



Summer Scoop

Week of
November 9 – November 13, 2020

Summer is Coming!

Thank you to the 10 departments and programs that have early submission of Proposed Courses to help undergraduate students reduce their time-to-degree:

1. Anthropology
2. Architecture-Based Enterprise Systems Engineering (AESE)
3. Communication
4. Culture, Art, & Technology (CAT)
5. Global Health Program
6. Japanese Studies
7. Making of the Modern World (MMW)
8. Physics
9. Rady School of Management
10. Revelle Humanities

As a reminder, the course submission deadline for Summer Session 2021 is this Thursday, November 12. Please send any course scheduling questions to summer-scheduling@ucsd.edu for the quickest response. Thank you for all submissions!

Summer Kickoff Meeting – NEW DATE: Thursday, November 19

The Summer Session office has planned a kickoff meeting for our partners in academic departments. This meeting will outline the parameters for Summer Session 2021.

The meeting was rescheduled to next Thursday, November 19. The meeting invite, including zoom meeting information, has been sent out. Please reach out directly to Matt Sapien at msapien@ucsd.edu if you did not receive the ZOOM meeting ID.

UC First-Generation Virtual Symposium

Join the University of California for a virtual symposium on first-generation college students. The symposium honors the national First-Generation College Celebration and the 55th anniversary of the Higher Education Opportunity Act. You can read more about the symposium agenda and register for sessions at this link: <https://diversity.universityofcalifornia.edu/events/first-gen.html> UC President Drake will be presenting opening remarks.

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

Appointment File Training

The Summer Session Office holds an annual training with our campus partners to discuss how to hire instructors for Summer Session. Appointment File Training will be hosted in December 2020 and the appointment letter process begins in January 2021. Please be on the lookout for more information coming out soon regarding this training session. You can reach out to Lisa Bargabus for questions at summer-payroll@ucsd.edu.

Course Scheduling Resources 2021

- [Summer Session Guidebook 2021](#)
 - Tips & Changes for Summer Session 2021 (Page 7 of the Guidebook)
- [5-Year Enrollment History Report 2016-2020](#)
- [ISA Quick Start Guide](#)
- [ISA Training Sessions recorded](#)

Please submit ISA feedback within the system so that the ISA team can assess and address any issues that may arise.

For questions regarding summer course scheduling, please contact Renee Lee at summer-scheduling@ucsd.edu.

Summer Session Annual Workflow

October	November (in progress)	December	January	February	March
Call for Course Proposals	Course Proposals Due – November 12 Summer Session Kickoff Meeting – November 19	Advisory Committee Meeting	Preview of Classes posted Approved Courses scheduled within ISA Schedule Build Spreadsheets sent to Registrar	Classrooms Assigned Faculty teaching Appointment Letters Sent out Approved Courses set up in ISIS	Schedule of Classes Available on TritonLink beginning March 18
April	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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