



## Summer Scoop

Week of January 23 - January 27, 2023



### Friendly Reminder – Course Schedules due February 2 (Next Thursday)

Summer Session requested approval for flexibility in modality for Summer 2023 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 Feb. 2 deadline for departments to submit schedule build spreadsheets for Summer Session 2023.

For questions regarding summer courses, contact [summer-courses@ucsd.edu](mailto: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](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](https://summersession.ucsd.edu/files/course-scheduling-documents/ISA_Change_Management_2023.pdf)
- ISA Training Guide: [https://docs.google.com/document/d/183r7I4fjX3YiMlw-L86BMpibX-6tmRbNwvLO\\_rlHXq4/preview](https://docs.google.com/document/d/183r7I4fjX3YiMlw-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



UC San Diego



#### 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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