



Summer Scoop

Week of October 17 - October 21, 2022

ISA for Summer Session 2023 - Now Open

The Instructional Scheduling Assistant (ISA) is open for Summer Session 2023.
Deadline to submit courses to Summer Session: Nov 15, 2022

Complete your summer session schedule submission here:
<https://instructionalscheduling.ucsd.edu/scheduler/summer-session-schedule-builder>

Welcome to Summer Session 2023!

The first step in building the Summer Session 2023 program is for departments to submit courses to Summer Session using the Instructional Scheduling Assistant (ISA).

Timeline

- Tuesday, November 15, 2022 - Departments submit courses to Summer Session in the ISA.
- Monday, December 19, 2022 - Departments are notified which courses are approved. ISA is updated with Course Statuses - approval or denial.
- Thursday, February 2, 2023 - Departments use the ISA to submit Summer Session 2023 schedule (days and times) to the Registrar's Office.

Tools & Resources

- [ISA Quick Start Guide](#)
- [Guidebook 2023](#)
- [Five-Year Enrollment History Report 2017-2021 \(2018 - 2022 Coming soon\)](#)
- **Save the Date - ISA training will be held on November 2, 2022 at 10am.**

Zoom and registration details coming soon in a separate email.

Contacts

Renee Lee, Summer Courses, summer-courses@ucsd.edu

Lisa Bargabus, Summer Business Manager - faculty eligibility & payroll, summer-payroll@ucsd.edu

Erik Winter-Villaluz, ISA Project Manager, ewinterv@ucsd.edu

Questions? Please email Summer Session at summer-courses@ucsd.edu.

Summer Graduate Teaching Scholars - Now Accepting Nominations for Summer Session 2023

[All departments and programs are encouraged to nominate graduate students](#) for the Summer Session 2023 Summer Graduate Teaching Scholars (SGTS) program.

Deadline for Nominations - November 17, 2022

Submit applications on the [SGTS website](#).

What is the Summer Graduate Teaching Scholars Program?

The Summer Graduate Teaching Scholars (SGTS) program provides an excellent opportunity for our top graduate students to participate in a faculty-mentored, professional development teaching program.

- Prior to summer - SGTS students take 2 courses at the Engaged Teaching Hub.
- During summer - Students teach a 2023 Summer Session course, attend weekly meetings with their SGTS cohort, and meet with their faculty mentor.
- SGTS participants receive the standard Summer Session Associate-In course salary, plus a \$1,200 stipend for participation in the required training.
- Faculty mentors receive a \$500 payment to their research account.

Priority will be given to graduate students who will be teaching as Associates-In for the first time. Please [visit the SGTS website](#) for program information and nomination instructions.

Summer Session Annual Workflow

October	November	December	January	February	March
Call for Course Proposals Reconciliation of accounts Data reporting continues	Call for Course Proposals Course proposals due Summer Session kickoff meeting	Training: How to hire Summer Instructors Summer Session Advisory Committee meeting Preview of Classes posted	Approved courses scheduled within ISA Schedule build spreadsheets due to Registrar	Classroom assignments as needed Faculty teaching appointment letters sent out Approved courses set up in ISIS	Schedule of Classes available on TritonLink
April	May	June	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed	Session 1 classes begin Tuition & fees due	Students: Add/drop classes Faculty Pay Date (Session 1) Tuition & fees due	Session 2 classes begin	Sessions end Reporting begins Faculty Pay Date (Session 2)

Resources for Summer Session instructors:



2023 Guidebook

The [2023 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.

Engaged Teaching Hub

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#)



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 Visit us at: <https://summersession.ucsd.edu>

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