



Summer Scoop

Week of March 6 - March 10, 2023



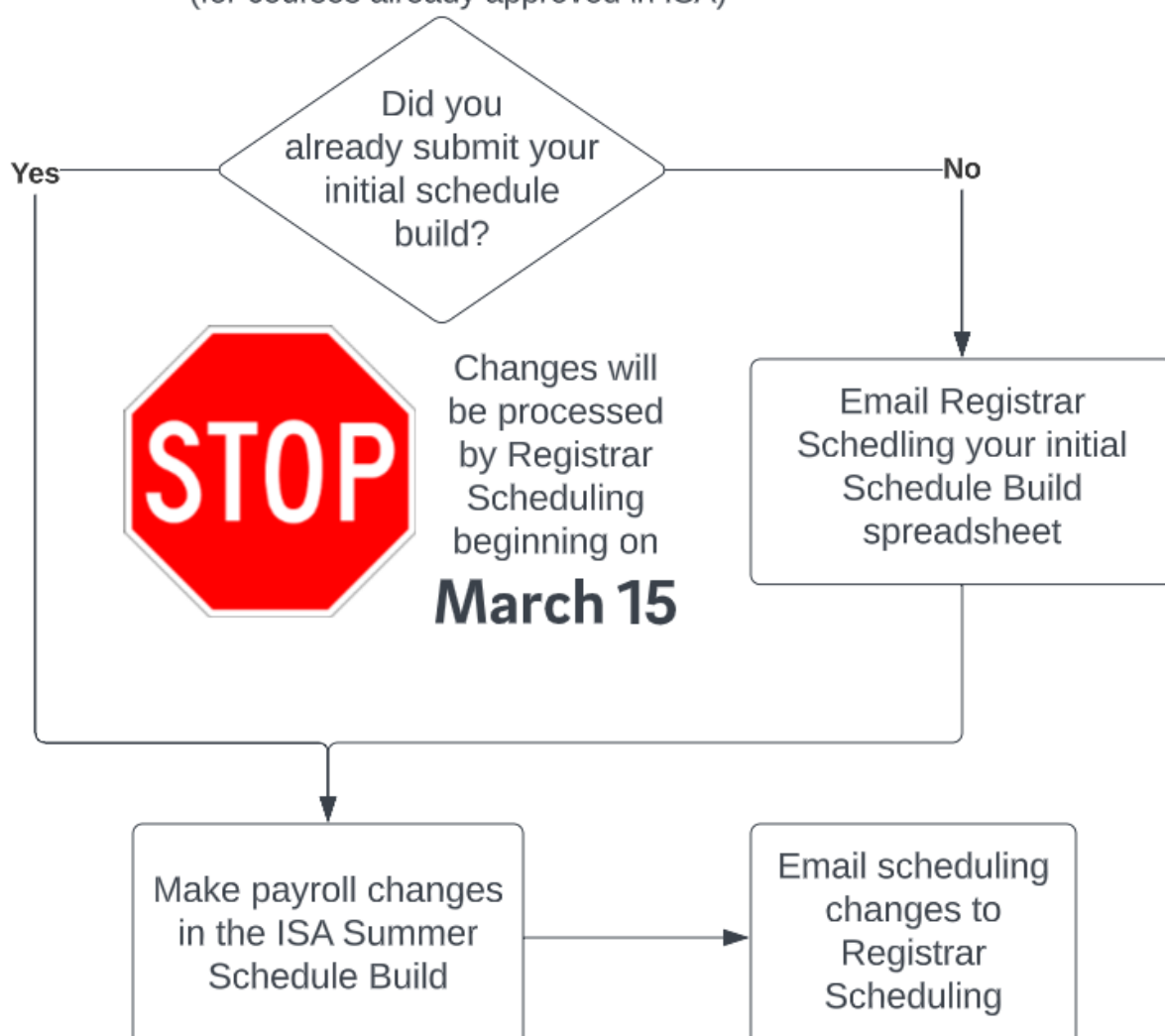
The Look for the Schedule of Classes Released Next Week - Wednesday, March 15

The Look for Summer Session 2023 is scheduled to be released next week on Wednesday, March 15. This is your chance to update course modality before the summer schedule is published for students to view. Please review and submit any changes to course schedules or modality by Friday, March 17. The Schedule of Classes is set to be released next Thursday, March 23. Student enrollment begins on April 17.

Please email the scheduling office at registrar-scheduling@ucsd.edu to change course modality. Changes will be processed after the Last Look is released on March 15.

Summer Course Change Guidelines

(for courses already approved in ISA)



Payroll changes - Notify Summer Session through the ISA regarding:

- Changes to instructors
- Requests to ADD new courses (needs approval in ISA)
- Requests to CANCEL existing courses (needs approval in ISA)

Scheduling changes - Contact the Registrar's Scheduling Office through email at registrar-scheduling@ucsd.edu regarding:

- Changes to course MODALITY
- Changes to meeting DAYS
- Changes to meeting TIMES
- Changes to meeting LOCATION
- New Courses to ADD to the schedule – Email Registrar AFTER Summer Session approves the new course in the ISA.
- Courses to CANCEL from the schedule – Email Registrar AFTER Summer Session approves the course cancellation in the ISA.

Questions? Email Summer Session at summer-courses@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:

Summer Session 2023 GUIDEBOOK



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

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