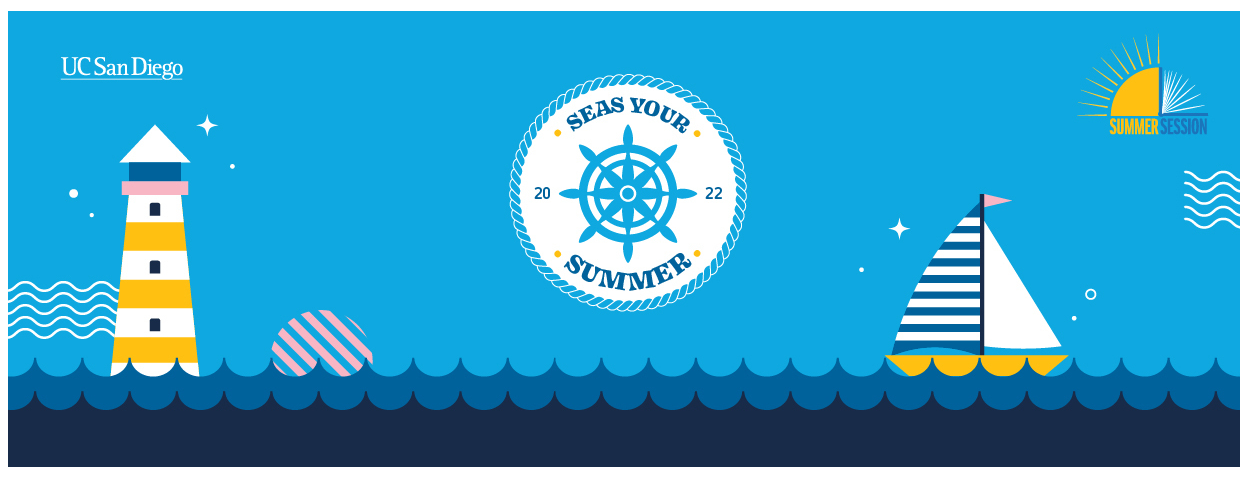




Summer Scoop

Week of February 28 - March 4, 2022

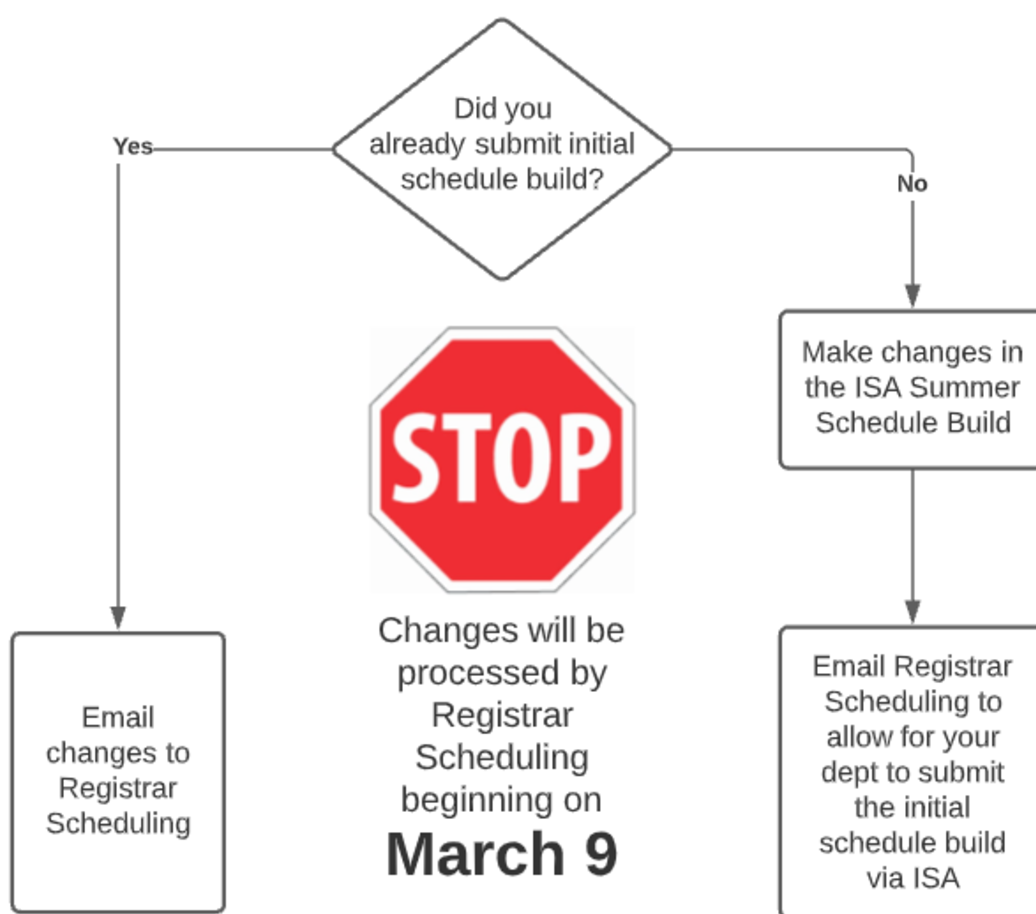


The Last Look for the Schedule of Classes Coming Out March 9

The Last Look for Summer Session 2022 is scheduled to be released next Wednesday, March 9. Departments will need to review their course schedule and submit any changes by Friday, March 11. The launch date for viewing the Schedule of Classes is Thursday, March 17. Please make decisions regarding course modality prior to the Schedule of Classes going live.

To change course modality, please email the scheduling office. These changes will be processed after the Last Look is released on March 9.

How to change instruction modality? (for courses already approved in ISA)



Summer Session + Registrar = customer service for academic departments

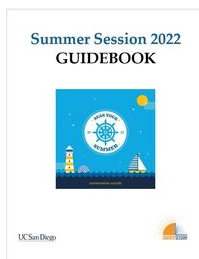
Summer Session - Please submit any changes to instructors or adding/deleting courses to Summer Session within the ISA. Other questions can be emailed to summer-courses@ucsd.edu.

Scheduling Office - Please submit any scheduling changes to meeting modality, days, times, or locations to the Scheduling Office via email at registrar-scheduling@ucsd.edu.

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
 University of California San Diego
 Phone: 858-534-5258
 Email: summer@ucsd.edu

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

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