub.</td>
<td>Susan Rinaldi</td>
</tr>
<tr>
<td></td>
<td></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:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
</tbody>
</table>

Questions? Contact the Teaching + Learning Commons at commons@ucsd.edu or visit http://commons.ucsd.edu.
PROGRAMS

Special programs are offered during Summer Session for various student groups.

Undergraduate Programs

Study Abroad
Programs such as Travel Study and Global Seminar are UC San Diego faculty-led study-abroad courses. For more information, see the following handbooks:

  Global Seminar Handbook
  Travel Study Handbook

Summer Success Programs
Summer Success Programs are a campus initiative focusing upon improving retention, shortening time to degree, and reducing the achievement gap.

  More information on Success Programs can be found on the Summer Success Programs Website: summer.ucsd.edu/success/index.html

  The Summer Success Programs Handbook provides program coordinators and faculty directors with information on logistical and operational components:

Enrichment and Internship Programs
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.

  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 2018 Session Dates 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.
Study Abroad
UC San Diego is committed to making international academic and co-curricular experiences accessible to our diverse student population.
Global Seminars Overview

UC San Diego Global Seminars are five-week long summer study abroad experiences led by a UCSD professor. Students enroll in a package of two courses for a total of eight UCSD quarter units. Class sizes are between 15–28 students, so there are excellent opportunities for one-on-one interaction with some of the best faculty at UCSD. All courses are taught in English.

The Global Seminar programs are created and managed through UC San Diego Global Engagement. 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.

Steps for Faculty Who Want to Teach a Global Seminar

Faculty who are interested in teaching a Global Seminar should begin the process by contacting Global Engagement and their Department Chair to discuss details of the program. Global Seminar programs take 1.5 years to prepare. Global Engagement sends out a call for proposals in April for the following summer.

2018 Global Seminars have already been approved.
April 2018 – Faculty Proposals are due for Summer 2019 Global Seminars.

Instructions on how faculty can submit a Global Seminar proposal are on the Global Engagement website: http://studyabroad.ucsd.edu/faculty/gs-request-for-proposals.html.

Faculty Proposals must include the following items:
1. Cover letter
2. Both course syllabi or course descriptions
3. List of excursions
4. Course Information Form
5. Department Approval Form
6. College Approval Form (If teaching a College core course.)
7. Faculty Information Form
8. Curriculum Vitae (CV)

Department Steps

There are several general steps departments should follow to ensure a Global Seminar program can be offered during Summer Session:

1. Courses must be approved by Academic Senate and Department Chair.
2. Department should submit a course proposal for Global Seminar courses along with their regular Summer Session courses to Summer Session by November 16, 2017. This will ensure courses are added to the Schedule of Classes on TritonLink.
3. Departments will follow standard Summer Session procedures for Global Seminar faculty.
   - Submit appointment files for any Emeriti (recall) faculty teaching Global Seminar courses.
   - Enter payroll PPS appointments for all department faculty teaching Global Seminars.
4. Departments will preauthorize students to enroll in Global Seminar courses.
### Timeline for Global Seminars

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer 2018 Global Seminars</th>
<th>Summer 2019 Global Seminars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April 2017</strong></td>
<td>Faculty Proposals Due</td>
<td></td>
</tr>
<tr>
<td><strong>May 2017</strong></td>
<td>Global Seminar Review Committee Reviews/Approves Proposals</td>
<td></td>
</tr>
<tr>
<td><strong>June 2017</strong></td>
<td>DUE Reviews/Approves Global Seminar Proposals</td>
<td></td>
</tr>
<tr>
<td><strong>June-Sept 2017</strong></td>
<td>Study Abroad secures Vendors</td>
<td></td>
</tr>
<tr>
<td><strong>October 2017</strong></td>
<td>Global Seminar courses submitted to Summer Session for approval</td>
<td></td>
</tr>
<tr>
<td><strong>October-Nov. 2017</strong></td>
<td>Global Engagement begins student recruitment</td>
<td></td>
</tr>
<tr>
<td><strong>Dec 2017-Jan 2018</strong></td>
<td>Departments notified of fee approvals Summer Session coordinates with Registrar to post Program Fees</td>
<td></td>
</tr>
<tr>
<td><strong>March 2018</strong></td>
<td>Global Seminars with low enrollment will be cancelled.</td>
<td></td>
</tr>
<tr>
<td><strong>April 2018</strong></td>
<td>Students enroll in courses Fees are posted to student accounts</td>
<td>Faculty Proposals Due</td>
</tr>
<tr>
<td><strong>May 2018</strong></td>
<td>Financial Aid window opens</td>
<td>Global Seminar Review Committee Reviews/Approves Proposals</td>
</tr>
<tr>
<td><strong>July – August 2018</strong></td>
<td>Global Seminars are held during Session 1 and Session 2</td>
<td>DUE Reviews/Approves Global Seminar Proposals Study Abroad secures Vendors Steps continue as shown for 2018 Global Seminars</td>
</tr>
</tbody>
</table>

- 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 will be assessed together onto student accounts.
Student Payments

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.

For questions about Travel Study or Global Seminars, please contact Kelly O’Sullivan Sommer, Study Abroad Director and Assistant Dean of Global Engagement, at 858-822-6726 or kosullivan@ucsd.edu.
TRAVEL STUDY HANDBOOK

Summer Session 2018
Travel Study Overview

Travel Study programs are UC San Diego faculty-led programs that allow students to experience field research techniques domestically or internationally in a hands-on environment.

The academic department and faculty manage all aspects of a Travel Study program, including:
- Trip itinerary and arrangements
- Contract negotiations (transportation, accommodations, tours, etc.)
- Program application and promotional materials
- Student Handbook (transportation, accommodations, safety protocols, emergency contacts, etc.)
- Student Recruitment
- Processing of liability waivers
- Purchasing International travel insurance
- Adhering to all campus policies (risk management, contracts and procurement, travel rules, AP policy, etc.)

Courses

Courses in Travel Study programs must be approved by the Academic Senate, endorsed by the Department Chair, and submitted to Summer Session for approval.

Students

Students are required to enroll in one or two courses. Students have the option to enroll in independent studies to increase the total number of units.

In addition to Summer Session tuition and campus-based fees, students participating in Travel Study programs are assessed additional program fees. The Campus Budget Office must approve Travel Study program fees.

Students may be required to submit a deposit payment of the Travel Study program fee prior to enrolling in courses. Students can pay deposits as check payments, which departments should send to the Central Cashier’s Office. Students are still responsible for paying the standard Summer Session tuition and campus-based fees once those charges post to their student accounts.

Faculty

Travel Study Faculty are compensated following the standard Summer Session two enrollment snapshot model, with full compensation of 8.5% annual salary ($10,000 per course maximum). All UC San Diego Academic Personnel policies and restrictions apply. See the Faculty Compensation section for details.

Graduate Students as Staff Volunteers

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
## Timeline Overview

### How Departments/Programs Can Set-Up a Travel Study Program

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEPTEMBER</strong></td>
<td>Facilitate Discussion between Faculty, Department Admin and Chair.</td>
</tr>
<tr>
<td><strong>OCTOBER</strong></td>
<td>Propose Courses to Summer Session</td>
</tr>
</tbody>
</table>
| **NOVEMBER**        | Submit Program Documentation  
• Program Fee Proposal Form  
• Field Operational Planner  
• Student Handbook  
• Staff Volunteer Appointment Form  
• Vendor Contracts |
| **DECEMBER + JANUARY** | Recruit Students                                                      |
| **FEBRUARY + MARCH** | Prepare for Student Payments  
Coordinate Faculty Training (with Global Engagement) |
| **APRIL**           | Remind Students to Enroll  
Confirm Vendor Contract(s) |
| **MAY**             | Remind Students to File for Financial Aid                             |
| **JUNE**            | Audit Student Payments and Enrollment                                  |
| **JULY - SEPTEMBER** | CAPES + Audit + Reconciliation                                       |
Travel Study - Department Checklist

SEPTEMBER – Planning your Travel Study Program(s)
☐ Facilitate conversations between faculty, department admin and department Chair.

OCTOBER – Propose Courses
☐ Faculty should finalize course concept and get Department Chair endorsement.
☐ Submit Travel Study courses to Summer Session for approval.
   *These courses should be part of your Summer Session Schedule Build Sheet that contains all the courses your department is proposing for Summer 2018.*

NOVEMBER – Program Documentation & Required Forms
☐ Complete your Travel Study packet for Summer Session to review. It should include the following items:

1. **Program Fee Proposal Form**, which is an Excel file that can be found here:
   - The Program Fee Proposal Form Excel file has 3 Worksheets:
     - Worksheet 1 - Program Fee Form with Department Chair signature. (Exhibit A)
     - Worksheet 2 - Budget Page with MSO/Department Business Officer signature. (Exhibit B)
     - Worksheet 3 – Instructions on how to complete Exhibits A and B.
   - Refer to Special Program Fee Guidelines for Faculty-Led Summer Study Abroad Opportunities: [http://blink.ucsd.edu/_files/finance-tab/cbo/ProgramFeeCampusGuidelines-Final-4-21-09.pdf](http://blink.ucsd.edu/_files/finance-tab/cbo/ProgramFeeCampusGuidelines-Final-4-21-09.pdf)

2. **Field Operational Planner** – There are two different versions, depending on whether your Travel Study program is domestic or International.
   - **Domestic Travel Study Programs:**
     - a) Complete the online Field Operation Planner here: [http://blink.ucsd.edu/sponsor/EHS/forms-ehs/domestic-fop.html](http://blink.ucsd.edu/sponsor/EHS/forms-ehs/domestic-fop.html)
     - b) Risk Management will respond to the Field Operation Planner via email. Please forward that email to Summer Session.
   - **International Travel Study Programs:**
     - a) Download the PDF Field Operational Planner here:
     - b) Submit the completed Field Operational Planner to an EH&S Field Safety coordinator (ehsrisk@ucsd.edu or gensafety@ucsd.edu) for review.
     - c) Forward the response from Risk Management to Summer Session.
3. **Student Handbook** - Include the information below.
   - Program outline and Schedule
   - Course Syllabus
   - Accommodations & Dining
   - Transportation
   - Medical Facilities, Health Insurance Info, etc.
   - Safety Precautions
   - Packing Recommendations – Money, Clothing, Suggested Items
   - Drafts of Student Forms:
     - Program application
     - Waiver of liability
     - Agreement to release Dept.
     - Physician’s medical exam
     - Student payment agreement for program fee and tuition

4. **Vendor contracts** (if applicable)
   Submit any vendor contracts to Procurement for review and approval.
   https://blink.ucsd.edu/sponsor/BFS/divisions/ipps/procurement-contracts/index.html

5. **Staff Volunteer Appointment Form** (if applicable)
   A Staff Volunteer Appointment Form is required for any individual who will accompany faculty and students on the trip.
   http://www-hr.ucsd.edu/qwl/policies/pdf/sp3vol.pdf

**DECEMBER – Course Approvals & Student Recruitment**
- Verify course approvals (from Summer Session)
- Begin recruiting students.
  - Complete course syllabus, trip itinerary, and student program application (pending program fee approval by CBO)
  - Consider using: Info Sessions, Website, Advising

**JANUARY – More Student Recruitment**
- Continue recruiting students.
  - *Summer Session routes final Program Fee Proposal Form to Dean of Undergraduate Education (DUE) for approval.*

**FEBRUARY – Prepare for Student Payments**
- Create detail code (new programs only)
  - Request detail code setup with Student Business Services (SBS)
    - Confirm fund & acct info with General Accounting Office
    - Instructions on how to create an ISIS Detail Code can be found at:
      http://blink.ucsd.edu/finance/accounting/accounts-receivable/detail-code.html
- Create deposit header codes (new programs only)
  - Contact Central Cashier to create deposit header code
  - Establish and collect program prepayment from students
    - Students pay via check at Cashier’s Office
Summer Session will deliver Program Fee Proposal Form to Campus Budget Office (CBO) after DUE approval. **Deadline:** February 23, 2018.

**MARCH – Fee Approval & Faculty Training**
- Training program for faculty conducting fieldwork (i.e.: emergency protocol, student management while off campus, etc.)
  - Work with Global Engagement to create training session (optional)
  
  *CBO approves Program Fee by end of March.*

**APRIL – Students Enroll & Pay**
- Preauthorize students for course(s)
- Remind students to enroll in the course(s)
  
  *CBO will notify department of Fee Approval*
  
  *Registrar will attach and post program fee to the course*
  
  *Students pay program fee via check to Cashier’s Office*

**MAY – Financial Aid Opens**
- Remind students to file for Financial Aid.
- Ensure vendor payments are made according to contract.

**JUNE – Audit Tuition Payments**
- Audit and confirm student tuition payments

**JULY - SEPTEMBER – CAPES and Program Audit**
- Ensure students complete course evaluations (CAPE and/or Dept. evaluation)
- Audit payments and expenses for the program
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.

Summer Success Programs are academic programs specifically designed to advance students’ educational success at UC San Diego. Their overarching goals are to improve students’ academic performance, overall retention and time-to-degree. Faculty are the academic leaders designing and leading Summer Success Programs. As part of UC San Diego’s Summer Session these programs are designed either as pre-matriculation academic opportunities for freshmen and transfer students or as fourth-quarter type (Summer) programs for continuing students. They are often residential.

Summer Session 2017
Supplement to Summer Session Guidebook

Guidebook posted at http://summer.ucsd.edu/
Updates Posted to document on Summer Session Website
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SUMMER SUCCESS PROGRAMS GUIDE

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.1 (SSP)

There is a SSP Steering Committee that will review and assess these programs. 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
Becky Petitt, VC for Equity, Diversity and Inclusion
Becky Arce, Director of Summer Session

The rules and procedures described were crafted by (1) faculty, (2) staff and (3) 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
   - 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.
   - Policy decisions – especially concerning funding – should be concentrated in the hands of senior administrators with campus-wide responsibilities;

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 collegially 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.

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.

---

1 Summer “Success Programs” have three defining features: they are mostly 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.
SUMMER SUCCESS PROGRAMS GUIDE

INTRODUCTION

Summer Success Programs (SSP) are developed mostly 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. He serves as a coordinator to provide UNITY to the vast group of program leaders. 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 provides 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.
Program 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 Committee 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/Faculty Director
- 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 as 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

Each department has an allocation for TA support for all summer session courses. If your programs requires more than the standard summer session model, which varies from by academic department, 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

2 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.

2017 Summer Success Programs Handbook—2018 Update Coming Soon!
processing if 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 to 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 common application that students will submit to apply for selection to a program.

- **Step 3:** Based on selection criteria on proposal form, Summer Sessions coordinates with Admissions for access to students accepted to UC San Diego.

- **Step 4:** Recruit Students from the provided list, update common application dashboard – (Accepted Not Accepted)

- **Step 5:** Manage student enrollment and registration and full checklist of required steps that include:
  - Housing
  - Summer Session Application
  - File FAFSA
  - Pre-Authorization
  - Enrollment in courses

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

- **Step 7:** File Report of assessment, review and suggestions.
Instructors

- 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)
- 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 15 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)

- 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 SPP.
   Contracts are managed by each academic department, same as for all other TA, Reader, Tutor, Mentor support (See page 25 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 June 1st, 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 to Summer Session.
   b. Regular Faculty – No additional paperwork needed if faculty (lecturer) held a current appointment 2016/2017.
   c. Graduate Students (Associate- Ins) – 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 3:** 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 for tutoring sessions, can be made on the Course Proposal Form, as well.

Additional decisions to be made are:

- Step 1: Open or Closed Courses – Is enrollment to the course open to other students or closed to only SSP students.
- Step 2: Schedule of Classes copy
  - a) Enrollment required (separate application and admission to the program).

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, to allow mixed classroom of program students and non-program students
SUMMER SUCCESS PROGRAMS GUIDE

STUDENT SELECTION

Marketing, Outreach and Recruitment

Admissions – Summer Session represents all programs

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

**Deadlines:** Freshman Students - May 1\(^{st}\)

Transfer Students - June 1\(^{st}\)

Working with AES on all marketing and outreach is critical to ensure that student data is current and contact to students is coordinated – Avoid multiple times to ask a student to join several programs.

Your program will be added to the Freshmen and Transfer Guide by Summer Session.

ASE will Include SSPs 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 to recruit students.

For every program it is important to establish a clear and compelling set of goals. This will enable campus units 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

Program Websites

- Program Coordinators submit the Program Website to the Summer Session Office for review and approval.
  - Goal: Follow a template to ease leadership for students.
➢ There will be a link to the Common Application on the Program Website.
➢ Consider departments related to your program so we can help students to distinguish which programs is best for them.

**Application for students to apply to your program**

The Student Affairs Technology Services (SATS) group, under the direction of Anitra Willis, provides an effective solution to program leaders to meet the campus request for transparency:

➢ Step 1: review the data field available from the UC admission application. The SATS builds a custom application for your application 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.

All programs leaders are to direct questions and concerns to Summer Session to facilitate unity.
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 for students

**Step 1: Activates Summer Status**

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: Pre Authorization for Enrollment into courses**

*Departments upload a list into the preauthorization system

1. For courses with pre-requisites or enrollment restriction. Departments can pre authorize students to allow for enrollment in two ways:
   a. Departments can upload a preauthorization list of students into the system
   b. Students can submit Course pre-authorization requests as an individual with system

**Step 3: 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/2/students/academic/classes/acd/webreg.pl](https://act.ucsd.edu/cgi-bin/tritonlink.pl/2/students/academic/classes/acd/webreg.pl))
B. From the drop down menu, student selects the term “Summer Session I or II 2017.” (Depends on Program)
C. Click Go.

**Screenshot below:**

**Course Enrollment**

- 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. By working closely with Summer Session, fees charged to student account can be monitored to encourage students to pay fees.
• Student can drop courses with a full tuition refund up until July 8, 2017 – Summer Session I
August 12, 2017 – Summer Session II

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

Payment Instructions

Step 4: Complete the on-line financial aid summer application. All Students are required to file 2016/2017 FAFSA to Financial Aid Office

If students are financial aid recipients, financial aid will disburse into UCSD student account automatically starting 10 days prior to the start of the program. Student makes a payment for any remaining balances before the payment deadline of
   Session 1: June 26, 2017
   Session 2: July 31st, 2017

For more information please visit Summer Session Financial Aid: 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:
   Session 1: June 26, 2017
   Session 2: July 31st, 2017 (postmarked date is not accepted)
*If account is not paid in full, courses are cancelled.

**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/studentEBill2/StudentBilling](https://act.ucsd.edu/studentEBill2/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 92093-0079

**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://hdh.ucsd.edu/housing/currentresidents/pages/summer.html](http://hdh.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 five types of fees:

Programs may have:

1) **Tuition** – per unit\(^3\) fee per course
2) **Campus Fee** – fee assessed *per session* during the summer\(^4\) for recreation centers + Activity Fee
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:

1. **Be admitted** for the upcoming fall and considered pre-matriculated* students for summer, or be continuing students;
2. **Be enrolled** in summer programs which are for course credit (minimum of 6 credits);
3. Complete the online financial aid summer application in TritonLink; and,

\(^3\) For example, for UC San Diego Summer 2017, tuition is $273 per unit

\(^4\) Tuition, campus fee For example, for Summer 2017, Campus-based fees are $164.48 per session. Campus-based fees include University Center Fee $45.25/session, Recreation Facility Fee: $53.50/session, and ICA Student Activity Fee: $65.73/ session (undergraduates only). Please note that Campus Fee levels are subject to change year to year.
4. 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).

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:

- **April**
  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.

- **May**
  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, book/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.**
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](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 of 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
[The Steering Committee is currently working on Student Health Component for Summer Success Programs. More information to follow]
[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>
</table>
| Summer Engineering Institute | NFRS engineers (Bioengineering, ECE, MAE, Nano, Structural) | Olivia A. Graves [Olivia-A-Graves@usc.edu](mailto:Olivia-A-Graves@usc.edu)  
Professor, Mechanical and Aerospace Engineering | IDEA Center                     | 6 units; mentoring                            | - 0 -                      | - 0 -          | 150                     | 65                           |
| Summer Bridge           | NFRS from 4th and 5th quintile CA high schools, In 2016 will include pilot track in math (SC, AG, SAA, 2016) for approximately 80 students | Vallesquez, Patrick [Vallesquez@usc.edu](mailto:Vallesquez@usc.edu)  
Director, OASIS | OASIS                          | 8 units; mentoring and community building                     | 167                         | 185            | 240                     | 243                          |
| Triton Edge             | NFRS nonresident International | Dulce Doredo,  
Dorado, [Dorado@usc.edu](mailto:Dorado@usc.edu)  
Director, International Students & Programs Office/Assistant Dean, International Center | International Center         | 8 units; cultural transition suite                  | 90                          | 67              | 90                      | 35                           |
| Summer Academy          | TRAN needing gateway courses in major (Bio, Chem, CSE, ECE, Math) | Dr. Ramamoohan (Mohan) Poturi  
Professor, Computer Science and Engineering | AVCDUE                         | 8 – 10 units; mentoring                            | - 0 -                      | 121            | 180                     | 105                          |
| **Total**               |                               |                                                                                                           |                              |                              | **257**         | **373**        | **660**                 | **446**                     |

*2017 Summer Success Programs Handbook – 2018 Update Coming Soon!*
APPENDIX B – PROGRAM PROPOSAL APPLICATION SAMPLE

[New Improved VERSION- Inprogress in development stage. More information to follow.]
### Part 6: Budget Page:

**Figure 6.1**
Summer Success Programs - Proposed Program Fee

#### BUDGET PAGE

<table>
<thead>
<tr>
<th>Name of Program:</th>
<th>Summer Academy in the Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Est. # of Students</td>
<td>30</td>
</tr>
<tr>
<td>2. Please use space provided below to demize costs (All rates subject to change)</td>
<td></td>
</tr>
<tr>
<td>3. Proposed Total Program Fee</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.1 Housing</th>
<th>(Total amount of rate per day X # of days (weeks))</th>
<th>$1610</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Estimated Cost for Summer 2017 per student. Rates subject to change)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please see housing rates from Summer 2016 for different plans: <a href="https://bhs.ucsd.edu/housing/docs/Summer-Housing-Schedule-Traditional-2016.pdf">https://bhs.ucsd.edu/housing/docs/Summer-Housing-Schedule-Traditional-2016.pdf</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1610</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.2 Student Health Insurance (UC SHIP) &amp; CAPS (Counseling and Psych Services)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Estimated Cost for Summer 2017 $270 per student. Rates subject to change)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.3 Enrichment Fee (Program Fee)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Per Student)</td>
<td></td>
</tr>
<tr>
<td>a. Workshops</td>
<td></td>
</tr>
<tr>
<td>b. Events &amp; Orientation</td>
<td></td>
</tr>
<tr>
<td>c. Books Materials/Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>d. Field trips</td>
<td></td>
</tr>
<tr>
<td>e. Tutoring Sessions</td>
<td></td>
</tr>
<tr>
<td>f. Transportation</td>
<td></td>
</tr>
<tr>
<td>g. Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total EF fee/# of students =</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$190.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Total Est. Proposed Program Fee: (Housing + Enrichment fee + Student Health) per student</td>
</tr>
<tr>
<td>5</td>
<td>Other Est. Student Fees to be paid to UCSD:</td>
</tr>
<tr>
<td></td>
<td>[Tuition (units) + (Campus based fee)]</td>
</tr>
<tr>
<td></td>
<td>5.1 Campus-based fees are $164.48 per session</td>
</tr>
<tr>
<td></td>
<td>5.2 Tuition ($273 per unit) x (# of units) = $Total</td>
</tr>
<tr>
<td>6</td>
<td>Total Est. Student Fees to be Paid to UCSD (Campus based fee + Tuition) per student</td>
</tr>
<tr>
<td>7</td>
<td>Total Est. Cost of Program: Per Student:</td>
</tr>
<tr>
<td></td>
<td>Total Est. Proposed Program Fee (line 4) + Total Est. Student Fees (line 5)</td>
</tr>
<tr>
<td>8</td>
<td>Student Financial Aid</td>
</tr>
<tr>
<td></td>
<td>Estimated student financial assistance offset this cost including Campus Grant</td>
</tr>
<tr>
<td>9</td>
<td>Estimated Net Cost billed to Student</td>
</tr>
</tbody>
</table>
SSP Program Proposal for e-form (in development stage)

SSP PROGRAM PROPOSAL SIGNATURE APPROVALS

1. SSP Program Coordinator submits Program Proposal with signature.
2. Email link of Program Proposal sent to MSG's of participating department/s.
   - Approval signatures (one MSG) of participating departments:
     - Yes: Email link of Program Proposal sent to Summer Session Director.
     - No: Email sent to Program Coordinator with decision. Program Coordinator has the option to edit Program Proposal.
   - No: Approval signatures (two MSGs) of participating departments:
     - Yes: Program Proposal sent to SSP Steering Committee for review.
     - No: Budget form sent to Campus Budget Office for approval or work with coordinator.

---

2017 Summer Success Programs Handbook – 2018 Update Coming Soon!
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

Diagram:

- Step 1: Program Proposal Completed and Submitted
- Step 2: Coordinator submits list of info requested for student application
- Step 3: Program begins outreach to recruit students
## 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)</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</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td></td>
<td><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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td>Curriculum Design and Classroom Teaching</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</td>
</tr>
<tr>
<td>Methods</td>
<td></td>
<td><a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a></td>
</tr>
<tr>
<td>Engaged Learning Tools (ELT)</td>
<td>Post research/internship opportunities on the REAL and officially recognize your students on the Co-Curricular Record and Portfolio.</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:kielias@ucsd.edu">kielias@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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mtnelson@ucsd.edu">mtnelson@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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mtnelson@ucsd.edu">mtnelson@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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mtnelson@ucsd.edu">mtnelson@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:kielias@ucsd.edu">kielias@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:mtnelson@ucsd.edu">mtnelson@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:mtnelson@ucsd.edu">mtnelson@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:mtnelson@ucsd.edu">mtnelson@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:mtnelson@ucsd.edu">mtnelson@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)</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>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><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:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
</tbody>
</table>
## Services for Undergraduate Students

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Internship Program</strong></td>
<td>Enrich learning with hands-on research and theory-to-practice academic internships, earning course credit while gaining professional experience.</td>
<td>Tricia Taylor</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ailinfo@ucsd.edu">ailinfo@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Academic Skill-Building Workshops</strong></td>
<td>Learn best practices for key academic skills, such as time management, test performance, reading comprehension, concentration/memory, effective note-taking, and stress reduction.</td>
<td>Susan Rinaldi</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Co-Curricular Record (CCR)</strong></td>
<td>Document your non-class-based UC San Diego learning experiences to better position yourself for internships, jobs, and grad schools.</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:kielias@ucsd.edu">kielias@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Digital Design Workshops</strong></td>
<td>Enhance your visual and digital rhetoric skills to create compelling academic projects and presentations.</td>
<td>Matt Nelson</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Engaged Learning Tools (ELT)</strong></td>
<td>Discover, record, and share your real-world learning experiences through the Engaged Learning Tools: REAL, CCR, Enhanced Electronic Transcript, Portfoliium</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:kielias@ucsd.edu">kielias@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>REAL Portal</strong></td>
<td>Find internships, research assignments, community partnerships. Create a profile so faculty and employers can contact you.</td>
<td>Kim Elias</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:kielias@ucsd.edu">kielias@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Supplemental Instruction (SI)</strong></td>
<td>Deepen learning &amp; improve performance in challenging courses in peer-led collaborative learning sessions; SI sessions integrate how-to-learn with what-to-learn, fostering active student involvement.</td>
<td>Susan Rinaldi</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Tutoring</strong></td>
<td>Connect with one-on-one and small group tutoring in a variety of subject areas through the Triton Achievement Hub.</td>
<td>Susan Rinaldi</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a></td>
</tr>
<tr>
<td><strong>Writing Skills Tutoring</strong></td>
<td>Meet one-on-one with peer writing tutors for in-depth conversations, guidance, and reader-response feedback.</td>
<td>Matt Nelson</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a></td>
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</table>

**Questions? Contact the Teaching + Learning Commons at commons@ucsd.edu or visit [http://commons.ucsd.edu](http://commons.ucsd.edu).**
# SUMMER SUCCESS PROGRAMS GUIDE

## 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</td>
<td>Academic Departments submit proposed course list to Summer Session</td>
</tr>
<tr>
<td>Submit new courses to Academic senate</td>
<td>Program Coordinator submits Program Proposal due by December 2, 2017 for Summer 2017.</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></td>
<td></td>
<td>Summer Session hires Faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Departments hire Associate –Ins, Readers, TAs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up campaign on ASES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
</tr>
</thead>
<tbody>
<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></td>
</tr>
<tr>
<td></td>
<td>Accepted students apply for housing, financial aid, enroll into courses and make final payments</td>
<td></td>
</tr>
</tbody>
</table>

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2017 Summer Success Programs Handbook – 2018 Update Coming Soon!