



Summer Scoop

Week of
March 22 – 26, 2021

Schedule of Classes – Students are Planning Summer Courses

The Schedule of Classes went live on Thursday, March 18, 2021. The campus is offering both types of instruction, in-person and remote, for Summer Session 2021.

The Schedule of Classes has courses mostly identified as RCLAS for remote, and a few courses are listed in a room on campus. Note: Courses can move from in-person to remote if required for safety.

Monday, April 12, 2021 Enrollment for continuing students begins

Monday, April 19, 2021 Enrollment for new students and visiting students begins

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

EASy – Preauthorization now OPEN for Summer Session

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.

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 course process workflow:

Step 1: Academic Department/Program submits courses via ISA

Step 2: Summer Session reviews & approves courses in the ISA daily.

Step 3: Academic Department/Program confirms approval or not approved status in ISA

Step 4: If course is approved, department moves forward with Scheduling directly with Registrar-Scheduling office by emailing registrar-scheduling@ucsd.edu [this is a manual process.

Note: Without sending an email the Registrar will not know about the newly approved course.

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 Appointment Letters

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

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

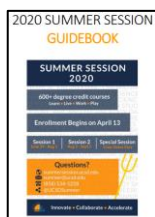
If you have trouble logging in, or need to add a new user from your unit, please contact Lisa Bargabus at summer-payroll@ucsd.edu or (858) 822-5064.

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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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