



## Summer Scoop

Week of April 17 - April 21, 2023



### Enrollment Opens today for continuing UCSD students by appointment time

We've made it! Summer Session 2023 enrollment officially opens today for continuing UC San Diego students. Students are given appointment times in TritonLink. Summer Session enrollment does not have a two-pass system for enrollment over the summer. Once the enrollment appointment opens within WebReg, students will be able to make changes to their enrollment. Incoming first-years, transfers, and visiting students begin enrolling next Monday, April 24.

Course scheduling reminder: now that enrollment has begun, course changes will need to be canceled when students are enrolled in the course. Please email the Registrar Scheduling Office to confirm the best way to manage changes.

### Visiting Students: 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. Students appreciate a quick response regarding approvals for enrollment. Thank you to team members managing the EASy system.

April 24 is the launch date for visiting students and incoming UCSD freshman and transfers to begin enrolling in courses. The summer application is the first step for non-UCSD students to apply for a student ID number, enroll in courses, and check fees due. If you have any questions please contact the summer session office for more information.

### Payroll Training: Next Week - Please Register

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 this Tuesday, April 18.

Questions? Contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

### Remote Courses are IN-DEMAND with Summer Students

Thank you to all the academic departments that submitted course schedules with a mixture of modalities between remote and in-person. Course enrollment begins April 17.

Course approval and scheduling requires two-steps.

Step 1: enter courses and changes in the ISA for Summer Session to keep up with changes that may impact faculty appointment letters.

Step 2: All changes to the class schedule require an email to the scheduling office at [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu).

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

- Changes to instructor appointment
- Changes in the session: first, second, or special session.
- Requests to ADD new courses (needs approval in ISA)
- Requests to CANCEL existing courses (needs approval in ISA)

Scheduling changes – Please keep in mind that courses with student enrollment require additional steps to contact students because courses might be cancelled and reset for students to re-enroll. Contact the Registrar's Scheduling Office through email at [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) regarding:

- Changes to course MODALITY (Remote is 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](mailto: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:



#### 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](#)



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