



3/31/2017 Updated Version

Summer Success Programs Handbook

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

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

STUDENT SUCCESS PROGRAMS GUIDE

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BACKGROUND

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

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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.

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PROGRAM PROPOSAL APPLICATION

Program, Endorsements Proposal Application

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

A formal approval process for SSPs will be in effect for all programs offered beginning in summer 2017. Programs will submit a **Program Proposal** to the SSP Steering Committee² 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.

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.

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 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.

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INSTRUCTION

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) 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 be contacted to add Faculty to Summer Session payroll worksheets and the appointment letters will be sent out.

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

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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

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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 1st

Transfer Students - June 1st

- Working with AES on all marketing and outreach is critical to ensure that student data is current and contact to students is coordinated – 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.

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

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

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

Step 1: Activates Summer Status

1. Visit <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](https://act.ucsd.edu/cgi-bin/tritonlink.pl/2/students/academic/classes/acd/webreg.pl) with PID and password/PAC (<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:

The screenshot shows the UC San Diego My TritonLink web interface. At the top, there is a blue header with "MY TRITONLINK" on the left and the UC San Diego logo on the right. Below the header is a navigation bar with several tabs: "Current Students", "Advising & Grades", "Classes & Enrollment", "Financial Tools", "Personal Tools", "Student Forms", and "Help". The "Classes & Enrollment" tab is selected. Below the navigation bar is a large banner with the text "Course Enrollment" in orange. At the bottom of the banner, there is a form with the text "Select a term to begin:" followed by a dropdown menu showing "Summer Session II 2016" and a "Go" button.

D. 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

Please review Summer Session deadlines, policies, and procedures at [Summer Session Web site](#).

- June 24: Fees are posted to your student account - View details on [Billing and Payment](#).
- NOTE: If you enroll after July 1, you will not receive an e-mail notification of your bill. Check your account online.
- July 25: Fees are due - [Ways to Pay Your Bill](#)
- July 29: Courses dropped if fees are not paid in full
- August 5: Deadline to drop to receive 100% refund
- August 6: No course refunds begins

Search for Classes: Math 20e

[Advanced Search](#) [Hide search result](#)

Show [First](#) [Last](#) 1 course found

Search results and action

▼ MATH 20E Vector Calculus (4 units)

Section ID	Section	Meeting Type	Days	Time	Building	Room	Avail Seats	Total Seats	Waitlist Count	Book	Instructor	Action
Course Note: Transfer students: For information on the Math 20E Requirement Fulfillment Exam, please go HERE (http://www.math.ucsd.edu/programs/undergraduate/math_20E_exam/). Textbook Information (http://math.ucsd.edu/resources/math_textbooks.pdf) Summer Session II 2016: August 01 2016 - September 03 2016 Catalog Prerequisites Resources Evaluations												
873811	A00	LE	MWF	9:00a-10:50a	CENTR	109	0	38	2		Staff	Plan Waitlist
873812	A00	LE	MWF	9:00a-10:50a	CENTR	109	0	38	3		Staff	Plan Waitlist
873814	A00	LE	MWF	9:00a-10:50a	CENTR	109	0	42	2		Staff	Plan Waitlist
873813	A03	DI									cancelled	
FINAL Sa 8:00a-10:50a TBA TBA 09/03/2016 Summer Session II 2016: August 01 2016 - September 03 2016 Catalog Prerequisites Resources Evaluations												
Section B00 Note: This course section is restricted to students approved to enroll in the Summer Academy Transfer Program. For more information see http://academy.eng.ucsd.edu												
883971	B00	LE	MTUThF	1:00p-2:20p	APM	B412	0	0	6		Staff	Plan Waitlist
	B01	DI	MTh	3:00p-3:50p	SEQUO	147	0	0	6			
Make-up Sessions FINAL F 4:00p-6:59p TBA TBA 09/02/2016												

Enroll

- 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)

Payment must be received by **Session 1: June 26, 2017**

Session 2: July 31st, 2017

*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>
- 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>
2. Student clicks on “**Summer Housing Apply Now**” and follows the instructions listed on the website.

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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 unit³ fee per course
- 2) **Campus Fee** – fee assessed **per session** during the summer⁴ 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 .
June	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.

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HOUSING AND DINING

Beginning Summer 2017, UC San Diego Housing Dining and Hospitality (HDH) will offer a full residential life program, including Resident Assistant (RA) supervision, program planning, and dining. Summer housing will have standard rates, which are listed on the HDH web site, here:

<http://hdh.ucsd.edu/housing/currentresidents/pages/summer.html>

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

SSPs should consider the following options:

- **Dining**
 - HDH Summer Housing offers various dining dollar programs which provide meals at on-campus dining restaurants and markets. There are a few meal plans available during the summer.
- **Assignment preferences**
 - SSP program coordinators should consider whether its participants should be housed together as a program or whether program participants should be housed with other summer housing student. Requests accepted NOT Guaranteed.
 - The location may vary by the type of students being housed, the length of the program, and the availability of rooms.
- **Location preference**
 - Summer housing locations are designated early by HDH. Preferences will be taken into consideration. Requests are accepted NOT Guaranteed.
- **Residential Assistants**
 - Standard HDH RA duties are outlined on the web site. 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

SUMMER SUCCESS PROGRAMS GUIDE

STUDENT HEALTH

[The Steering Committee is currently working on Student Health Component for Summer Success Programs. More information to follow]

SUMMER SUCCESS PROGRAMS GUIDE

ASSESSMENT

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

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX A – LIST OF PROGRAMS –SUMMER 2016

Name	Participants	Program Coordinators And Contact Information	Sponsor	Core Features	Enrollment 2014	Enrollment 2015	Enrollment Target 2016	Enrollment 2016
Summer Engineering Institute	NFRS engineers (Bioengineering, ECE, MAE, Nano, Structural)	Olivia A. Graeve (858) 246-0146 , ograeve@ucsd.edu Professor, Mechanical and Aerospace Engineering	IDEA Center	6 units; mentoring	- 0 -	- 0 -	150	63
Summer Bridge	NFRS from 4 th and 5 th quintile CA high schools; in 2016 will include pilot track in math (3C, 4C, 10A, 20A) for approximately 60 students	Velasquez, Patrick (858) 534-1467 , pvelasquez@ucsd.edu Director, OASIS	OASIS	8 units; mentoring and community building	167	185	240	243
Triton Edge	NFRS nonresident international	Dulce Dorado, (858) 534-5795 , ddorado@ucsd.edu Director, International Students & Programs Office/ Assistant Dean, International Center	International Center	8 units; cultural transition skills	90	67	90	35
Summer Academy	TRAN needing gateway courses in major (Bio, Chem, CSE, ECE, Math)	Dr. Ramamohan (Mohan) Paturi (858) 534-6658 , rpaturi@ucsd.edu Professor, Computer Science and Engineering	AVCDUE	8 – 10 units; mentoring	- 0 -	121	180	105
Total					257	373	660	446

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX B – PROGRAM PROPOSAL APPLICATION SAMPLE

[New Improved VERSION- Inprogress in development stage. More information to follow.]

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX C – BUDGET FORM APPLICATION SAMPLE

Part 6: Budget Page:

Figure 6.1
Summer Success Programs - Proposed Program Fee

BUDGET PAGE

Name of Program: <u>Summer Academy in the Humanities</u>																															
1.	Estimated # of Students <u>30</u>																														
2.	Please use space provided below to itemize costs (All rates Subject to change)																														
3.	<table><tr><td colspan="2"><u>Proposed Total Program Fee</u></td></tr><tr><td>3.1 Housing (Total amount of rate per day X # of days (weeks) (Estimated Cost for Summer 2017 per student. Rates subject to change) Please see housing rates from Summer 2016 for different Plans: https://hdh.ucsd.edu/housing/docs/Summer-Housing-Schedule-Traditional-2016.pdf</td><td>\$1610</td></tr><tr><td></td><td>\$ <u>1610</u></td></tr><tr><td>3.2 Student Health Insurance (UC SHIP) & CAPS (Counseling and Psych Services) (Estimated Cost for Summer 2017 \$270 per student. Rates subject to change)</td><td></td></tr><tr><td></td><td>\$ <u>270.00</u></td></tr><tr><td>3.3 Enrichment Fee (Program Fee) (Per Student)</td><td></td></tr><tr><td>a.) Workshops</td><td>_____</td></tr><tr><td>b.) Events & 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><tr><td>Total EF fee/# of students =</td><td>Total \$ _____</td></tr></table>	<u>Proposed Total Program Fee</u>		3.1 Housing (Total amount of rate per day X # of days (weeks) (Estimated Cost for Summer 2017 per student. Rates subject to change) Please see housing rates from Summer 2016 for different Plans: https://hdh.ucsd.edu/housing/docs/Summer-Housing-Schedule-Traditional-2016.pdf	\$1610		\$ <u>1610</u>	3.2 Student Health Insurance (UC SHIP) & CAPS (Counseling and Psych Services) (Estimated Cost for Summer 2017 \$270 per student. Rates subject to change)			\$ <u>270.00</u>	3.3 Enrichment Fee (Program Fee) (Per Student)		a.) Workshops	_____	b.) Events & Orientation	_____	c.) Books Materials/Miscellaneous	_____	d.) Field trips	_____	e.) Tutoring Sessions	_____	f.) Transportation	_____	g.) Other	_____	Total	_____	Total EF fee/# of students =	Total \$ _____
<u>Proposed Total Program Fee</u>																															
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3.3 Enrichment Fee (Program Fee) (Per Student)																															
a.) Workshops	_____																														
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d.) Field trips	_____																														
e.) Tutoring Sessions	_____																														
f.) Transportation	_____																														
g.) Other	_____																														
Total	_____																														
Total EF fee/# of students =	Total \$ _____																														

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX C – BUDGET FORM APPLICATION SAMPLE - CONTINUED

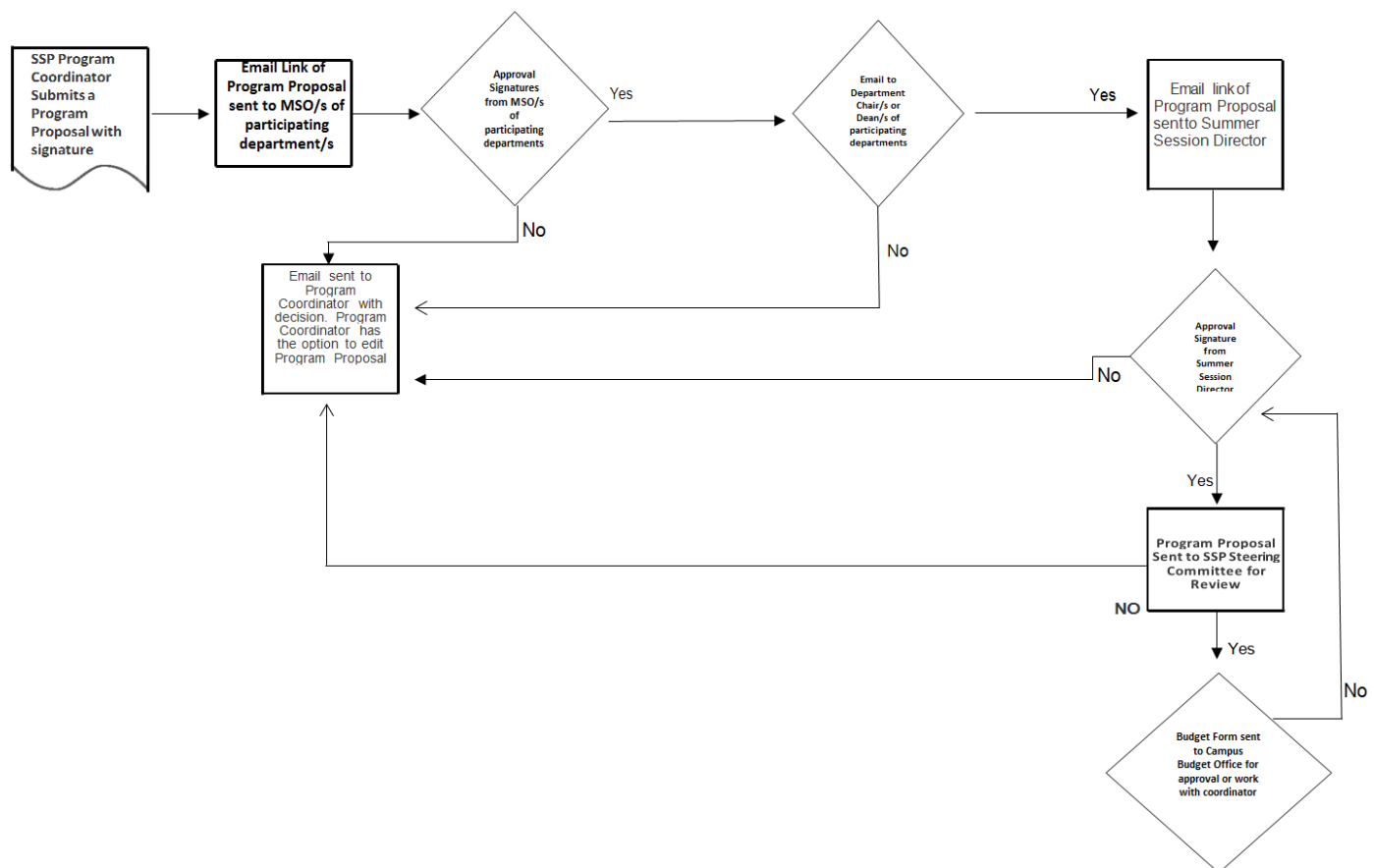
4.	Total Est. Proposed Program Fee: (Housing + Enrichment fee+ Student Health) per student		\$ _____
5.	Other Est. Student Fees to be paid to UCSD: [Tuition (units) + (Campus based fee)]		
5.1	Campus-based fees are \$164.48 per session.		\$ <u>164.48</u>
5.2	Tuition (\$273 per unit) x (# of units) = \$Total	\$2184	\$ _____
6.	Total Est. Student Fees to be Paid to UCSD (Campus based fee + Tuition) per student		\$ _____
7.	Total Est. Cost of Program: Per Student Total Est. Proposed Program Fee (line 4) + Total Est. Student Fees (line 6)		\$ 4228.48
8.	<u>Student Financial Aid</u> <i>Estimated student financial assistance offset this cost including Campus Grant</i>		
9.	Estimated Net Cost billed to Student		\$ 0 -

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX D – PROGRAM PROPOSAL WORKFLOW- ENDORSEMENT PROCESS

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

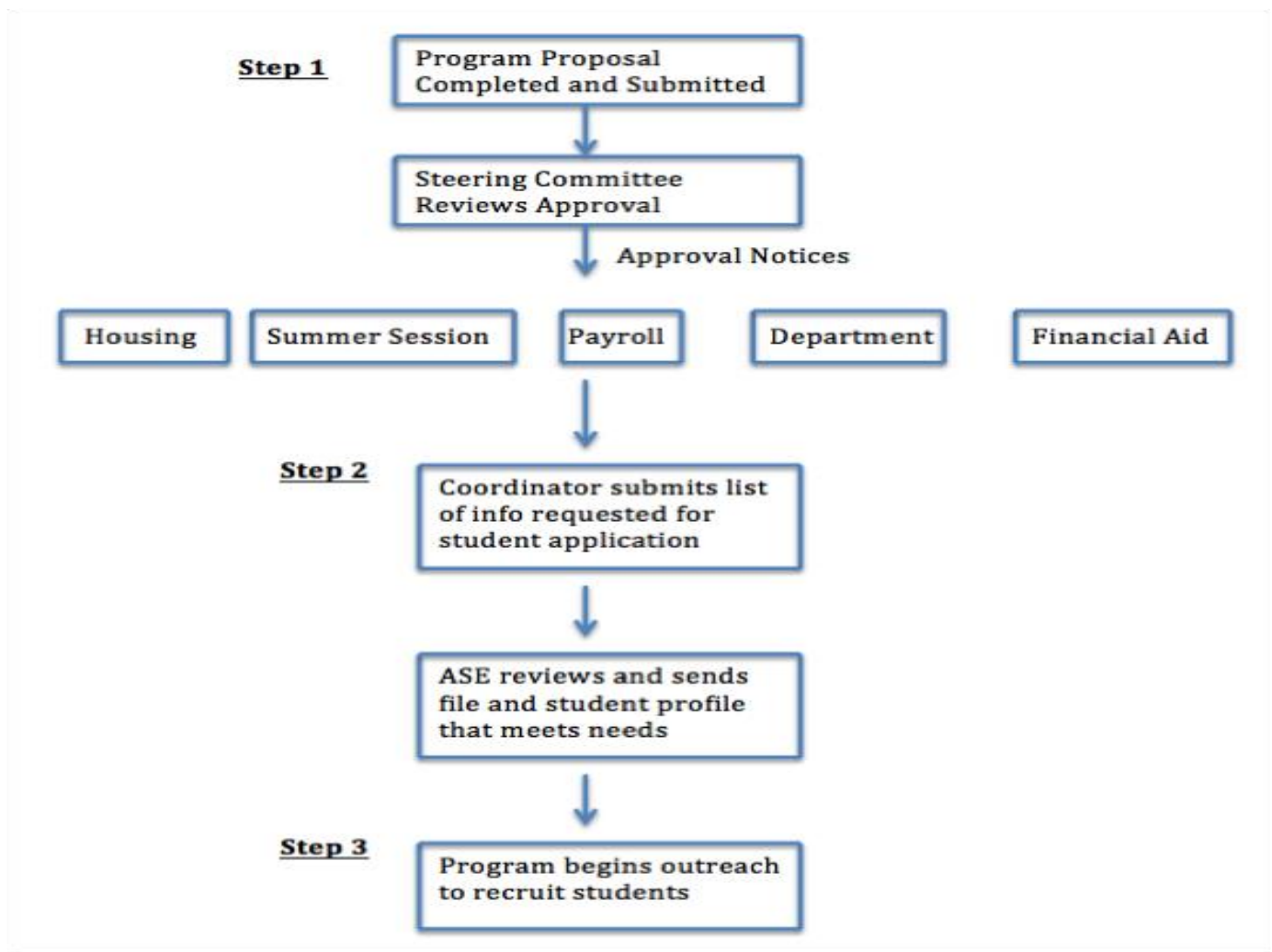
SSP PROGRAM PROPOSAL SIGNATURE APPROVALS



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



SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX F – TEACHING + LEARNING COMMONS



Teaching + Learning Commons Services Offered to Educators and Students

Services for Educators		
Activity	Description	Contact
Appropriate, Relevant and Meaningful (ARM) Instructional Technology	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	Jace Hargis jhargis@ucsd.edu
Course-Specific Active Learning Support	Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.	Susan Rinaldi smrinaldi@ucsd.edu
Curriculum Design and Classroom Teaching Methods	Get support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.	Jace Hargis jhargis@ucsd.edu
Engaged Learning Tools (ELT)	Post research/internship opportunities on the REAL and officially recognize your students on the Co-Curricular Record and Portfolio .	Kim Elias kleias@ucsd.edu
Faculty Development	Request confidential consultations, classroom observations, small group evaluations, new faculty support and help facilitating learning communities.	Jace Hargis jhargis@ucsd.edu
Faculty/Staff Writing Retreats	Enjoy distraction-free writing time in the supportive company of other faculty and staff writers.	Matt Nelson mtnelson@ucsd.edu
Program Assessment	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).	Ying Xiong yingxiong@ucsd.edu
Scholarship of Teaching and Learning	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.	Jace Hargis jhargis@ucsd.edu
Syllabus Guidance	Develop effective graphic and electronic syllabus for effective teaching.	Jace Hargis jhargis@ucsd.edu
Write-to-Learn Departmental Consultations	Explore ideas about how to integrate writing across majors and programs of study, both graduate and undergraduate, to increase student engagement and learning.	Matt Nelson mtnelson@ucsd.edu
Writing Across the Curriculum	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.	Matt Nelson mtnelson@ucsd.edu

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX F – TEACHING + LEARNING COMMONS - CONTINUED

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

Services for Graduate Student <u>Teaching Assistants</u> (TAs)		
Activity	Description	Contact
Appropriate, Relevant and Meaningful (ARM) Instructional Technology	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	Jace Hargis jhargis@ucsd.edu
Course-Specific Active Learning Support	Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.	Susan Rinaldi smrinaldi@ucsd.edu
Curriculum Design and Classroom Teaching Methods	Support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.	Jace Hargis jhargis@ucsd.edu
English Language Testing and Classes	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.	Martha Stacklin mstacklin@ucsd.edu
Summer Graduate Teaching Scholars	Graduate students are mentored through their first undergraduate teaching experience after completing a course on effective teaching strategies.	Teaching + Learning Commons commons@ucsd.edu
Teaching + Learning at the College Level	Develop knowledge and skills in evidence-based effective teaching practices that support student learning through a quarter-long workshop series.	commons@ucsd.edu
Writing Across the Curriculum	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.	Matt Nelson mtnelson@ucsd.edu

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX F – TEACHING + LEARNING COMMONS – CONTINUED

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

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

SUMMER SUCCESS PROGRAMS GUIDE

APPENDIX G – CALENDAR

SEPTEMBER	OCTOBER	NOVEMBER
<p>Assessment of 2016 programs</p> <p>Prepare Program Proposal 2017</p> <p>Submit new courses to Academic senate</p>	<p>CALL LETTER to Campus</p> <p>Work on new Summer Success Program. Program Coordinator submits Program Proposal due by December 2, 2017 for Summer 2017.</p>	<p>Program Coordinator sends courses to Academic Departments</p> <p>Academic Departments submit proposed course list to Summer Session</p>
DECEMBER	JANUARY	FEBRUARY
<p>SSP Steering Committee will reviews proposals</p> <p>PC creates/updates SSP website</p>	<p>Advise Financial Aid of Program to coordinate Support.</p>	<p>Academic Departments submit approved course list to Summer Session (include enrollment limit and any special text)</p> <p>Departments approved Faculty and send list to Summer Session</p> <p>Summer Session hires Faculty</p> <p>Academic Departments hire Associate –Ins, Readers, TAs</p> <p>Set up campaign on ASES</p>
MARCH	APRIL	MAY
<p>Summer Session requests all approved courses and instructor names to be posted to the Schedule of Classes</p> <p>Schedule of Classes goes live</p>	<p>All students begin to enroll in classes (Week 3 in Spring Quarter for continuing, Week 4 for all)</p>	<p>May 1 – SIR due for New Freshmen</p> <p>May 1 – Common Application will open for Students to apply for Summer Success Programs</p>
JUNE	JULY	AUGUST
<p>PC reviews all applications</p> <p>June 1 – SIR for Transfer Students</p>	<p>Deadline for PC to accept students (what is the deadline?)</p> <p>Students arrive, move into housing and participate in the SSP held in Summer Session II</p> <p>Accepted students apply for housing, financial aid, enroll into courses and make final payments</p>	<p>Students arrive, move into housing and participate in the SSP held in Summer Session II</p>

