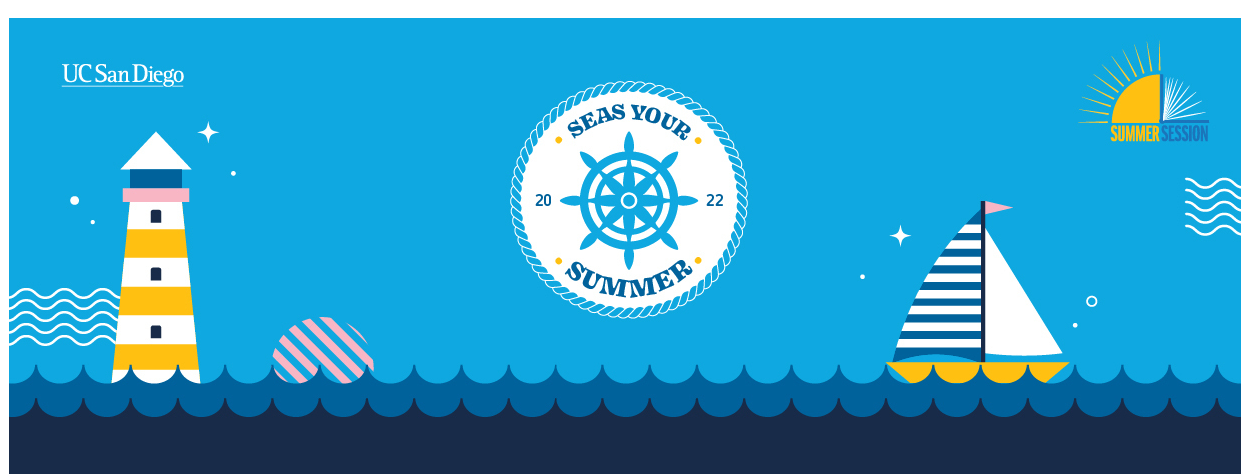Celebrating
50
1971–2021

SUMMER SESSION

Summer Scoop
Week of January 3 - January 7, 2022

ISA Training Materials

All summer courses are to be scheduled within the ISA. Schedule Builds must be submitted to the Registrar using the ISA Schedule Submission Wizard by **January 27, 2022**.

The ISA team has created and posted training resources on their website. The training materials include ISA User Documentation, a recorded webinar for schedulers, and an Instructor Training Video.

Link to ISA Training Resources:
https://blink.ucsd.edu/instructors/courses/schedule-of-classes/isa.html#Online-training-resources

Please send any questions regarding ISA functions directly to the ISA team by using the "Send feedback" feature in the ISA, located at the bottom of the left navigation pane.

Preview of Classes 2022

All courses that were approved to be offered for Summer Session 2022 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 7. The Preview is updated with changes approved from the ISA. Please send any questions to summer-courses@ucsd.edu.

Summer 2022 Course Management Guidelines

Summer Session created a helpful guide for department staff on how to manage Summer course changes within ISA. Summer Course Change Management guidelines are available at:
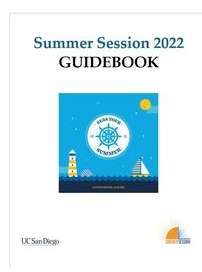https://summersession.ucsd.edu/documents/Manage-Course-Changes-2022.pdf.
Please send any questions regarding summer courses to summer-courses@ucsd.edu. Please send any questions regarding ISA functions directly to the ISA team by using the "Send feedback" feature in the ISA, located at the bottom of the left navigation pane.

The next step is for departments to complete course scheduling with days and times in the ISA. Schedule Builds must be submitted to the Registrar using the ISA Schedule Submission Wizard by January 27, 2022.

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:

2022 Guidebook

The 2022 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

ET ENGAGED TEACHING
TEACHING + LEARNING commons

UC San Diego