



Summer Scoop

Week of January 30 - February 3, 2023



Summer Course Modality Update

Great News regarding REMOTE Instruction APPROVED for Summer Session 2023

Academic Senate has endorsed an exception to the Policy on Distance Education Courses to allow any undergraduate or graduate course to be offered remotely in Summer 2023 without formal approval of the R designation. This means that Summer Session 2023 courses will have varying modalities - remote, in-person, and hybrid. Scheduling submission deadline is Thursday, February 2, 2023.

Summer Remote Course Scheduling Guidelines:

- The decision to move a course to remote instruction is at the discretion of each academic department.
- EVC Simmons encourages summer instructors to consult with the Teaching + Learning Commons regarding how to deliver the best possible remote learning experience for our students.
<https://commons.ucsd.edu/educators/index.html>
- Remote courses will have RCLAS as the building designation and require a day and time to set up the course in ISIS.

Course Schedules due this Thursday, February 2

Academic units must submit their Summer Session 2023 schedule build to the Registrar's office by this Thursday, February 2nd. Schedule builds must be submitted via the Schedule Submission Wizard in the ISA. Reminder that remote courses must have RCLAS as the building designation and require meeting days/times.

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 Tuition & fees due	Session 2 classes begin Faculty Pay Date (Session 1)	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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