



## Summer Scoop

Week of October 18 - October 22, 2021



### Calling Department AP Staff - Need Your Feedback on Mass Upload

Summer 2021 was the first time we processed additional pay for Summer Session faculty and lecturers using a mass upload.

How did that process impact your workload?

Should we continue using a mass upload for Summer Session 2022 payroll?

Your feedback is important. Please give us your input in this short survey (3 questions): <https://forms.gle/GivesRnUa5FEAWLo6>  
Survey deadline is Thursday, October 21st. Thank you!

### ISA Training - November

New to using the ISA for course scheduling?

Curious about the new features in ISA for initial summer schedule build?  
Want to learn more about the difference in using ISA for academic year vs. summer?

Join us in November for a training session with the ISA team, Summer Session, & Registrar! Date TBA by November 1 - Stay tuned!

### Summer Session Annual Workflow

October	November	December	January	February	March
Reconciliation of accounts  Data reporting continues	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](#)



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

Need more information?  
 Visit us at: <https://summersession.ucsd.edu>

To subscribe, please [sign up here](#).

Share this email:



[Manage your preferences](#) | [Unsubscribe](#)

This email was sent to .  
To continue receiving our emails, add us to your address book.