



Summer Scoop

Week of January 17 - January 20, 2023



Friendly Reminder – Course Schedules due February 2

Summer Session modality is currently approved for in-person, and a request for approval of remote is pending. In the meantime, please submit your initial schedule build with days, times, and instructor names to the Scheduling Office via the ISA by Thursday, February 2.

For questions regarding summer courses, contact summer-courses@ucsd.edu. For questions regarding ISA functions, please use the “Send feedback” feature in the ISA, located at the bottom of the left navigation pane.

Reference Guide for training:

ISA Quick Start Guide:

https://summersession.ucsd.edu/_files/Guidebook/ISA_Quick_Start1.pdf

ISA Change Management Guide:

https://summersession.ucsd.edu/_files/course-scheduling-documents/ISA_Change_Management_2023.pdf

ISA Training Guide: https://docs.google.com/document/d/183r7l4fjX3YiMlw-L86BMpibX-6tmRbNwvLO_rlHXq4/preview

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 builds due to Registrar via ISA	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:

Summer Session 2023 GUIDEBOOK



UCSanDiego



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
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