SUMMER SESSION | Celebrating 50 1971–2021

Summer Scoop

Week of November 28 - December 2, 2022

Training Session - How to Hire Instructors & Academic Student Employees for Summer Session 2023: Register Today!

Please join us to find out what is new for Summer Session 2023 hiring.

Representatives from Summer Session and GEPA will be presenting the latest and greatest information about Summer Session hiring policies, procedures, and timelines.

Tuesday, December 13th
9:00 am - 10:30 am
Zoom Registration Link:
https://ucsd.zoom.us/meeting/register/tJEtf-mprjguHdLif9Xe79kGnISAFxCqdll6

Questions? Contact Lisa Bargabus at 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	Training: How to hire Summer Instructors Summer Session Advisory Committee meeting Preview of Classes posted	Approved courses scheduled within ISA Summer course schedules 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	Tuition & fees due	Session 1 classes begin 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:

2023 Guidebook

The 2023 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

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