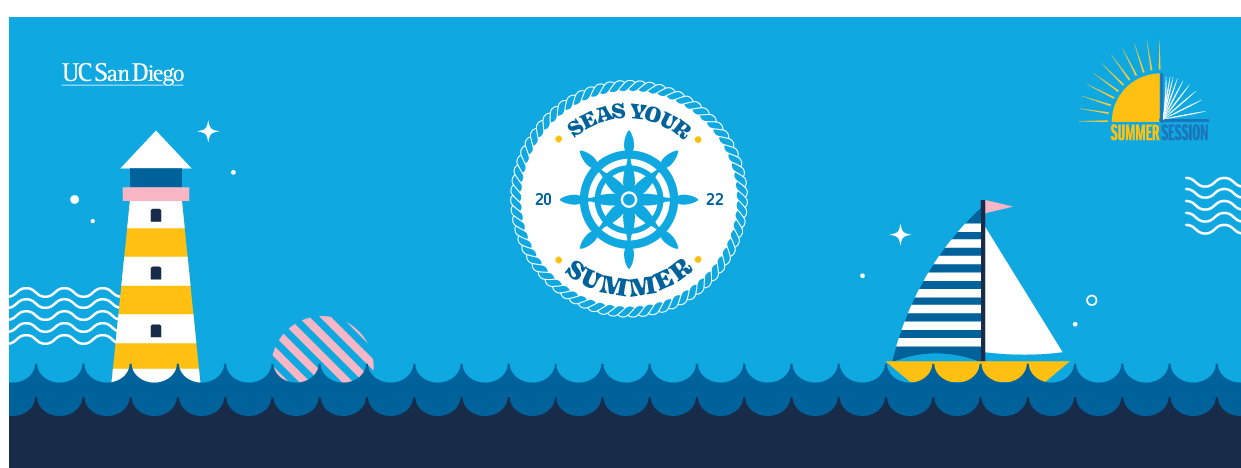




## Summer Scoop

Week of September 26 - September 30, 2022



### Summer Session 2023 Pre-planning

It's never too early to plan for Summer Session courses! Here's a quick at-a-glance overview of what to expect in the next few months.

**October** - academic departments & programs begin discussion of summer 2023 course offerings.

**November** - use the Instructional Scheduling Assistant (ISA) to propose summer course offerings.

**December** - Summer Session Advisory Committee meets to review all proposed course offerings and changes to the policies and procedures.

- Departments & programs will then be able to check the approved status in the ISA
- The approved course offerings will display on the Preview of Classes on the Summer Session website.

**January** - academic departments & programs work with the Registrar-Scheduling team on the initial scheduling submission.

### Summer Planning - Coffee Time Conversations

The Summer Session team in partnership with Rocco Fragomeni, Academic Affairs Director of Summer Planning, is hosting a series of conversational meetings to aid the campus in summer program planning beyond the traditional Summer Session courses. The goal of these meetings is to create an informal, safe, creative, collaborative brainstorming space for campus organizers to come together and discuss summer 2023 operations available to support a wide variety of credit and non-credit programs, and any questions they may have.

The meetings are set to occur on a biweekly basis beginning Tuesday, October 4. Team members from the Summer Session office will attend as Subject Matter Experts for the first three meetings (October 4, October 18, and November 1). For questions, please contact Rocco Fragomeni at [summerplanning@ucsd.edu](mailto:summerplanning@ucsd.edu). Registration will remain open and is required only for tracking meeting attendance. Faculty and staff who have questions and are hosting summer programs are encouraged to attend.

#### Meeting schedule

- Tuesday, October 4 at 11am - 12pm
- Tuesday, October 18 at 11am - 12pm
- Tuesday, November 1 at 11am - 12pm

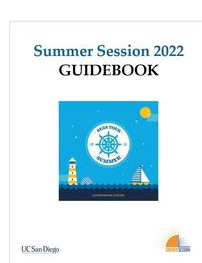
To register for the upcoming sessions, please follow this link:

<https://ucsd.zoom.us/meeting/register/tJMrdusqzluHNLXfeBBUX5kdILy9z2wdrJf>

### Summer Session Annual Workflow

| October  | November  | December   | January   | February  | March  |
|--|---|--|---|---|--|
| Reconciliation of accounts<br><br>Data reporting continues | Call for Course Proposals<br><br>Course proposals due<br><br>Summer Session kickoff meeting | Training: How to hire Summer Instructors<br><br>Summer Session Advisory Committee meeting<br><br>Preview of Classes posted | Approved courses scheduled within ISA<br><br>Schedule build spreadsheets due to Registrar | Classroom assignments as needed<br><br>Faculty teaching appointment letters sent out<br><br>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<br><br>Student fees assessed                             | Session 1 classes begin<br><br>Tuition & fees due  | Students: Add/drop classes<br><br>Faculty Pay Date (Session 1)<br><br>Tuition & fees due  | Session 2 classes begin   | Sessions end<br><br>Reporting begins<br><br>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](#)



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 University of California San Diego  
 Phone: 858-534-5258  
 Email: [summer@ucsd.edu](mailto:summer@ucsd.edu)

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