



## Summer Scoop

Week of January 8-12, 2024

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### Upcoming deadlines:

#### **January 16, 2024:** Summer Session Deadline-

Deadline to add courses in the ISA for Summer Session approval to include in your Schedule Build. Complete your summer schedule in the ISA ASAP.

#### **February 1, 2024:** Registrar Deadline-

FIRM DEADLINE to submit your Summer Session Schedule Build (Session 1, Session 2, and Special Session ) to the Registrar in the ISA. No schedule submissions will be accepted between February 2 - March 13.

*If you miss the February 1st deadline, your summer courses will be scheduled manually after March 13, 2024, and general use classroom space may no longer be available.*

### Additional Info:

The Summer ISA training recording is now on [YouTube](#).

For any other questions, please contact us at [Summer-courses@ucsd.edu](mailto:Summer-courses@ucsd.edu)

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## **REMINDER!**

**Training – How to Hire Summer Session 2024 Instructors**

*January 10, 2024*

*1:00 pm – 2:30 pm*

**Please register here to get the [Zoom link](#)**

Join Summer Session and GEPA for a joint training session on how to hire Summer Session 2024 instructors.

This session is a great learning opportunity for new staff and a helpful refresher for everyone else. Please plan to send at least one representative from your department, but the more the merrier!

Topics Include:

- What's New for Summer 2024
- How to hire existing faculty, visiting professors, and lecturers
- How to hire graduate students teaching as Associate Instructors
- Impact of the new contract on graduate student summer appointments

Questions? Please contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

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### **Course Modality Update!**

Remote courses without an R designation will be allowed for SU24 and SU25. Please make sure to add notes about course modality in the ISA.

For more information, please review the Exception to Policy on Distance Education Courses for Summer Sessions 2024 & 2025 on [our website](#).

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### **Preview of Classes are live!**

Approved courses for Summer Session 2024 have been posted to the [Preview of Classes](#) on the Summer Session website.

The Preview of Classes is updated with changes approved from the ISA. Please send any questions to [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).

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## Summer Session 2024 Pre-planning

Here's a quick at-a-glance overview of what to expect in the next few months.

Please review the calendar below to see what's to come.

October	November	December	January	February	March
Call for course proposals	Course proposals due	Preview of classes posted	Approved courses set up in system	Classroom assignments Faculty teaching appointment letters sent out	Schedule of Classes available on TritonLink
April	May	June	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed Financial Aid app opens	Students: Add/Drop Courses Fees due	Session 1 classes begin Faculty pay day	Session 2 classes begin Fees due	Sessions end Reporting begins

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## 2024 Guidebook is now available!

You can view the updated [Guidebook](#) for information regarding the Summer Session program.

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## Engaged Teaching Hub

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



Summer Session  
University of California San Diego  
Phone: 858-534-5258  
Email: [summer@ucsd.edu](mailto:summer@ucsd.edu)

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