Appointment Files for Summer Session 2020 - Interfolio NOW OPEN

Academic Units may now submit Summer Session appointment files via Interfolio.

A job aid with step-by-step instructions for submitting Summer Session appointment files in Interfolio is available. You can access the job aid several ways:

- In Interfolio - as a link in the “Summary Section” of the Summer Session appointment template.
- In Interfolio - as a link in the instructions section of the first step in the workflow.
- In the Summer Session Instructor Appointment Handbook, on page 33: https://summersession.ucsd.edu/_files/Appointment%20and%20Payroll%20Documents/Faculty%20Appointment%20Handbook.pdf

Kelly Maheu is encouraging us to hire as many Summer Session instructors as possible before UCPath goes live. To help with that effort, please submit your Summer Session appointment files as soon as possible. Reminder that an email from the candidate is now only required if the Bio-Bib is unsigned, or if the Bio-Bib signature is typed.

Questions? Contact Lisa Bargabus at summer-payroll@ucsd.edu, or x25064.

Preview of Classes for Summer Session 2020

All courses that were approved to be offered in Summer Session 2020 have been posted to the Summer Session website on the Preview of Classes. Please verify that your courses are present on the Preview by Friday, January 10.

The Preview is updated with all changes on a weekly basis. All new edits will be posted by each Thursday, beginning January 9. For questions or concerns, contact Matt Sapien at summer-scheduling@ucsd.edu or x44744.

Click here for a direct link to the Preview of Classes.

Need more information? Visit us online at: http://summersession.ucsd.edu, or email us at summer@ucsd.edu.
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619
Summer Course Scheduling 2020 (ISA Tips) – Using your Quarterly Schedule Builder (QSB)

Approved Courses are moved from your Summer Session Schedule Builder (SSSB) to your Quarterly Schedule Builder (QSB). Please schedule your classes within your QSB in the ISA, then Export to Registrar (see snippet below). After the Schedule Build spreadsheet is printed from the ISA, please send your spreadsheets to registrar-scheduling@ucsd.edu (cc: summer-scheduling@ucsd.edu). This action can only be done once.

Accessing your QSB:

1. Log into https://instructionalscheduling.ucsd.edu/ with your SSO
2. Select Quarterly Schedule Builder from the navigation bar on the left
3. Select Change Year button in upper right-hand corner (see snippet below)
4. Select Current Year, 2019-2020
5. Select Term, Summer Session I, Summer Session II, or Special Summer Session
6. You can schedule your approved courses in these models. Please be sure to add any appropriate scheduling components (Lecture, Lab, Discussion, etc.)

For questions regarding summer courses, contact Matt Sapien at summer-scheduling@ucsd.edu or x44744.
For questions regarding ISA functions, please contact Katie Frehafer at kfrehafer@ucsd.edu or x43112.

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Summer Course Scheduling 2020 - Changes to Courses (Adding “Late Proposal” or Removing “Cancelling” Courses)

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Adding/Removing Courses before Export for Registrar

Before Export for Registrar, you will submit new course submissions and cancellations in your Summer Session Schedule Builder (SSSB).

NOTE: “switching sessions” = two actions: 1 cancellation

Adding/Removing Courses after Export for Registrar

After Export for Registrar, you will submit New Course or Cancellation Requests, by emailing Matt Sapien at summer-scheduling@ucsd.edu with your Business Officer and Chair/Divisional Dean/Provost copied on the email.

For questions regarding summer courses, contact Matt Sapien at summer-scheduling@ucsd.edu or x44744.

For questions regarding ISA functions, please contact Katie Frehafer at kfrehafer@ucsd.edu or x43112.

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