UC San Diego



Summer Scoop

Week of January 23 - January 27, 2023



Friendly Reminder – Course Schedules due February 2 (Next Thursday)

Summer Session requested approval for flexibility in modality for Summer 2023 to realize a balance between in-person and remote instruction. The results of the proposal are pending. In the meantime, the Registrar is moving forward with the Feb. 2 deadline for departments to submit schedule build spreadsheets for Summer Session 2023.

For questions regarding summer courses, contact summer-courses@ucsd.edu. For questions regarding ISA functions, please use the "Send feedback" feature in the ISA, located at the bottom of the left navigation pane.

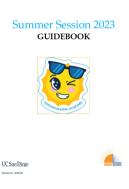
Reference Guide for training:

- ISA Quick Start Guide: https://summersession.ucsd.edu/_files/Guidebook/ISA_Quick_Start1.pdf
- ISA Change Management Guide: https://summersession.ucsd.edu/_files/course-schedulingdocuments/ISA_Change_Management_2023.pdf
- ISA Training Guide: https://docs.google.com/document/d/183r7l4fjX3YiMlw-L86BMpibX-6tmRbNwvLO_rIHXq4/preview

Summer Session Annual Workflow

October	November	December	January	February	March
Reconcilitation 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 builds due to Registrar via ISA	Classroom assignment s as needed Faculty teaching appointment letters sent out Approved courses set up in ISIS	Schedule of Classes available on TritonLink
April	Мау	June	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed	Tuition & fees due	Session 1 classes begin 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



Summer Session University of California San Diego Phone: 858-534-5258 Email: summer@ucsd.edu

Need more information? Visit us at: https://summersession.ucsd.edu

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