Change in Summer Session Appointment Files & Resources
Effective Summer Session 2021, a Bio/Bib is no longer required in Summer Session appointment files.

Please be sure that the candidate’s CV is detailed and complete with education, work history, and professional publications, awards, and presentations.

See the Summer Session Instructor Appointment Handbook for details. You can find links for the handbook and training presentations below:

- Instructor Appointment Handbook
- Appointment File Presentation
  - Grad Division Appointment File Presentation

Questions? Contact Lisa Bargabus at summer-payroll@ucsd.edu.

Preview of Classes for Summer Session 2021
All courses that were approved to be offered in Summer Session 2021 have been posted to the Summer Session website on the Preview of Classes. Please verify that your courses are present on the Preview by Friday, January 8.

The Preview is updated with all changes on a weekly basis. All new edits will be posted by each Thursday, beginning January 7. For questions or concerns, contact Renee Lee at summer-scheduling@ucsd.edu.

Click here for a direct link to the Preview of Classes.

Summer Course Scheduling 2021 (ISA Tips) – Using your Quarterly Schedule Builder (QSB)
Courses that have been approved by Summer Session will automatically show up in your Quarterly Schedule Builder (QSB). Please use the QSB to schedule your classes, then click “Submit Schedule to Registrar” (see snippet below). After the Schedule Build spreadsheet is

Need more information? Visit us online at: http://summersession.ucsd.edu, or email us at summer@ucsd.edu.
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619
printed from the ISA, please send your spreadsheets to registrar-scheduling@ucsd.edu by Thursday, January 28. This action can only be done once.

Accessing your QSB:

1. Log into https://instructionalscheduling.ucsd.edu/ with your SSO
2. On the left navigation under “Schedule Builders”, select “Quarterly”.
3. Confirm the Year is 2020-2021
4. Select Term, Summer Session I, Summer Session II, or Special Summer Session
5. You can schedule your approved courses in these terms. Please be sure to add any appropriate scheduling components (Lecture, Lab, Discussion, etc.)

For questions regarding summer courses, contact Renee Lee at summer-scheduling@ucsd.edu.  
For questions regarding ISA functions, please use the “Send feedback” feature in the ISA, located at the bottom of the left navigation pane.
Summer Course Scheduling 2021 – how to manage changes?

Summer Session created a helpful guide for department staff on how to manage Summer course changes within ISA. You can find the ISA Change Management guide here.

The document can also be found on the Summer Session website → Staff & Faculty → Guidebook 2021 → ISA Change Management

For questions regarding summer courses, contact Renee Lee at summer-scheduling@ucsd.edu. For questions regarding ISA functions, please use the “Send feedback” feature in the ISA, located at the bottom of the left navigation pane.
## Summer Session Annual Workflow

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January (in progress)</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Course Proposals</td>
<td>Course Proposals Due – November 12</td>
<td>How to Hire Summer Session Instructors Training</td>
<td>Approved Courses scheduled within ISA</td>
<td>Classroom Assignments as needed</td>
<td>Schedule of Classes Available on TritonLink beginning March 18</td>
</tr>
<tr>
<td></td>
<td>Summer Session Kickoff Meeting – November 19</td>
<td>Summer Session Advisory Committee Meeting</td>
<td>Schedule Build Spreadsheets due to Registrar – January 28</td>
<td>Faculty teaching Appointment Letters Sent out</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preview of Classes posted</td>
<td></td>
<td>Approved Courses set up in ISIS</td>
<td></td>
</tr>
</tbody>
</table>

### April
- Students Begin Enrollment

### May
- Enrollment Management of Waitlists
- Student Fees Assessed

### June
- Session 1 Classes Begin
- Session 1 Fees Due

### July
- Students: Add/Drop Courses

### August
- Session 2 Classes Begin
- Session 2 Fees Due
- Faculty Pay Date (Session 1)

### September
- Sessions End
- Reporting Begins
- Faculty Pay Date (Session 2)

---

### Resources for Summer Session Faculty

The 2021 Guidebook contains policies and procedures pertaining to Summer Session instruction. All Summer Session instructors are eligible for services at the Engaged Teaching Hub at the Teaching + Learning Commons.

---

Need more information? Visit us online at: [http://summersession.ucsd.edu](http://summersession.ucsd.edu), or email us at [summer@ucsd.edu](mailto:summer@ucsd.edu).

Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619