Instructional Scheduling Assistant (ISA) Training

Save-the-Date: October 26 & 28

The Summer Session 2021 course offerings will be planned and scheduled within the ISA. The ISA team will be offering two training sessions at the end of October to review the systems. Academic Department schedulers, course managers, and anyone who is interested can attend the training session. Topics include:

- Overview and demo of the ISA
- Summer submissions in the ISA (how it is different from Fall/Winter/Spring)
- Course submission deadline (November 12)
- Next steps and timeline for submission
- Divisional representatives from the ISA team
- Q&A session with Katie Frehafer, Renee Lee, & Lisa Bargabus

Please save-the-Date for Summer Session ISA Training. Zoom links and Outlook meeting invites will be sent out this week. Dates for training:

1. Monday 10/26 - 3pm-4pm
2. Wednesday 10/28 - 10am-11am

Summer Session Course Scheduling Overview

1. Dean of Undergraduate Education – sends Call Letter out to campus chairs and business officers
2. Summer Session – sends Course Scheduling Documents (Guidebook, 5-Year Enrollment History Report, etc) to campus chairs and business officers
3. Summer Session – sends email with next steps for course scheduling within the ISA directly to course schedulers

Questions? Contact Renee Lee at summer-scheduling@ucsd.edu.

Summer Session Kickoff Meeting – Coming Soon

The Summer Session office will be hosting a meeting next week with campus partners to give an overview and introduction to this year’s planning process for Summer Session. In a constantly changing landscape, the Summer Session office wants to make itself available to provide support and guidance for upcoming tasks. A Zoom link and meeting invite will be sent out this week. If you want to make sure you are included, be sure to send an email to Matt Sapien at summer@ucsd.edu.

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
## 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>Call for Course Proposals</td>
<td>Course Proposals Due</td>
<td>Advisory Committee Meeting</td>
<td>Preview of Classes posted</td>
<td>Classrooms Assigned</td>
<td>Schedule of Classes Available on TritonLink beginning March 18</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
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</thead>
<tbody>
<tr>
<td>Students Begin Enrollment</td>
<td>Enrollment Management of Waitlists</td>
<td>Session 1 Classes Begin</td>
<td>Students: Add/Drop Courses</td>
<td>Session 2 Classes Begin</td>
<td>Sessions End</td>
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<td>Fees Due</td>
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<td>Fees Due</td>
<td>Reporting Begins</td>
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<td>Faculty Pay Date (Session 1)</td>
<td>Faculty Pay Date (Session 2)</td>
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</tbody>
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### Resources for Summer Session Faculty

The [2020 Guidebook](http://summersession.ucsd.edu) 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](http://summersession.ucsd.edu).

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).

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