



Summer Scoop

Week of April 10 - April 14, 2023



Payroll Training: Registration Link

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.

Meeting Details:

Date: Wednesday, April 26

Time: 9am - 10:30am

Registration Link:

<https://ucsd.zoom.us/meeting/register/tJ0oduqppzsqHdXke4HFUCJD2ek2bdahFS0L>

Plan to send at least one representative from your unit. The more the merrier! Please register by next Tuesday, April 18.

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

Visiting Students and PIDs and EASy (opens April 24)

Beginning on April 24, the Summer Session online application will open to process new student ID numbers. Without a student ID number, visiting students will not be able to submit preauthorization requests within EASy. This means that visiting student enrollment opens the same day that they can begin submitting preauthorization requests in EASy, and not a day sooner. Students will be very anxious about getting their requests reviewed, so please keep an eye on EASy during the week of April 24.

Summer Session is working with the Information Systems team to improve security of the summer application for visiting students. The timeline for this project required a delay of opening the application until April 24. Some students have expressed concern about a later application date, however, April 24 is the first day of enrollment. Students will have access to the application, EASy for approvals, and course enrollment on (April 24) the same day. If you have any questions please contact the summer session office for more information.

Remote Courses are IN-DEMAND with Summer Students

It is important for academic departments to consider offering a balance between remote and in-person courses. Students are concerned about their time to degree and are requesting options of remote and in-person courses. On a daily basis, students contact the summer session office with reasons why they cannot be physically present in San Diego. Your help to provide a balance of course modality is greatly appreciated. Course enrollment begin April 17.

All changes to the class schedule require an email to the scheduling office at registrar-scheduling@ucsd.edu.

Payroll changes - Notify Summer Session through the ISA regarding: (ISA serves Summer Session for checks & balances)

- 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 (noted in schedule as RCLAS)
- Changes to meeting DAYS
- Changes to meeting TIMES
- Changes to meeting LOCATION
- New Courses to ADD to the schedule – Step #1 entry to ISA for Summer Session approval. Step #2 Email Registrar of newly approved courses.
- Courses to CANCEL from the schedule – Step #1 entry to ISA for Summer Session approval. Step #2 Email Registrar of newly approved course cancellation.

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

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