Now is the best time to add or cancel courses. ISA is open for changes.

The Instructional Scheduling Application (ISA) is open to accept NEWLY ADDED courses for Summer Session 2022. The best time to double check the schedule of classes is now. If changes to modality, class schedules (days, times), or session (1st, 2nd, or special session) are needed, making the changes today will require less work than after students begin enrolling in courses April 11.

Helpful Tip! Summer Session created a chart to help guide departments on Next Steps in Course Change Management. On a daily basis, Summer Session reviews the courses in the ISA. Modality changes (In-Person → Remote, or Remote → In-Person) require an email to registrar-scheduling@ucsd.edu.

For more information, Contact Renee Lee at summer-courses@ucsd.edu or (858) 534-8277.

Guide on Managing Course Changes

Thank you Academic Department teams for your participation in Summer Session.

We issue these changes to the schedule between now and start of summer, so we are updating the Guide on Managing Course Changes on the Summer Session website.

This guide has useful information on how to navigate changing modality, instructor names, revisions of a class, adding new classes, cancellations, etc. Students are anxious about modality of Summer Session courses. 75% are requesting Remote Instruction.

Payroll questions? Email summer-payroll@ucsd.edu.
Courses questions: Email summer-courses@ucsd.edu.
Need to change modality of instruction, dates & times of a class? Email registrar-scheduling@ucsd.edu.

Appointment Letters are on the Way

Appointment letters will be sent to Summer Session faculty, and letters are due the next couple of weeks. Previously received that your department is looking for a faculty member who will not be teaching during the 2022 Summer Fall, and an appointment letter will not be sent until the Dean of Undergraduate Education approves the appointment.

Summer Session appointment letters will be copied to your department folder on the Summer Session OneDrive.

If you have trouble logging in to the OneDrive folder, or need to add a new user from your unit, please contact Lisa Bargabus at summer-payroll@ucsd.edu, or (858) 822-5064.

Summer Session Annual Workflow

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliation of accounts</td>
<td>Data reporting continues</td>
<td>Call for Course Proposals</td>
<td>Course proposals due</td>
<td>Summer Session kickoff meeting</td>
<td>Training: How to hire Summer Instructors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students begin enrollment</td>
<td>Enrollment management of waitlists</td>
<td>Student fees assessed</td>
<td>Students: Add/drop classes</td>
<td>Faculty: Pay Date (Session 1)</td>
<td>Tuition &amp; fees due</td>
</tr>
</tbody>
</table>

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 To subscribe, please sign up here.