



Summer Scoop Week of October 31 - November 4, 2022

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ISA Training - This Wednesday

Session.

Please join us for a training session hosted by the ISA team & Summer

Wednesday, 11/2, 10:00 AM - 11:30 AM

https://ucsd.zoom.us/j/98496000994?

Password: 791683

courses@ucsd.edu.

Join Zoom Meeting

pwd=eGFJT21yc29ya2Y4WmtMQW45WCtlZz09

The training will be targeted to academic department schedulers, course

Meeting ID: 984 9600 0994

• What's New in the ISA
• Summer scheduling in the ISA (How it is different from

managers, and anyone who is interested in scheduling Summer Session

- Fall/Winter/Spring)
- Timeline for course proposals and schedule build submissions

Q&A session with Erik Winter-Villaluz & Lisa Bargabus

date ISA tips and tricks. Questions? Contact Lisa Bargabus at summer-

Be sure to send at least one staff member from your unit to get the most up-to-

The Summer Session team in partnership with Rocco Fragomeni, Academic Affairs Director of Summer Planning, is hosting a series of conversational

Summer Planning - Coffee Time Conversations

come together and discuss summer 2023 operations available to support a wide variety of credit and non-credit programs, and any questions they may have.

The meetings are set to occur on a biweekly basis. Team members from the Summer Session office will attend as Subject Matter Experts at the November 1 meeting. For questions, please contact Rocco Fragomeni at

meetings to aid the campus in summer program planning beyond the traditional Summer Session courses. The goal of these meetings is to create an informal, safe, creative, collaborative brainstorming space for campus organizers to

summerplanning@ucsd.edu. Registration will remain open and is required only for tracking meeting attendance. Faculty and staff who have questions and are hosting summer programs are encouraged to attend.
 Meeting schedule
 Tuesday, November 1 at 11am - 12pm

Tuesday

- Tuesday, November 29 at 11am 12pm
- To register for the upcoming sessions, please follow this link: https://ucsd.zoom.us/meeting/register/tJMrdu-

Tuesday, November 15 at 11am - 12pm

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Scheduling Resources for Summer Courses

submission here: https://instructionalscheduling.ucsd.edu/scheduler/summer-session-schedule-builder

Course submissions are due by **Tuesday**, **November 15**.

All Summer Session course submissions are through the Instructional Scheduling Assistant (ISA). Below is the timeline, and some tools & resources for submitting Summer 2023 courses.

Tuesday, November 15, 2022 - Deadline for departments to submit

The Instructional Scheduling Assistant (ISA) is now open for Summer 2023

course submissions. Please complete your summer session schedule

 Monday, December 19, 2022 - Departments are notified which courses are approved. ISA is updated with Course Statuses - approval or denial

spreadsheets will not be emailed to Registrar.

courses to Summer Session

help you with Summer Session scheduling.

summer-payroll@ucsd.edu

Summer Session Annual Workflow

November

October

accounts

continues

Data reporting

Tools & Resources: The documents and people listed below are resources to

 Thursday, February 2, 2023 - Deadline for departments to use the ISA to submit schedule (days and times) to Registrar Office. Departments are required to use ISA to submit their initial schedule build. Schedule build

ISA Quick Start Guide
Guidebook 2023
Five-Year Enrollment History Report 2017-2021 (2018 - 2022 Coming Soon)

Lisa Bargabus, Summer Business Manager - faculty eligibility & payroll,

January

Course

due to

schedules

Registrar

February

Faculty

teaching

appointment

letters sent

Approved

up in ISIS

courses set

out

March

Schedule of

Classes available on

TritonLink

Call for Course Course Approved Classroom Training: proposals due **Proposals** How to hire courses assignment scheduled Summer s as needed Reconcilitation of Instructors within ISA

Summer

Session

Advisory

meeting

Classes

posted

Committee

Preview of

December

• Renee Lee, Summer Courses, <u>summer-courses@ucsd.edu</u>

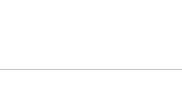
• Erik Winter-Villaluz, ISA Project Manager, ewinterv@ucsd.edu

April May June July August September Tuition & fees Students Enrollment Session 1 Session 2 Sessions end begin classes classes management due enrollment begin begin Reporting of waitlists begins Students: Add/drop Student fees Faculty Pay classes Date (Session assessed 2) Faculty Pay Date (Session 1) Tuition & fees due **Resources for Summer Session instructors:** 2023 Guidebook The <u>2023 Guidebook</u> contains policies and procedures pertaining to Summer Session instruction.

services at the <u>Engaged Teaching Hub at the</u> <u>Teaching + Learning Commons</u>

Engaged Teaching Hub

All Summer Session instructors are eligible for



Email: summer@ucsd.edu

Need more information?

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

To subscribe, please sign up here.

Subscribe to our email list.

Summer Session University of California San Diego Phone: 858-534-5258





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