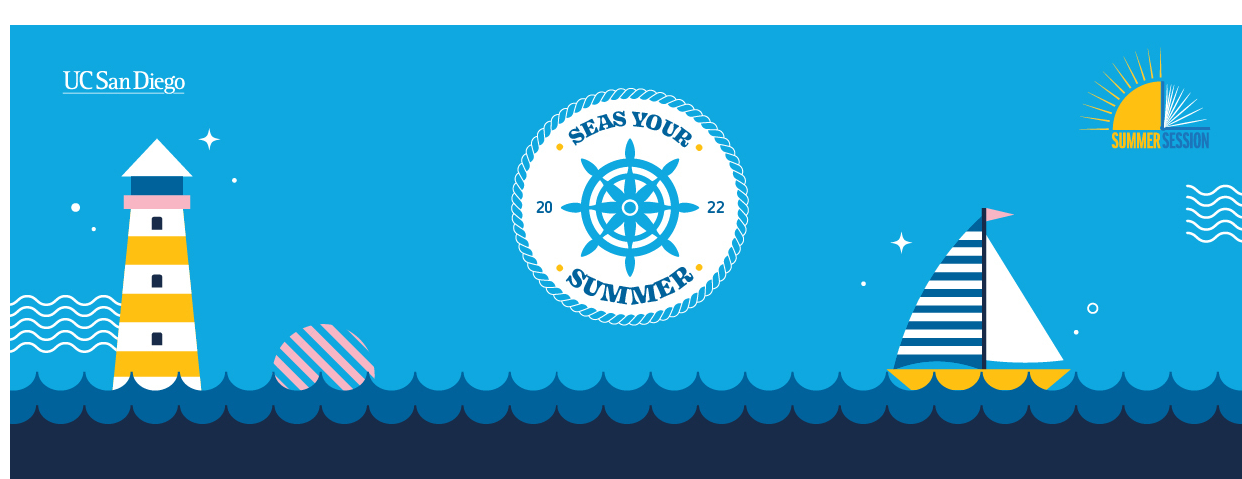




Summer Scoop

Week of November 8 - November 12, 2021



ISA Training - This Tuesday

- New to using the ISA for Summer Session scheduling?
- Curious about the new features in ISA for the initial summer schedule build?
- Need a refresher on using the ISA to schedule for summer vs academic year?

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

Tuesday, November 9th
10am-11am on Zoom

Register 8th at: <https://ucsd.zoom.us/meeting/register/tJ0uf-mpqzMqE9FA1x2W2wAVeH4RVDSVvibs>

The training will be targeted to academic department schedulers, course managers, and anyone who is interested in scheduling Summer Session courses in the ISA.

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 19)
- Next steps and timeline for submission
- Q&A session with Erik Winter-Villaluz & Lisa Bargabus

Be sure to send at least one staff member from your unit to get the most up-to-date ISA tips and tricks. Questions? Contact Lisa Bargabus at summer-courses@ucsd.edu.

Summer Session Kick-off Meeting - This Wednesday

The Summer Session office will be hosting a meeting Wednesday, November 10 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:

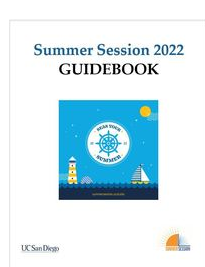
- Wednesday, November 10
- 2pm to 3pm
- Zoom registration link - <https://ucsd.zoom.us/meeting/register/tJlkc6srj0iGdzWeKOSU7LFC-XFYruYaj1w>

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.

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
 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.