Released This Wednesday - The Last Look for the Schedule of Classes

This year and last for Summer Session 2022 is scheduled to be released this Wednesday, March 9. This is the last chance to update course modalities before the summer schedule is published for students to view. Please review and submit any changes to course schedules or modalities by Friday, March 11. The Schedule of Classes is set to be released next Thursday, March 17.

Please email the scheduling office at registrar-scheduling@ucsd.edu to change course modality. Changes will be processed after the last look is released on March 9.

How to change instruction modality?

(for courses already approved in SA)

Contact Summer Session

Through the ISA, regarding:
- Changes to instructor
- Adding new courses
- Cancelling courses

Through email at summer-courses@ucsd.edu, regarding:
- Questions

Contact the Scheduling Office

Through email at registrar-scheduling@ucsd.edu, regarding:
- Changes to course modality
- Changes to meeting days
- Changes to meeting times
- Changes to meeting location

Summer Session Annual Workflow

October
- Reconcilation of accounts
- Data reporting continues

November
- Call for Course Proposals

December
- Course proposals due
- Summer Session kickoff meeting

February
- Training: How to hire Summer Instructors
- Summer Session Advisory Committee meeting
- Preview of Classes posted

March
- 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
- Students begin enrollment
- Enrollment management of waitlists
- Student fees assessed

May
- Session 1 classes begin
- Tuition & fees due

June
- Students: Add/drop classes
- Faculty Pay Date (Session 1)

July
- Tuition & fees due
- Session 2 classes begin

August
- Sessions end
- Reporting begins
- Faculty Pay Date (Session 2)

September
- Students: Add/drop classes
- 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.

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

Need more information?
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