



Summer Scoop

Week of
March 15 – 19, 2021

Summer Session OPEN to ADDING MORE COURSES

If faculty are asking to LATE ADD a course to the schedule of Classes, please enter the information into the Instructional Scheduling Assistant system. The ISA is open for late submissions. If you have any questions, please contact Renee Lee at summer-scheduling@ucsd.edu or (858) 534-8277.

The new approval process workflow:

Step 1: Academic Department/Program submits classes via ISA

Step 2: Summer Session reviews & approves classes (every morning at 9am)

Step 3: Academic Department/Program confirms approval in ISA, moves forward with Scheduling directly with Registrar-Scheduling office by emailing registrar-scheduling@ucsd.edu

Schedule of Classes – Live this Week!

The Schedule of Classes will go live this Thursday, March 18, 2021. Students begin enrolling next month on Monday, April 12, 2021. Enrollment is open through July 2 for Summer Session 1, and through August 6 for Summer Session 2. To view the Schedule of Classes, visit

<https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm>

For questions, contact Summer Session at summer-scheduling@ucsd.edu or (858) 534-5258.

Summer Session Appointment Letters

Summer Session 2021 appointment letters are located in your department folder on One Drive at this link:

<https://go.ucsd.edu/3cPRUEF>

If you have trouble logging in, or need to add a new user from your unit, please contact Lisa Bargabus at summer-payroll@ucsd.edu or (858) 822-5064.

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

Summer Session Annual Workflow

October	November	December	January	February	March (in progress)
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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