



## Summer Scoop

Week of March 20 - March 24, 2023



### Schedule of Classes - Live this Week

The Schedule of Classes will go live this Thursday, March 23. Students begin enrolling next month on Monday, April 17. Enrollment is open through July 7 for Summer Session 1, and through August 11 for Summer Session 2.

The Schedule of Classes can be viewed at the link below:  
<https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm>

For questions, contact [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).

### EASy Open for Preauthorizations

Students can now submit preauthorization requests for Summer Session classes in the Enrollment Authorization System (EASy) <http://easy.ucsd.edu/>.

Please keep an eye out for these requests as students will likely submit them before enrollment opens. You can visit the Summer Session website for an overview of the request process - <https://summersession.ucsd.edu/enroll/pre-authorization.html>.

Visiting Students cannot enter preauthorization requests until they have PIDs. The Summer Session application becomes available on April 24 and provides students with PIDs.

### WANTED: Summer Remote Course Offerings

It is important to consider offering more remote courses during the upcoming summer terms to accommodate students who cannot be physically present in San Diego. This will ensure that students can make progress towards their academic goals, regardless of their location. Your cooperation in this regard is greatly appreciated.

Please review and submit any changes to course modality as soon as possible. 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](mailto:registrar-scheduling@ucsd.edu) to change course modality.

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](mailto: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](mailto: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  
 University of California San Diego  
 Phone: 858-534-5258  
 Email: [summer@ucsd.edu](mailto:summer@ucsd.edu)

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

To subscribe, please [sign up here](#).

Share this email:



[Manage your preferences](#) | [Unsubscribe](#)

This email was sent to .  
 To continue receiving our emails, add us to your address book.