



# Summer Scoop

Week of  
April 5 – April 9, 2021

## Virtual Triton Day: Saturday, April 10

The campus community came together to Virtually welcome admitted freshman students to UC San Diego. Triton Day is an annual event that showcases the campus. The virtual format will host a variety of ways to show our incoming students we welcome them through webinars and videos. At least 70 service units responded to participate in a series of welcome opportunities. More than 4200 student have responded to our invitation.

For more information and registration, you can visit the Virtual Triton Day website at the link below:

<https://tritoday.ucsd.edu/>

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## Summer Session is now live on Service Now

Summer Session has started using the campus' new communication platform, Service Now. Other offices that are currently using Service Now include Student Financial Solutions, Registrar, and Information Technology Services (ITS). Student questions can be sent directly from office to office within Service Now.

Students can submit questions directly to Summer Session by visiting <https://support.ucsd.edu/>.

They can also email [summer@ucsd.edu](mailto:summer@ucsd.edu) and a ticket will be opened from Service Now.

For more information on Service Now onboarding, you can contact Justin Clow at [jclow@ucsd.edu](mailto:jclow@ucsd.edu).

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## Is your ISA contact information up-to-date?

Recently, Summer Session sent out a useful guide via the ISA email contacts. A few emails belonged to staff who have retired or left the department scheduling position.

Please double check that your department's contact information in ISA is up-to-date. The Summer Session Contact Email is the email address that Summer Session should contact for any notifications and reminders.

Log in to ISA – <https://instructionalscheduling.ucsd.edu/>

On the left navigation bar, scroll to the bottom and click on "Settings"

You will see a pop-up window for Unit Settings.

Under "Unit Contact Settings", scroll down to "Summer Session Contact Email"

Please review and update as needed before this Friday, April 9.

Contact Renee Lee for questions at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

Need more information? Visit us online at: <http://summersession.ucsd.edu>, or email us at [summer@ucsd.edu](mailto:summer@ucsd.edu).  
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619

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## Visiting Students are Assigned PIDs

Every summer, 500+ visiting students from other UC campuses, CSUs, 4-year universities, community colleges, high schools, and International campuses enroll at UC San Diego. The application for visiting students opened in March. [Visit our website to view the application.](#)

Please keep an open eye for their pre-authorization requests within EASy as they are directed to begin their steps to enrolling in classes. Enrollment opens for all visiting students on Monday, April 19. For questions, contact Renée Lee at [renee@ucsd.edu](mailto:renee@ucsd.edu) or (858) 534-8277.

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## Summer Session at iCafé this Friday, April 9

iCafé is continuing to offer remote sessions this Spring quarter. The lunchtime session happens every Friday during the quarter, except during Finals week. You can read more about the schedule of countries at this link: <https://global.ucsd.edu/news-events/friday-cafe/index.html>.

- Date: Friday, April 9
- Country: Taiwan
- Time: 12 pm – 1 pm (PST)
- [Registration Link](#)

Summer Session is the co-sponsor for this week's iCafé. Register and stop by to hear about Summer Session 2021 and Taiwan.

iCafé is about culture, connection and the global Triton community coming together for a relaxed social hour to have fun while increasing our cultural understanding and awareness. Take a break, get some socialization, and join in – it is fun and free of course! Students receive [CCR credit](#) for attending! Questions? Contact Debi Gianni at [dgianni@ucsd.edu](mailto:dgianni@ucsd.edu).

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## 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

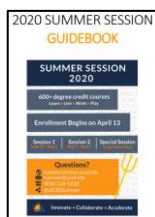
- For questions, contact Summer Session at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) or (858) 534-5258.

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## Summer Session Annual Workflow

October	November	December	January	February	March
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 (in progress)	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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