

UC DAVIS

SUMMER SESSIONS

Student Frequently Asked Questions

- 1. I have searched through the Summer Sessions Web Site and cannot find an answer to my question.**

What should I do next?

A. If you have a question about a specific course, ask the department that sponsors that course. If you have a question about applications, enrollment, fees, transcripts or other matters pertaining to registration, please contact the Office of the University Registrar. If you have a question about Financial Aid, please contact the Financial Aid office.

- 2. I would like to sit in on a course to improve my understanding of the subject matter, is that possible?**

A. No. Auditing is not allowed during Summer Sessions. You are required to register and pay fees for any course you wish to attend.

- 3. If I have an Incomplete, "I", to complete the course during the summer, what do I have to do?**

A. Make arrangements with both the instructor who assigned the "I" grade and, if needed, the instructor for the Summer Session course to allow you to complete the course (lab, final, etc.). Do not enroll in the course.

- 4. I am interested in registering for two courses, but the courses overlap by a half hour. Will I be allowed to register for both courses?**

A. The registration system, SISWeb, will not allow you to add a course that conflicts with another course on your schedule. A Permission To Add (PTA) number is required to override the time conflict. Contact one of the departments for more information.

- 5. If I am on the wait list, how will I know if I get into course?**

A. Log on to SISWeb to check your schedule before the session begins. Wait lists will be cancelled on the dates listed in the Summer Sessions calendar.

6. **Is there a maximum amount of units I can take in one Summer Session term?**

A. If you feel you can manage more than 15 units per session, please see your dean's office for permission if you are a continuing UC Davis student. If you are a non-UC Davis student please contact the dean's office closest to the one that sponsors your major on your home campus.

7. **I would like to drop ALL my courses but SISWeb won't let me, why?**

A. Once you have registered for a summer term, SISWeb will not allow you to drop your last course. In order to drop your last course, you must file a Cancellation/Withdrawal form with the Office of the University Registrar, 12 Mrak Hall.

8. **My courses were dropped from my schedule. What happened?**

A. SISWeb does not randomly drop students from courses, but will automatically drop students from courses for non-payment of fees, returned tuition checks, failure to clear holds, illegally repeating a course, enrolling in more than one course with the same meeting time, courses with restrictions and courses that have been cancelled.

Multiple-part courses that require Course Registration Number (CRN's) for a second and/or third part will be dropped if one part of the course is closed or if you did not enter appropriate CRN's for all parts of the course. You must enroll in all parts of a multiple-part course that does not have a combined schedule.

9. **How do I know if my course time or location was changed?**

A. Once you enroll in your courses, log onto SISWeb to query the most recent changes in location or time of your course(s).

10. **I am not a continuing UC Davis student, how do I apply?**

A. Complete a Summer Sessions application (page 60) and submit it to the Office of the University Registrar (either by mail, in person or by fax) by the deadline.

11. **I am not a UC Davis student. Will the units that I earn at UC Davis transfer to my home campus?**

A. All units transfer within the UC system unless the course duplicates work previously completed. Outside the UC system, your home campus will need to evaluate possible transfer units. A general rule is that three quarter units equal two semester units.

12. **I will not be able to attend the first day of class. What should I do?**

A. Notify the instructor that you will be absent. If you do not, you may be required by the instructor to drop the course over SISWeb.

If you are required to drop the course during the first week and it was the only course you wanted to enroll in for summer, please contact the Office of the University Registrar before the end of the first week of the session to apply for a withdrawal. See the Summer Sessions calendar for deadlines.

13. **I have a question about the health services fee and my SHIP coverage from previous terms. Whom do I contact?**

A. The Cowell Student Health Center will be able to help you with any questions about summer health services and health insurance. You can contact them at (530) 752-6055.

14. **When will finals take place?**

A. In most cases, finals are given during the last class meeting.

15. **I need to be a full-time student in summer for financial aid purposes. How many units must I take?**

A. To qualify for full-time enrollment status, undergraduates or graduates must be enrolled in at least six (6) units per session.

16. **What are the Summer Sessions dates for 2009?**

A. Session One - June 25 through Aug. 3 and Session Two - Aug. 6 through Sept. 14. See the other important dates on the Summer Sessions calendar.

17. **Do you have any information regarding student housing during the summer?**

A. For information on student housing during Summer Sessions visit housing.ucdavis.edu/halls/summer/ or e-mail studenthousing@ucdavis.edu.

Faculty Frequently Asked Questions

1. **Why is it important to offer courses during the summer?**

A. Summer Sessions has become an integral part of the academic calendar. Summer Sessions help students graduate on time and meets the University's commitment to year-round education. Also, summer teaching balances demands on instructional facilities.

2. **What are the benefits of summer teaching?**

A. Faculty can teach Summer Sessions courses on an overload basis for additional compensation. Nine-month appointees are eligible for summer salary, and fiscal (eleven-month) appointees will have an equivalent sum credited to their research account.

Senate Faculty who elect to teach a course this summer may choose to have this teaching count towards their normal teaching load, and Summer Sessions will provide funds to replace the course that these faculty members would have offered during the academic year.

In addition, academic departments receive the same credit for summer courses that they do for courses delivered throughout the rest of the year.

3. **I have a nine-month appointment. How much do I get paid for summer teaching?**

A. Your compensation is based on your nine-month salary. For each unit, you receive 2.75% of your base salary. Thus, for a three-unit course you would get 8.25%, a four-unit course 11%, and a five unit-course 13.75%.

4. **I have a fiscal (eleven-month) appointment. Is there any way that I can receive additional salary?**

A. No. However, Summer Sessions will place an amount equal to what you would earn as a nine-month appointee (.0275 times your nine-month salary times the number of units that you teach) and deposit this in the research account of your choice.

This can be expended for conference participation, research travel, equipment, research assistance and all of the other expenses normally associated with scholarly activity.

5. **Is there a cap on the amount of compensation that I can receive for a course?**

A. No. You are paid according to your academic rank and step.

6. **When will I receive my paycheck?**

A. If you are regularly employed by UC Davis your Summer Sessions pay will be added to your regular paychecks. For Summer Sessions I, pay will be added to the August 1 and September 1 paychecks. For Summer Sessions II, pay will be added to the September 1 and October 1 paychecks. If you are not regularly employed

by UC Davis and are teaching Summer Sessions I you will be paid August 1 and September 1. If you are teaching Summer Sessions II, you will be paid September 1 and October 1. If you are teaching a special program that runs the entire summer, you will receive three paychecks, August 1, September 1, and October 1. Summer Sessions cannot issue special checks or change the dates of your paychecks.

7. **Is there any limit on the number of courses that I can teach during the two Summer Sessions?**

A. Yes. No one can earn more than three months of summer salary.

8. **Does the Office of Summer Sessions expect a minimum enrollment?**

A. Summer Sessions expects departments and programs to cancel courses that fail to meet the same enrollment limits that are in force for the rest of the academic year. Lower Division courses that attract less than 12 students and upper division courses that attract less than 8 students should be cancelled. The exceptions are Freshman Seminars and any courses that are taught on a volunteer basis. Summer Sessions reserves the right to refuse to schedule under-enrolled courses during future summers.

9. **Do departments get the same credit for a course that is offered in the summer as they would for that course as offered through the school year?**

A. Yes. It is factored into all on-campus budgetary formulas.

10. **What about T.A. and reader support?**

A. As an instructor, you should expect the same level of support that you would receive for offering that course during the academic year.

11. **Does Summer Sessions have particular areas of need?**

A. Summer Sessions is always open to course proposals and the way to get started is to inform your department chair that you are interested in teaching this summer.

Summer Sessions is particularly eager to develop a full range of courses in the physical and biological sciences, and in engineering. Summer Sessions also hopes to expand the number of courses that are available during Summer Sessions II.

12. **Can non-UC faculty and UC Post Doctoral Fellows teach in summer?**

A. Yes. In consultation with your chair and dean, you might propose a colleague from another institution to teach in summer. This could provide an interesting

opportunity for this colleague, and allow “in-person” collaboration for six weeks.

Also, if you are working with post docs, you might consider encouraging them to apply for summer teaching. This will help prepare them for an appointment that carries teaching responsibilities as well as research responsibilities. This would also reduce financial pressures on your grant and might provide bridge employment for a post doc whose next.