Celebrating **50** 1971–2021

SUMMER SESSION

Summer Scoop
Week of September 12 - September 16, 2022

Get Ready for Summer Session 2023!

Term	Dates
Session 1 - 5 Weeks	July 3 - August 5, 2023
Session 2 - 5 Weeks	August 7 - September 9, 2023
Special Summer Session Subterms	
Subterm 2 - 10 Weeks	July 3 - September 9, 2023
Subterm 4 - 3 Weeks	July 3 - July 22, 2023
Subterm 9 - 3 Weeks	July 24 - August 12, 2023
Subterm 11 - 3 Weeks	August 14 - September 2, 2023
Subterm 22 - 8 Weeks	July 3 - August 26, 2023
Subterm 90 - 15 Weeks	June 19 - September 22, 2023

Call Letter for Summer Session 2023

Be on the lookout in October for the Call Letter to campus academic departments & programs for Summer 2023 course offerings!

We will continue to use the Instructional Scheduling Assistant (ISA) to manage course offerings, approvals, and scheduling of summer courses.

Stay tuned...

Summer Session TA Survey - Please Complete by Thursday
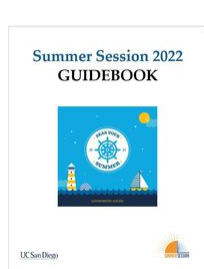
Last week, Summer Session sent out a survey regarding Summer Session TAs. The survey can be found at this link: Summer Session TAs – Planning, Recruiting, and Hiring Survey.

Please be sure to complete this survey by this Thursday, September 15. Questions can be directed to summer-payroll@ucsd.edu.

Summer Session Annual Workflow

October	November	December	January	February	March
Reconcilitation 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 build spreadsheets due to Registrar	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	Session 1 classes begin Tuition & fees due	Students: Add/drop classes Faculty Pay Date (Session 1) Tuition & fees due	Session 2 classes begin	Sessions end Reporting begins Faculty Pay Date (Session 2)

Resources for Summer Session instructors:

2022 Guidebook

The 2022 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