



Summer Scoop

Week of January 18 - January 21, 2022



Friendly Reminder – Course Schedules due January 27

Summer Session requested approval for flexibility in modality for Summer 2022 to realize a balance between in-person and remote instruction. The results of the proposal are pending. In the meantime, the Registrar is moving forward with the January 27 deadline for departments to submit schedule build spreadsheets for Summer Session 2022.

Please submit your initial schedule build with days, times, and instructor names to the Scheduling Office via the ISA.

For questions regarding summer courses, contact Renee Lee at 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_Start.pdf
- ISA Training Guide: https://docs.google.com/document/d/183r714fjX3YiMlw-L86BMpibX-6tmRbNwvLO_rlHXq4/preview

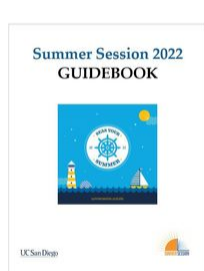
Campus Announcement: Changemaker Week

UC San Diego’s fourth annual Changemaker week is this week! Celebrate UC San Diego as a [changemaker campus](#) by joining in on the sessions happening January 15 through 22. Discover how to create positive social change through public and community service, research, social innovation, social entrepreneurship, social justice, and more! You can visit the [Changemaker site](https://changemaker.ucsd.edu/events/changemaker-week/index.html) to view the schedule of events:

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](#)



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

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