



# Summer Scoop

Week of

December 21 - December 25, 2020

## Preview of Classes: Now Live!

All courses that were approved to be offered in Summer Session 2021 have been posted to the Preview of Classes on the Summer Session website. [Click here for a link to the Preview of Classes](#). You can direct your students here to view which courses are moving forward for Summer Session 2021.

Please confirm that your unit's courses are present on the Preview of Classes by Friday, January 8.

The Preview is updated with all changes on a weekly basis. For questions, contact Renee Lee at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

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## Summer Course Change Management

Summer Session met with the Summer Session Advisory Committee to review the courses proposed for Summer Session 2021. Over 800 undergraduate courses were approved to move forward.

Departments may begin to schedule course days and times using the ISA at <https://instructionalscheduling.ucsd.edu/>.

Moving forward, all additions or changes to your Summer Session courses should be entered directly into the ISA and submitted to Summer Session for review. Please read the ISA Course Change Management document for more details at: <https://summersession.ucsd.edu/files/Manage-Course-Changes-2021-Announcement-to-Departments.pdf>

Departments must export their completed Schedule Build spreadsheet from the ISA and email to the Scheduling Office ([registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu)) by Thursday, January 28, 2021. Please note that this export can only be done once.

For questions regarding summer courses, contact Renee Lee at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

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## Training Session: How to Hire Summer Session Instructors and Instructional Support – Recorded Session available

Summer Session hosted a training on How to Hire Summer Session Instructors and Instructional Support on Thursday, December 10. Presenters from the Graduate Division joined Summer Session in walking through the steps to the hiring process.

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 regarding the training, you can contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

Meeting Recording:

[https://ucsd.zoom.us/rec/share/0pkJJuRWWhNnI6jx7K4NdAi81ck7vvStS2nDYkOkENh1T-1\\_8wtQzzftxUOMiMOsT.26k9Rn2NoquUld\\_p](https://ucsd.zoom.us/rec/share/0pkJJuRWWhNnI6jx7K4NdAi81ck7vvStS2nDYkOkENh1T-1_8wtQzzftxUOMiMOsT.26k9Rn2NoquUld_p)

Access Passcode: H1e.yFqd

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## Happy Holidays from Summer Session

UC San Diego will close on Thursday, December 24, 2020, and re-open on Monday, January 4, 2021. The Summer Session office will be closed during this time.

From the Summer Session office to you, Happy Holidays! Enjoy this much needed break. See you all in 2021!



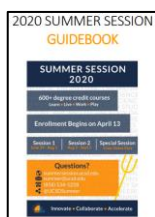
**Summer Session**

Need more information? Visit us online at: <http://summersession.ucsd.edu>, or email us at [summer@ucsd.edu](mailto:summer@ucsd.edu).  
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619

## Summer Session Annual Workflow

October	November	December (in progress)	January	February	March
Call for Course Proposals	Course Proposals Due – November 12  Summer Session Kickoff Meeting – November 19	How to Hire Summer Session Instructors Training  Summer Session Advisory Committee Meeting  Preview of Classes posted	Approved Courses scheduled within ISA  Schedule Build Spreadsheets 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 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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