



# Summer Scoop

Week of

November 16 - November 20, 2020

## Courses: What's Next?

Thank you to the departments and programs who proposed courses to be offered in Summer Session 2021. We received over 750 open enrollment courses from more than 45 departments. Kudos to you all for helping students reduce their time-to-degree.

In December, the Summer Session Advisory Committee will meet to review courses. You will hear the outcome for each course from Summer Session by Monday, December 21. Approved courses will be posted on the Summer Session website as a Preview of Classes so that students can begin to plan their summer course load. For any questions with this process, please contact [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

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## International Education Week: This Week

International Education Week (IEW) celebrates the importance and benefits of international education in the U.S. and around the world. IEW is an entire week dedicated to celebrating and promoting awareness and understanding of our world's diverse cultures both abroad, in our local community, as well as within our own UC San Diego.

IEW is this week, November 16 through November 20. You can view the IEW calendar of events and join the celebration. Explore the IEW website here: <https://global.ucsd.edu/news-events/intl-ed-week/index.html>

Questions? Contact Debi Gianni at [dgianni@ucsd.edu](mailto:dgianni@ucsd.edu).

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## Summer Kickoff Meeting – THIS THURSDAY

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 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](mailto:msapien@ucsd.edu) if you wish to be included but were not.

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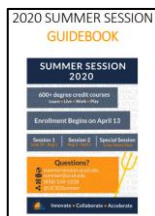
## Appointment File Training

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. 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](mailto:summer-payroll@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](#)

Need more information? Visit us online at: <http://summersession.ucsd.edu>, or email us at [summer@ucsd.edu](mailto:summer@ucsd.edu).  
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