



Summer Scoop

Week of April 3 - April 7, 2023



Save the Date: Payroll Training

Find out what's new for Summer Session 2023 payroll. Join representatives from Summer Session and Graduate Division to get the latest information regarding summer payroll policies & procedures.

Wednesday, April 26
9am - 10:30am

Zoom rsvp link coming soon.

Please plan to send at least one representative from your unit. The more the merrier!

Questions? Contact Lisa Bargabus at summer-payroll@ucsd.edu.

Visiting Students are Assigned PIDs

Visiting students are assigned PIDs by completing the Summer Session online application on the Summer Session website at:

<https://summersession.ucsd.edu/enroll/application.html>

The application is being released on Monday, April 24 due to updates on the application process. While this is later in our process, we believe that the updates will help streamline issues that have occurred in past iterations of the process. The application is released on the same day that enrollment begins for incoming and visiting students, Monday, April 24. Please keep an extra careful eye on EASy for preauthorization requests from this population of students beginning that same Monday.

Questions can be directed to summer@ucsd.edu.

Wanted: Remote Course Offerings - Please change modality

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 on 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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Visit us at: <https://summersession.ucsd.edu>

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