



Summer Scoop

Week of February 21 - February 24, 2023



Appointment Letters on OneDrive - How to Request Access for New Staff

Copies of appointment letters for ladder-rank faculty, teaching professors, lecturers, and recall teaching appointees will be available in your department folder on the [Summer Session OneDrive site](#).

If you have new staff who need access to your department folder, please email summer-payroll@ucsd.edu.

Appointment letters for graduate students teaching as Associates-In will be available in the IA System, similar to the academic year. IA System Link: <https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=4999>

Questions about summer instructor appointments can be sent to Lisa Bargabus at summer-payroll@ucsd.edu.

Summer Session 2023 Modality: Course Changes & Informational Survey

Summer Session is asking for your help for planning purposes. On a daily basis, emails from students are asking if courses are going to be taught remotely. On February 2 (the deadline to submit courses to the Registrar), there are more than 100 courses submitted as remote instruction. Now that Summer Session has special approval for non-R courses to be offered as remote instruction, it would be helpful to know if academic departments are planning to submit scheduling updates to the Scheduling Office when The Look for Summer Session 2023 is released on March 15.

To make a change to courses listed on 'the Look' released from the Registrar on March 15, the department submits changes directly to Scheduling Office. If 'the Look' doesn't include courses the department wants to add, the first step is to add the courses to the ISA for approval from Summer Session, and then the second step is to submit the courses to the Registrar.

Modality changes can be submitted beginning March 15 and before student enrollment begins on April 17. The schedule of classes goes live on March 23.

Reminder: Courses are approved to move from in-person to remote without approval from Summer Session. If a change in modality from remote to in-person is requested after April 17, please contact Summer Session for special approval.

In the meantime, Summer Session is reviewing various types of programs proposed for summer 2023, and it would be helpful if you could submit an estimation of the approximate number of courses that your unit might submit to change from in-person to remote instruction. This survey is a best-guess because the summer schedule is a rapidly-changing environment. If you are responsible for more than one department's offerings, please complete the survey for each department that you manage.

Please complete the survey at the following link before Friday, February 24: <https://forms.gle/S4qwsuyBE5iZNqxy8>

Visiting Student Application Opens April 24

Summer Session welcomes visiting students with Open Enrollment into summer courses. These courses are for UC-credit, but can be transferred to other universities with approval from the home institution.

Visiting students can apply and enroll after the application process opens on April 24, 2023. Information on the next steps can be found on: <https://summersession.ucsd.edu/enroll/application.html>

Other useful links for prospective visiting students:

- Preview of Classes: <https://summersession.ucsd.edu/courses/preview.aspx>
- Tuition Guidelines: <https://summersession.ucsd.edu/tuition/tuition.html>
- Schedule of Classes (posted online on March 23): <https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm>
 - Courses with the building listed as "RCLAS", means remote instruction. All other building locations mean the class is held in-person on campus.
- Course Syllabus: Visiting students are directed to academic departments for syllabi inquiries as some campuses require course syllabi for credit articulation

Questions can be directed to summer@ucsd.edu.

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 builds due to Registrar via ISA	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	Tuition & fees due	Session 1 classes begin Students: Add/drop classes Tuition & fees due	Session 2 classes begin Faculty Pay Date (Session 1)	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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