



Summer Scoop

Week of February 7 - February 11, 2022



Summer Course Scheduling Next Steps

Thank you to all departments who submitted their Summer Session 2022 course schedules to the Scheduling Office by the deadline, February 2, 2022.

If your department has not submitted your schedule build to the Registrar in the ISA – please contact Registrar-Scheduling at registrar-scheduling@ucsd.edu.

If your department has already submitted your schedule build to the Registrar and now your schedule is changing (new course, change days & times, cancel a course), please follow the Summer Session ISA change management process. The chart below can be found on page 4 of the ISA Change Management document: <https://summersession.ucsd.edu/documents/Manage-Course-Changes-2022.pdf>

Request Type	How to submit changes?
New course offering	Step 1: Dept. submits new course in the ISA. Step 2: Summer Session reviews & approves new course. Step 2: Once new course is approved, dept. emails registrar-scheduling@ucsd.edu to add new class to Schedule of Classes
Cancellation of Class <i>(see pg. 5 for step-by-step guide)</i>	Step 1: Dept. submits Cancellation Request in ISA. Step 2: Summer Session reviews & approves cancellation Step 3: Once cancellation is approved, dept. emails registrar-scheduling@ucsd.edu to cancel the class ***Note: If enrollment has already begun, depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation
Change Session of Class	Step 1: Follow the steps above for Cancellation of Class Step 2: Follow the steps above for New course offering
Change instructor name <i>(see pg. 6 for step-by-step guide)</i>	Step 1: Dept. updates the instructor name in the ISA Step 2: Summer Session will manage payroll and appointment letter process for the new instructor, and cancel appointment for the previous instructor (if applicable) Step 3: Once instructor has accepted appointment to teach and is "active" in the system, Summer Session will update the instructor name on the Schedule of Classes
Schedule Change (ex: days, times, location)	Step 1: Dept. updates ISA. Step 2: Dept. emails changes to Registrar Scheduling registrar-scheduling@ucsd.edu

For questions, contact Renee Lee at summer-courses@ucsd.edu.

Start Submitting your Associates-In Applications

The IA System is now open for Summer Session 2022 Associates-In applications.

The link to the campaign is:
<https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=4493>

Friendly reminder to please submit your applications as soon as possible. Last summer, we had an all-time record of 234 Associate-In appointments. We are expecting around 200 applications again this summer, so please make sure to give Graduate Division plenty of time to review your applications. Also, remember to allow extra time in case edits are needed.

[See the campaign announcement email from Graduate Division for more policy & process details.](#)

For IA System access, technical support, and system feedback, email ATS at ats@ucsd.edu.

For questions about policy issues, or how to complete the application, contact the Graduate Student Employment Team at <https://support.ucsd.edu/services>.

Interfolio will open February 14th for Summer Session 2022 Appointment Files

You may start submitting Lecturer appointment files via Interfolio starting February 14th.

Be sure to use the new 2/1/22 Unit 18 salary scales when proposing the annual salary for your Lecturers.

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](#)



Summer Session
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 Phone: 858-534-5258
 Email: summer@ucsd.edu

 Need more information?
 Visit us at: <https://summersession.ucsd.edu>

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