



## Summer Scoop

Week of January 9 - January 13, 2023



### Preview of Classes 2023

Approved courses for Summer Session 2023 have been posted to the Preview of Classes on the Summer Session website. Click here to be directed to the page: <https://summersession.ucsd.edu/courses/preview.aspx>

The Preview of Classes is updated with changes approved from the ISA. Please send any questions to [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).

### Summer 2023 Course Management Guidelines

Summer Session created a helpful guide for department staff on how to manage Summer course changes within ISA. Summer Course Change Management guidelines are available at:

[https://summersession.ucsd.edu/files/course-scheduling-documents/ISA\\_Change\\_Management\\_2023.pdf](https://summersession.ucsd.edu/files/course-scheduling-documents/ISA_Change_Management_2023.pdf).

Please send any questions regarding summer courses to [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu). For questions regarding ISA functions, please send to the ISA team by using the "Send feedback" feature in the ISA, located at the bottom of the left navigation pane.

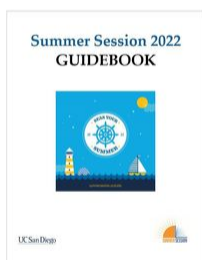
#### DAYS and TIMES

The next step is for departments to complete course scheduling with days and times in the ISA. Schedule Builds must be submitted to the Registrar using the ISA Schedule Submission Wizard by February 2, 2023.

### Summer Session Annual Workflow

October	November	December	January	February	March
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:



#### 2022 Guidebook

The [2022 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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