



Summer Scoop

Week of

November 23 - November 27, 2020

Summer Session Kickoff Meeting

The Summer Session office hosted a kickoff meeting for our partners in academic departments last Thursday, November 19. This meeting outlined the parameters for Summer Session 2021.

The meeting was recorded for those who could not attend the training session. You can find the recording at the link below. It is protected by a password, which is also below. Please be mindful of any extra spaces when you enter the password. For questions, contact Matt Sapien at msapien@ucsd.edu.

Meeting Recording:

<https://ucsd.zoom.us/rec/share/iWEB0OevNYKbBsdSCFRikIVTHgkBdh4cnlsgw-l6uRhiHpKjv1QquLPBiOmLI9el.SImegZYUMUfTWTDO>

Access Passcode: 1YW6g%sz

How to Hire Summer Session Instructors – Training Session Save-the-Date: Thursday, December 10

The Summer Session Office holds an annual training with our campus partners to discuss how to hire instructors for Summer Session. The How to Hire Summer Session Instructors Training Session will be hosted in December 2020. The meeting details can be found below.

Meeting Details:

Time: Thursday, December 10

Date: 10am – 12pm

Location: Zoom (link will be sent out directly to AP staff)

There will be staff representatives from Academic Personnel and Grad Division. 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.

Courses: What's Next?

Thank you to the departments and programs who proposed courses to be offered in Summer Session 2021. We received over 800 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

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Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619

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

Campus Holiday – Thursday & Friday

Through a tumultuous year, there is still plenty to be thankful for. UC San Diego will be closing operations this Thursday and Friday, November 26 & 27 to celebrate the Thanksgiving holiday. Summer Session will resume normal operating hours on Monday, November 30.

Happy Thanksgiving, from the Summer Session Office!

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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