



Summer Scoop

Week of March 27 - March 30, 2023



Guide on Managing Course Changes

Thank you Academic Department teams for your participation in Summer Session 2023.

We know there will be changes to the schedule between now and the start of summer, so we updated the [Guide on Managing Course Changes](#) on the Summer Session website.

This guide has useful information as you navigate changing modality, instructor names, session of a class, adding new classes, cancellations, etc. Students are anxious about modality of instruction of Summer Session courses. 75% are requesting Remote Instruction.

The ISA is open for changes of adding or canceling classes and course modality.

Payroll questions? Email summer-payroll@ucsd.edu

Courses questions: Email summer-courses@ucsd.edu

Need to change modality of instruction, dates & times of a class?

Email registrar-scheduling@ucsd.edu.

Preauthorization in EASy

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. This is delayed from previous cycles due to updates to the application so please keep a watchful eye on EASy on Monday, April 24.

Wanted: 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 was released last Thursday, March 23. Student enrollment begins on April 17.

Please email the scheduling office at 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 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



UC San Diego

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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Phone: 858-534-5258
Email: summer@ucsd.edu

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