



Summer Scoop

Week of
January 25 – January 29, 2021

Summer Course Scheduling Deadline-THIS THURSDAY, JAN. 28

The deadline to submit your schedule build spreadsheets for Summer Session 2021 is this Thursday, January 28. Please submit your completed spreadsheets with days and times to registrar-scheduling@ucsd.edu by the end of this Thursday.

For questions regarding summer courses, contact Renée Lee at summer-scheduling@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.

Tips on best practices for course scheduling in the ISA for Summer Session:

- “Export to Registrar” works best as a one-time use to print your schedule build spreadsheets to send to the Registrar. There are further details within the ISA.
- Reminder: If you have made changes to your schedule within the ISA, be sure to click the “Send to Summer Session” button within the Summer Session Schedule Builder. This will notify the Summer Session team to review your changes.
- **Please add instructor names to your classes before sending to registrar, if possible.**
- Reference Guide for training:
 - [ISA Quick Start Guide](#) – can be found on the Summer Session website.
 - [ISA Training Guide](#) – for Schedulers – can be found within ISA on the left side panel.

Summer Session 2021 Hiring Resources

Summer Session hosted a training session on how to Hire Summer Session Instructors & Academic Student Employees in December 2020. The session was recorded. [You can find the recording and other hiring reference material on our website by clicking this link.](#)

There are direct links to the resources from the Summer Session Staff & Faculty page below. If you have any questions, you can reach Lisa Bargabus at summer-payroll@ucsd.edu

- [Instructor Appointment Handbook](#) – Hiring procedures, deadlines, and sample appointment file forms.

Materials from the December training session: How to Hire Summer Session Instructors & IAs

- [Presentation Slides](#) – Summer Session overview and hiring procedures for all instructor types.
- [Slides from Graduate Division presentation](#) – Associate-In applications only
- [Link to video recording of the session](#) (behind UCSD SSO)

Need more information? Visit us online at: <http://summersession.ucsd.edu>, or email us at summer@ucsd.edu.
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619

Review Disability Services on Campus – Meeting this Week

During October's Disability Awareness Month, a survey was sent out on the "Disability Experience at UC San Diego." Thank you to all who participated. This survey, which focused on the student disability experience, was intended to collect input as part of an external review that will take place in January. The review follows up on a recommendation from a workgroup on the disability experience and will help us better support our campus community and improve the disability experience.

The review will look at both the Office for Students with Disabilities, which arranges academic accommodations for students, and the Disability Counseling and Consulting office, which does the same for faculty and staff, as well as access across campus for all individuals for disabilities. Results from the Customer Satisfaction Survey will be used to assess services provided by Disability Counseling and Consulting.

An open meeting was scheduled between staff and the review team. Meeting details can be found below. Registration is required.

- Date: Tuesday, January 26
- Time: 3:00pm – 4:00pm
- [Registration Link Here](#)

iCafe – China

[iCafé – Your Passport to Culture](#) is continuing its series for Winter Quarter 2021. This week's spotlight country is China this Friday, January 29 at noon. See below for details:

- Date: Friday, January 22
- Country: China
- Time: 12 pm – 1 pm (PST)
- [You can register for the session at this link](#)

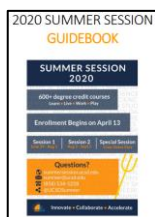
iCafe is about culture, connection and the global Triton community coming together for a relaxed social hour to have fun while increasing our cultural understanding and awareness. Global Education has partnered with Outreach International for students to share their culture, Extension to host Travel Trivia, and Recreation to host the Global Playground. Take a break and joins in – it is fun and free of course! Students receive [CCR credit](#) for attending! Questions? Contact Debi Gianni at dgianni@ucsd.edu.

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Summer Session Annual Workflow

October	November	December	January (in progress)	February	March
Call for Course Proposals	Course Proposals Due – November 12 Summer Session Kickoff Meeting – November 19	How to Hire Summer Session Instructors Training Summer Session Advisory Committee Meeting Preview of Classes posted	Approved Courses scheduled within ISA Schedule Build Spreadsheets due to Registrar – January 28	Classroom Assignments as needed Faculty teaching Appointment Letters Sent out Approved Courses set up in ISIS	Schedule of Classes Available on TritonLink beginning March 18
April	May	June	July	August	September
Students Begin Enrollment	Enrollment Management of Waitlists Student Fees Assessed	Session 1 Classes Begin Fees Due	Students: Add/Drop Courses	Session 2 Classes Begin Fees Due Faculty Pay Date (Session 1)	Sessions End Reporting Begins Faculty Pay Date (Session 2)

Resources for Summer Session Faculty



The [2021 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.



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

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