



Summer Scoop

Week of December 19 - December 22, 2022

Preview of Classes 2023

All courses that were approved to be offered for Summer Session 2023 have been posted to the Preview of Classes on the Summer Session website. Click here to be directed to the page:

<https://summersession.ucsd.edu/courses/preview.aspx>

Please confirm that your unit's courses are present on the Preview of Classes by Friday, January 6. The Preview is updated with changes approved from the ISA. Please send any questions to summer-courses@ucsd.edu.

How to Hire Instructors & Academic Student Employees - Training Materials

Summer Session hosted a training on How to Hire Summer Session Instructors on Tuesday, December 13. Presenters from the Division of Graduate Education and Postdoctoral Affairs (GEPA) joined Summer Session in walking through the steps of the hiring process.

You can find the recording at the link below. The training slides and other hiring resources can be found on the Summer website at:

<https://summersession.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents> Meeting Recording Link:

https://mediaspace.ucsd.edu/media/t/1_yinoi0gr

For questions regarding the training, you can contact Lisa Bargabus at 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 Summer course schedules 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	Tuition & fees due	Session 1 classes begin 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](#)



Summer Session
 University of California San Diego
 Phone: 858-534-5258
 Email: summer@ucsd.edu

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 Visit us at: <https://summersession.ucsd.edu>

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