



Summer Scoop

Week of October 11 - October 15, 2021



Summer Session Office Moving Locations

The Summer Session team has been working remotely since March 2020. Prior to leaving campus, the Summer Session office was located in the Structural Engineering Research Facility (SERF). The offices are being moved to Pepper Canyon Hall, which will now house all units from the Division of Undergraduate Education. For questions, please contact Matt Sapien at msapien@ucsd.edu.

Summer Session Annual Workflow

October	November	December	January	February	March
	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 - Coming in November

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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 Visit us at: <https://summersession.ucsd.edu>

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