



Summer Scoop

Week of October 24 - October 28, 2022

ISA Training - Next Week

Please join us for a training session hosted by the ISA team & Summer Session.

Wednesday, November 2nd
10am-11am on Zoom

Zoom meeting link: <https://ucsd.zoom.us/j/98496000994?pwd=eGFJT21yc29ya2Y4WmtMQW45WCtlZz09>

The training will be targeted to academic department schedulers, course managers, and anyone who is interested in scheduling Summer Session courses in the ISA. Topics include:

- What's New in the ISA
- Summer scheduling in the ISA (How it is different from Fall/Winter/Spring)
- Timeline for course proposals and schedule build submissions
- Q&A session with Erik Winter-Villaluz & Lisa Bargabus

Be sure to send at least one staff member from your unit to get the most up-to-date ISA tips and tricks. Questions? Contact Lisa Bargabus at summer-courses@ucsd.edu.

Summer Planning - Coffee Time Conversations

The Summer Session team in partnership with Rocco Fragomeni, Academic Affairs Director of Summer Planning, is hosting a series of conversational meetings to aid the campus in summer program planning beyond the traditional Summer Session courses. The goal of these meetings is to create an informal, safe, creative, collaborative brainstorming space for campus organizers to come together and discuss summer 2023 operations available to support a wide variety of credit and non-credit programs, and any questions they may have.

The meetings are set to occur on a biweekly basis. Team members from the Summer Session office will attend as Subject Matter Experts at the November 1 meeting. For questions, please contact Rocco Fragomeni at summerplanning@ucsd.edu. Registration will remain open and is required only for tracking meeting attendance. Faculty and staff who have questions and are hosting summer programs are encouraged to attend.

Meeting schedule

- Tuesday, November 1 at 11am - 12pm
- Tuesday, November 15 at 11am - 12pm
- Tuesday, November 29 at 11am - 12pm

To register for the upcoming sessions, please follow this link: <https://ucsd.zoom.us/meeting/register/tJMrdu-sqzluHNLXfeBBUX5kdLLy9z2wdrJf>

Scheduling Resources for Summer Courses

The Instructional Scheduling Assistant (ISA) is now open for Summer 2023 course submissions. Please complete your summer session schedule submission here: <https://instructionalscheduling.ucsd.edu/scheduler/summer-session-schedule-builder>

Course submissions are due by **Tuesday, November 15**.

All Summer Session course submissions are through the Instructional Scheduling Assistant (ISA). Below is the timeline, and some tools & resources for submitting Summer 2023 courses.

- Tuesday, November 15, 2022 - Deadline for departments to submit courses to Summer Session
- Monday, December 19, 2022 - Departments are notified which courses are approved. ISA is updated with Course Statuses - approval or denial
- Thursday, February 2, 2023 - Deadline for departments to use the ISA to submit schedule (days and times) to Registrar Office. Departments are required to use ISA to submit their initial schedule build. Schedule build spreadsheets will not be emailed to Registrar.

Tools & Resources: The documents and people listed below are resources to help you with Summer Session scheduling.

- [ISA Quick Start Guide](#)
- [Guidebook 2023](#)
- [Five-Year Enrollment History Report 2017-2021](#) (2018 - 2022 Coming Soon)
- Erik Winter-Villaluz, ISA Project Manager, ewinterv@ucsd.edu
- Renee Lee, Summer Courses, summer-courses@ucsd.edu
- Lisa Bargabus, Summer Business Manager - faculty eligibility & payroll, summer-payroll@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 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
April	May	June	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed	Session 1 classes begin Tuition & fees due	Students: Add/drop classes Faculty Pay Date (Session 1) Tuition & fees due	Session 2 classes begin	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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