



Summer Scoop

Week of
March 29 – April 2, 2021

Does your Dept want to offer more courses this summer? Enter it directly into the ISA!

The [Instructional Scheduling Application \(ISA\)](#) is open to accept NEWLY ADDED courses for Summer Session. The best time to double check the schedule of classes is now. If changes to days, times, or to the calendar, are required, making the changes today will require less work than after students begin enrolling in courses.

Helpful Tip! Summer Session created this document to help guide departments on [Next Steps in Course Change Management](#). On a daily basis, Summer Session reviews the courses in the ISA to determine if a course is approved or cancelled.

For more information, Contact Renee Lee at summer-scheduling@ucsd.edu or (858)534-8277.

GUIDE on Managing Course Changes

Thank you to our department partners for all your work getting the summer Schedule of Classes published for students.

We know there are lots of changes to the schedule between now and 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 instructor names, changing the session of a class, adding new classes, cancellations, etc.

Payroll questions? Email summer-payroll@ucsd.edu

Courses questions: Email summer-scheduling@ucsd.edu

Need to change dates & times of a class? Email registrar-scheduling@ucsd.edu

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

Courses – in-person vs. remote instruction

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.

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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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