New Courses? Summer Session Schedule of Classes is OPEN

The Instructional Scheduling Application (ISA) is open to accept NEWLY ADDED courses for Summer Session. Between today and April 10 is the best time to double check the schedule of classes for any CHANGES you may want to make before students begin enrolling in courses.

The link to ISA is https://instructionalscheduling.ucsd.edu. On a daily basis, Summer Session reviews the courses in the system to determine if a course is approved or cancelled.

For more information, Contact Renee 4-8277 or renee@ucsd.edu

Schedule of Classes – Students are Planning Summer Courses

The Schedule of Classes went live on Thursday, March 19, 2020. Students sent in emails asking if Summer Session classes will be available. Most students are asking if courses will be taught on campus or remotely. Faculty should be prepared for both types of delivery if possible.

Enrollment for continuing students begins Monday, April 13, 2020.

Enrollment for new students and visiting students begins Monday, April 20, 2020.

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

EASy – Preauthorization now OPEN for Summer Session

Students can now submit preauthorization requests for Summer Session classes on EASy (http://easy.ucsd.edu).

Summer Application for Visitors – open APRIL 1

Visiting students can begin to request PID and complete Summer Application starting April 1st.

Please visit Summer Session website for instructions to apply - https://summersession.ucsd.edu/enroll/application.html

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
### Summer Session Annual Workflow

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<th>January</th>
<th>February</th>
<th>March (in progress)</th>
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<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>
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<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>Late Course proposals WELCOME</td>
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</table>

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<thead>
<tr>
<th>April</th>
<th>May</th>
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<tr>
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<td>Enrollment Management of Waitlists</td>
<td>Session 1 Classes Begin Fees Due</td>
<td>Students: Add/Drop Courses</td>
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</tr>
</tbody>
</table>

### 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.

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

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