

SP26 Teaching Information and Resources

Students Affairs Office

Student Affairs is located at York Hall 4010. Physical office hours are Monday to Thursday, 8:30AM-4:00PM (closed 12-1PM), with staggered hybrid schedules. On Fridays, the office is physically closed but staff are available remotely during normal office hours.

To help ensure Student Affairs Staff are accessible during remote hours of operation on Fridays, a drop-in Office Hours is available to staff and faculty from 1:30pm-2:30pm via Zoom: [Student Affairs Office Hours](#). As always, you are also welcome to reach out to individual Student Affairs staff via email or Teams to schedule a meeting on any day of the week, including Fridays.

Staff profiles and detailed individual schedules can be found on the website:

https://chemistry.ucsd.edu/ext/staff.html?unit=student_affairs

Instructor Resources Page

The website below contains many resources that you may use throughout the quarter. The page includes Policies, Room Requests, Grading, Grade submission, How to copy exams, etc.:

[Instructor Resources](#). Some of these items are discussed below as well.

General Campus Classroom Access Issues

If the general campus classroom or lecture hall for your scheduled course is locked, please call Facilities Management directly at (858) 534-2930 for immediate assistance. If you need assistance with a department space, please call Student Affairs at (858) 534-4856. Please share this information with your TAs as well, just in case they need it.

Enrollment Management

Please refer waitlisted students to Student Affairs before offering any seats to ensure consistent communication. If there is room to expand in lecture courses (and no other sections of the same course have open seats), we will reach out to instructors for consideration of additional seats.

Important Dates

Please review the [Academic and Administrative Calendar](#) for important instructional dates, holidays, and information about final exams for the quarter.

Instructional Support | Reader

If you need reader support, please submit a request by filling out the following form for consideration: <https://forms.gle/V6WkywcWpwsMuxzd9>

Syllabus Submission

Please submit a copy of your SP26 course syllabus to us at your earliest convenience to chemadvising@ucsd.edu.

Commencement of Academic Activity Requirement

All instructors must assign a qualifying [Canvas activity](#) or [manually certify](#) whether the students have commenced academic activity by the end of week two for all courses. **Action is needed by Friday, April 10th.** This includes 299 and 251 courses. Instructions and FAQs can be found at <https://blink.ucsd.edu/instructors/academic-info/caa/index.html>.

Course Reserves

Course reserves for instructors are only submitted for those who indicated it in the notes section in Follet when submitting their textbook adoptions. If you did not submit a request but would like your text(s)/materials added, please visit the library's [website here](#).

New Digital eBook Platform – Kortext

As of FA25, **Kortext** is the official provider of digital eBooks. BryteWave/RedShelf will no longer be used, unless needed. To enable the new eBook tool in Canvas:

1. Go to the course home page in Canvas.
2. Click on “Settings” and open the “Navigation” tab.
3. Find “My Course Materials” in the disabled section. Click the three-dot menu and choose “Enable.”
4. Click “Save.” The tool will now appear in the course.

Note: Do not use “BryteWave Course Materials” for fall courses. If you have any questions, please send an email to textbooks@ucsd.edu.

Office for Students with Disabilities (OSD) | Triton Testing Center (TTC)

It is the course instructor's responsibility to ensure that students registered with the [Office for Students with Disabilities \(OSD\)](#) have their classroom and/or exam accommodations met. General information can be found on the [OSD website](#) or on our [Instructor Resources](#) page. To see a full list of students in your class who require accommodations, please refer to the [Instructor Portal for OSD Students](#).

[The Triton Testing Center \(TTC\)](#) provides secure and integrous testing services to students who need to take their **paper-based tests** outside the time and space constraints of the classroom. **All instructors who need exam assistance for OSD accommodations should register with the TTC through [RegisterBlast](#) by the end of Week 2.**

● **Important TTC Notes and Deadlines**

- Submission of testing dates/times: To increase the prospects for your course's ability to utilize the TTC, **please register by Friday, April 10th (end of Week 2).**
- The TTC will fill up during peak testing times, so we highly recommend submitting your testing dates/times by the end of Week 2. This will also help the TTC plan for adequate space and staffing to administer your exams.
- Submission of the actual test file is required at least 1 business day prior to testing day.

- Please notify your students once registration is available for your exams.
- Instructors are still expected to provide reasonable accommodations for OSD students even if the TTC is at capacity.

NEW MAKE-UP TESTING POLICY

The TTC Pepper Canyon Hall 364 location was created primarily as a resource for administering secure accommodated testing and, secondarily, make-up tests. However, an unanticipated and growing use of the TTC seems to be to allow students to take their tests earlier than the scheduled in-class test for reasons of convenience (e.g., travel) rather than necessity, which has reduced availability for accommodated students, especially during final exam week. Therefore, effective FA25, **there are two new policies:** 1) unaccommodated students needing to schedule a make-up exam during finals week will have to wait until week 10 to reserve a seat (so we can prioritize seats for accommodated students); and 2) make-up tests (finals or otherwise) can only occur after the in-class test has already taken place. [For more details, you can read the Policy Memo here.](#)

TTC WEBSITE UPDATES

The TTC website has been updated with the aim of making it easier for you and your students to use our services. You can check it out at <https://tritontesting.ucsd.edu/>.

The following are pages that will be particularly helpful to you between now and end of Week 2:

1. **Register your SP26 Accommodated and Make-Up Tests with the TTC** here - <https://tritontesting.ucsd.edu/accommodated-and-makeup-testing/instructors/index.html>
 1. Remember: tests must be registered with the TTC before students can reserve their seats, so submit as soon as possible!
2. **Request In-Class Testing Support** here - <https://tritontesting.ucsd.edu/in-class-testing-support/index.html>
 1. Remember: The TTC can send our Assistant Testing Specialists to your class to help you administer your in-class test

If you run into any issues, need someone to walk you through [RegisterBlast](#) step-by-step, or you would like a physical tour of the Triton Testing Center, there are three ways you can get in touch with them:

- Email - tritontesting@ucsd.edu
- Drop-in - [Virtual Front Desk](#), Monday-Friday 8 am – 4 pm
- In-person - Pepper Canyon Hall Suite 364

All other questions regarding OSD should be directed to Vanessa Redondo at chemosd@ucsd.edu.

Proctor Pool

A Proctor Pool provided by Triton Testing Center is available to assist faculty with proctoring tests that occur in the classroom. As a course instructor, you can request in-class proctors by filling out this TTC form: https://forms.office.com/r/3ErP_otheR6

Printing Copies

We have streamlined our offerings to make photocopies. Units in PacHall and NSB have been removed due to underuse. Here are available options for copying:

1. **Urey Hall Addition 2050 (Business Office) and York Hall 4010 (Student Affairs) Copiers *Preferred***: Available for quick copies or small printing needs (Please note that capacity is limited on these copiers, so they are not able to handle large printing needs).
2. FedEx-Kinkos: Use <https://www.fedex.com/en-us/office/psg/ucsd.html> to access UCSD discounts, or send your request via email to UCSD@fedex.com. The UCSD Discount Account Number is 0145159300.
3. Imprints: Order information can be found at <https://blink.ucsd.edu/facilities/tritonprint/printing/printconnection.html>
 - 1000698-27 (UG courses)
 - 1000698-18 (GR courses)

Purchasing Classroom Supplies

The chartstrings below can also be used to purchase classroom supplies. Information on what can be purchased can be found on the [Instructor Resources page](#).

- 1000698-27 (UG courses)
- 1000698-18 (GR courses)