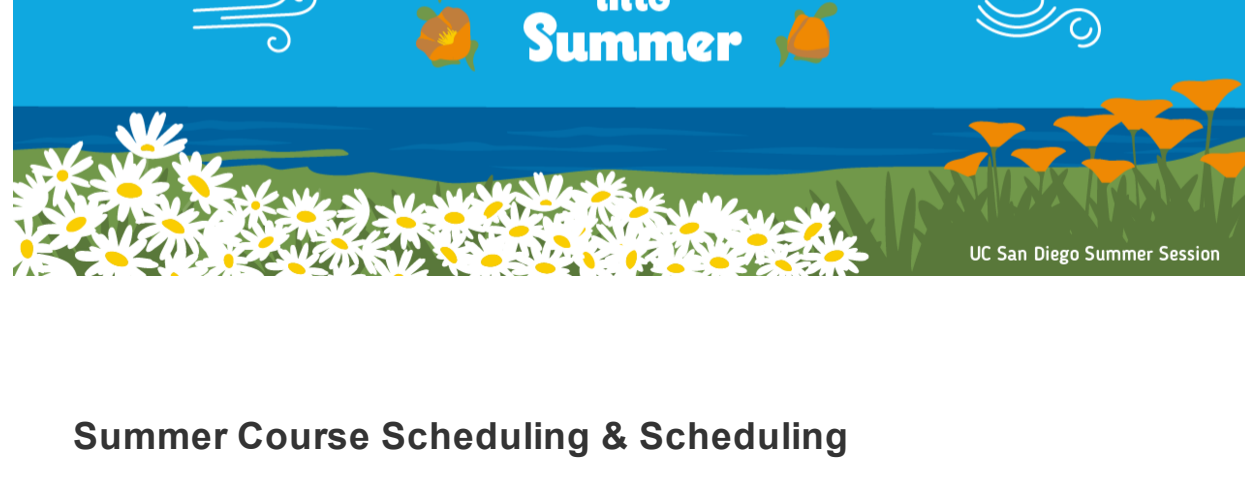




Summer Scoop

Week of February 6 - February 10, 2023



Summer Course Scheduling & Scheduling

Thank you to more than 50 departments for submitting their Summer Session 2023 course schedules to the Scheduling Office. Your next steps are outlined in the timeline chart below.

Forgot to send your Schedule Build to the Registrar by February 2nd?

Don't worry, Registrar will accept a spreadsheet with your schedule at registrar-scheduling@ucsd.edu after **The Look** is released on March 15th.

Timeline & Tasks for the Summer Session Schedule 2023 of Classes

DATES	DEPARTMENTS	REGISTRAR	SUMMER SESSION
FEB 2	Submit schedule build to Registrar via ISA	Not working on summer scheduling, yet	Continue approving new courses & course cancellations in the ISA.
FEB 3 to MAR 14	Continue to enter course, session, and instructor information in the ISA Summer Session Builder, so Summer Session can send faculty appointment letters.	Begin work on summer schedule, including room assignments, outside of the ISA. No schedule changes are processed during this time.	Continue approving new courses and course cancellations in the ISA. Use ISA information to send faculty appointment letters.
MAR 15	Review The Look . Email changes to registrar-scheduling@ucsd.edu Continue to enter course, session, and instructor information in the ISA Summer Session Builder, so Summer Session can send faculty appointment letters.	Send The Look to departments for review	Continue approving new courses and course cancellations in the ISA. Use ISA information to send faculty appointment letters.
MAR 17	Deadline to return edited The Look to registrar-scheduling@ucsd.edu Continue to enter course, session, and instructor information in the ISA Summer Session Builder, so Summer Session can send faculty appointment letters.	Process schedule edits from departments.	Continue approving new courses and course cancellations in the ISA. Use ISA information to send faculty appointment letters.
MAR 23	Summer Session 2023 Schedule of Classes is available online.		
MAR 24 to 1 week Before Instruction Begins	Email schedule changes to registrar-scheduling@ucsd.edu Continue to enter course, session, and instructor information in the ISA Summer Session Builder, so Summer Session can send faculty appointment letters.	Process changes to the Schedule of Classes as emailed by departments.	Continue approving new courses and course cancellations in the ISA. Use ISA information to send faculty appointment letters.

Student enrollment begins April 17.

Still confused about how to make changes to your Summer Session schedule? See the change management tips below. More details can be found in the [ISA Change Management document](#).

Request Type	How to submit changes?
Modality Change	<p>If No Students are Enrolled</p> <p>Dept. emails registrar-scheduling@ucsd.edu to change from in-person to remote, or vice versa.</p> <p>If Students are Enrolled</p> <p>A. Changing from in-person to remote</p> <p>Step 1: Dept. Notifies enrolled students of the modality change from in-person to remote.</p> <p>Step 2: Dept. emails registrar-scheduling@ucsd.edu to change modality from in-person to remote.</p> <p>B. Changing from remote to in-person – requires cancellation</p> <p>Step 1: Dept. submits Cancellation Request for the remote course in ISA.</p> <p>Step 2: Dept. submits new in-person course in the ISA.</p> <p>Step 3: Summer Session reviews & approves cancellation of remote course</p> <p>Step 4: Summer Session reviews & approves new in-person course in ISA</p> <p>Step 5: After Summer Session approvals, dept. notifies students that the remote class is being canceled and replaced with an in-person class.</p> <p>Step 6: Dept. emails registrar-scheduling@ucsd.edu to cancel the remote class and add the new in-person class to the Schedule of Classes</p>
Add a New Course	<p>Step 1: Dept. submits new course in the ISA.</p> <p>Step 2: Summer Session reviews & approves new course.</p> <p>Step 3: Once new course is approved, dept. emails registrar-scheduling@ucsd.edu to add new class to Schedule of Classes (after March 15)</p>
Cancellation of Class	<p>Step 1: Dept. submits Cancellation Request in ISA.</p> <p>Step 2: Summer Session reviews & approves cancellation. (In your Summer Session Schedule Builder, when Summer Session approves the cancellation, the course will display as pink and say "Cancelled" at the bottom.)</p> <p>Step 3: Once cancellation is approved, dept. emails registrar-scheduling@ucsd.edu to cancel the class (after March 15)</p> <p>Step 4: Summer Session will cancel teaching appointment.</p> <p>***Note: If enrollment has already begun (April 17), depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation</p>
Change Session of Class	<p>The course changing sessions requires a complete cancellation and newly adding the course.</p> <p>Step 1: Follow the steps above for Cancellation of Class</p> <p>Step 2: Follow the steps above for New course offering</p>
Change Instructor Name	<p>Step 1: Dept. updates the instructor name in the ISA</p> <p>Step 2: Summer Session will manage payroll and appointment letter process for the new instructor, and cancel appointment for the previous instructor (if applicable)</p> <p>Step 3: Once instructor has accepted appointment to teach and is "active" in the system, Summer Session will update the instructor name on the Schedule of Classes</p>
Schedule Change (ex: days, location)	<p>Step 1: Dept. updates ISA.</p> <p>To change days/times after students are enrolled, dept. must cancel the course and add a new course with the correct days/times.</p> <p>a: Follow the steps above for Cancellation of Class</p> <p>b: Follow the steps above for New course offering</p> <p>Change of location does not require cancellation of the course.</p> <p>Step 2: Dept. emails changes to Registrar Scheduling registrar-scheduling@ucsd.edu (after March 15)</p>

For questions, contact summer-courses@ucsd.edu.

Summer Session Annual Workflow

October	November	December	January	February	March
Reconciliation of accounts Data reporting continues	Call for Course Proposals Course proposals due Summer Session kickoff meeting	Training: How to hire Summer Instructors Summer Session Advisory Committee meeting Preview of Classes posted	Approved courses scheduled within ISA Schedule builds due to Registrar via ISA	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 Tuition & fees due	Session 2 classes begin Faculty Pay Date (Session 1)	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.

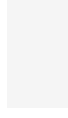
Engaged Teaching Hub

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#)



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