



Summer Scoop

Week of
February 1 – 5, 2021

Summer Course Scheduling Next Steps

Thank you to all departments who submitted their course schedules to the Scheduling Office by the deadline, January 28, 2021. If a department was unable to meet the deadline, please reach out to the Registrar to make arrangements for a late submission.

The ISA remains open for changes. For how-to and helpful tips, please see the document - [Manage Summer Session 2021 Course Changes](#).

Scenario	What to do?
Instructor change	Enter changes in ISA
Change session the class is offered (Ex: Session 1 to 2)	Enter changes in ISA (Cancel the old proposed course, and then submit a new proposal)
Cancel a class	Enter changes in ISA
Offer a new class.	Enter changes in ISA
I already submitted my schedule to Registrar, but I need to change the day/time/location.	Email registrar-scheduling@ucsd.edu directly

For questions, contact Renee Lee at summer-scheduling@ucsd.edu.

Wanted: 2021 Summer Session Associates-In Applications

The IA System is now open for Summer Session 2021 Associates-In applications. The link to the campaign is:

<https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=3990>

Friendly reminder to please submit your Summer Session Associates-In applications – and Lecturer appointment files - as soon as possible.

For questions regarding Associates-In appointments, please contact Kacy Cashatt at kcashatt@ucsd.edu.

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

For questions regarding Lecturer appointments, please contact Lisa Bargabus at summer-payroll@ucsd.edu.

Winter Wellness Symposium

The UC San Diego community invites students, staff and faculty to participate in the Winter Wellness Symposium 2021 from February 1 – February 5, 2021. Reinvent your personal wellness and reconnect with members of our resilient community through interactive workshops, cooking classes, fitness classes, and more. For the full schedule of events go to <https://wellnessfair.ucsd.edu/>.

#Geisel50 – Library Celebration Event

Registration is now open for the UC San Diego Library's next #Geisel50 signature event, A Conversation with Kevin Young, taking place online on Wednesday, February 24. Young is a poet, author and director of the Smithsonian's National Museum of African American History and Culture. The discussion will be moderated by UC San Diego Foundation Board Trustee and UC San Diego Alumni Board President Kimberley Phillips Boehm and will explore Young's career, including his most recent work, "African American Poetry: 250 Years of Struggle and Song." You can read more about the event [on the library website](#).

Event Details:

- Date: Wednesday, February 24
 - Time: 5:30pm
 - [You can register for the session at this link](#)
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iCafe – Colombia

[iCafé – Your Passport to Culture](#) is continuing its series for Winter Quarter 2021. This week's spotlight country is China this Friday, February 5 at noon. See below for details:

- Date: Friday, February 5
- Country: Colombia
- 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	February (in progress)	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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