ISA Training – RSVP Links Below

Summer Session 2021 will be planned and scheduled within the Instructional Scheduling Assistant (ISA). The ISA team will be offering two training sessions. Academic Department schedulers, course managers, and anyone who is interested can attend the training sessions. 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

You can register at the links below to attend a training session:

1. Monday 10/26 - 3pm-4pm
   https://ucsd.zoom.us/meeting/register/tJwscO6tqzgsG9WcZCDBjxjiAqalYkhvEYi1
2. Wednesday 10/28 - 10am-11am
   https://ucsd.zoom.us/meeting/register/tJEocO-qqTojHtb32jfNFJp0pwdv4VTf0VJa

Please register for one of the two sessions by this Friday, October 23. Be sure to send at least one staff member from your unit to get the most up-to-date training for using the ISA. Questions? Contact Renee Lee at summer-scheduling@ucsd.edu.

Summer Session Kickoff Meeting

The Summer Session office will be hosting a meeting Wednesday, November 4, 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.

Meeting Details:
Wednesday, November 4
1pm – 2pm
https://ucsd.zoom.us/j/92341210215

Please be sure to send at least one representative from your unit. If you cannot attend this session and are interested in a makeup session, please send an email to Matt Sapien at msapien@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.
Course Scheduling Resources 2021

- Summer Session Guidebook 2021
  - Tips & Changes for Summer Session 2021 (Page 7 of the Guidebook)
- 5-Year Enrollment History Report 2016-2020
- ISA Quick Start Guide
- ISA Training Sessions
  - Monday 10/26 - 3pm-4pm
    https://ucsd.zoom.us/meeting/register/tJwscO6tqzgsG9WcZCDBjxjjAqalYkhvYi1
  - Wednesday 10/28 - 10am-11am
    https://ucsd.zoom.us/meeting/register/tJEocOqqTojHtb32fNFJp0pwdv4VTf0VJa

Please submit ISA feedback within the system so that the ISA team can assess and address any issues that may arise.

For questions regarding summer course scheduling, please contact Renee Lee at summer-scheduling@ucsd.edu.

Appointment File Training – Coming Soon

The Summer Session Office holds an annual training with our campus partners to discuss how to hire instructors for Summer Session. Appointment File Training will be hosted later in Fall Quarter, after the course submission deadline. Please be on the lookout for more information coming out soon regarding this training session. You can reach out to Lisa Bargabus for questions at summer-payroll@ucsd.edu.

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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 (in progress)</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
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<tbody>
<tr>
<td>Call for Course Proposals</td>
<td>Course Proposals Due – November 12</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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<table>
<thead>
<tr>
<th>April</th>
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<tbody>
<tr>
<td>Students Begin Enrollment</td>
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<th>May</th>
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<tr>
<td>Enrollment Management of Waitlists</td>
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<th>June</th>
<th>July</th>
<th>August</th>
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<tbody>
<tr>
<td>Session 1 Classes Begin Fees Due</td>
<td>Students: Add/Drop Courses</td>
<td>Session 2 Classes Begin Fees Due Faculty Pay Date (Session 1)</td>
<td>Sessions End Reporting Begins Faculty Pay Date (Session 2)</td>
</tr>
</tbody>
</table>

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, or email us at summer@ucsd.edu.
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