Summer Session OPEN to LATE ADDING MORE COURSES

If faculty are asking to LATE ADD a course to the schedule of Classes, please enter the information into the Instructional Scheduling Assistant system. The ISA is open for late submissions. If you have any questions, please contact Renee Lee renee@ucsd.edu x4-8277.

The new approval process workflow:

Step 1:  Academic Department/Program submits classes via ISA
Step 2:  Summer Session reviews & approves classes (every morning at 9am)
Step 3:  Academic Department/Program confirms approval in ISA, moves forward with Scheduling directly with Registrar-Scheduling office by emailing registrar-scheduling@ucsd.edu

Schedule of Classes – Live this Week!

The Schedule of Classes will go live this Thursday, March 19, 2020. Students begin enrolling next month on Monday, April 13, 2020. Enrollment is open through July 6 for Summer Session 1, and through August 7 for Summer Session 2. To view the Schedule of Classes, visit https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm

For questions, contact Summer Session at summer-scheduling@ucsd.edu or x45258.

Summer Session Website Upgrade

Summer Session has made the switch! We have migrated to CMS 5. Please view our new website at: http://summersession.ucsd.edu/

We will continue to update the layout for an easier user experience for students over the next few weeks. Any tips for updating the website are welcome!

For questions, contact Matt Sapien at summer@ucsd.edu or x44744.

Need more information? Visit us online at: http://summersession.ucsd.edu, or email us at summer@ucsd.edu.
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619
New Home for Summer Session Appointment Letters

Summer Session 2020 appointment letters will be located in their home on OneDrive.

Your academic unit will have a folder at this link:

https://go.ucsd.edu/3cPRUEF

If you have trouble logging in, or need to add a new user from your unit, please contact Lisa Bargabus at summer-payroll@ucsd.edu or x25064.

Think Summer EXPO is on-HOLD until further NOTICE

Thank you to departments and programs that have expressed interest in the Summer Session student resource expo that was scheduled to be held on April 8, 2020. This event is cancelled.

Summer Session is currently in the process of re-evaluating options for connecting with students about Summer Options. Please sign up on the google form to express interest in being contacted later.  https://forms.gle/jzoJ4XqkTL4nKT518

For questions, contact Matt Sapien at summer@ucsd.edu or x44744.
## Summer Session Annual Workflow

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March (in progress)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Course Proposals</td>
<td>Course Proposals Due</td>
<td>Advisory Committee Meeting</td>
<td>Preview of Classes posted</td>
<td>Classrooms Assigned</td>
<td>Courses Available on TritonLink MARCH 19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approved Courses scheduled within ISA</td>
<td>Begin sending out Faculty teaching Appointment Letters</td>
<td>Approved courses set up in ISA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Schedule Build Spreadsheets to Registrar</td>
<td>Approved Courses set up in ISIS</td>
<td></td>
</tr>
</tbody>
</table>

### April
- Students Begin Enrollment
- Summer Resource Expo APRIL 8

### May
- Enrollment Management of Waitlists
- Student Fees Assessed

### June
- Session 1 Classes Begin
- Fees Due

### July
- Students: Add/Drop Courses

### August
- Session 2 Classes Begin
- Fees Due
- Faculty Pay Date (Session 1)

### September
- Sessions End
- Reporting Begins
- Faculty Pay Date (Session 2)

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**Resources for Summer Session Tools for Success**

The 2020 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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Need more information? Visit us online at: [http://summersession.ucsd.edu](http://summersession.ucsd.edu), or email us at summer@ucsd.edu.

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