Summer Scoop

UC SUMMER SAN DIEGO
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Summer Course Proposal Deadline – THIS WEEK

The deadline to propose courses for Summer Session 2020 is this **Thursday, November 21**.

Please submit proposed courses in your Summer Session Schedule Builder within the Instructional Scheduling Assistant (ISA):

ISA Quick Start

1. Log into ISA with your Business Systems SSO – https://instructionalscheduling.ucsd.edu
2. Select Summer Session Schedule Builder
   - Did you submit courses in the ISA for Summer 2019? If so, your submissions from previous summer will auto-populate.
   - If you did not submit courses last summer, your builder will be empty.
3. Begin building your schedule.
   - Courses that are not yet approved by Educational Policy Committee (EPC) – please create a temporary record.
   - Note: If instructors have been identified, please include their names to activate payroll eligibility process.
4. Once your schedule is complete, click "Send to Summer Session." Statuses are PENDING until information is updated in December after the Summer Session Advisory Committee (see timeline above).

Summer Session Schedule Builder 2019-20

Deadline for submission is Nov 21, 2019
For help submitting your proposed courses to Summer Session, please view the ISA training materials at this link.
If you have questions or concerns, please email Summer Session at summer-scheduling@ucsd.edu or contact by phone 858-534-4744

LIST CLASSES BY	ACADEMIC LEVEL	ACADEMIC YEAR
Course	All academic levels	2019-20

FILTER BY COURSE ID/TITLE

e.g. BIEB   ☑ Include courses with no classes scheduled   ☐ Include courses that are inactive for this year

Reset filters   ⮕ Send to Summer Session

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 Documents

Last week, Summer Session sent out summer course scheduling information. Please reference the documents below to help you plan your course offerings for Summer Session 2020.

The documents and people listed below are resources to help you with Summer Session scheduling.

- Guidebook 2020 (pg. 18-23) - http://summersession.ucsd.edu/_files/Guidebook/Guidebook.pdf
- Five-Year Enrollment History Report 2015-2019 (http://summersession.ucsd.edu/_files/Enrollment%20Snapshot/Five-Year_Course_Enrollment_History_Report.pdf)
- Course Report – Summer Session 2019 (http://summersession.ucsd.edu/_files/course-scheduling-documents/Course_Report_2019.pdf)
- Cancelled Class Chart – Summer Session 2019 (http://summersession.ucsd.edu/_files/course-scheduling-documents/2019_Cancelled_Courses_Website.pdf)

Name	Role	Email	Phone
Matt Sapien	Summer Course Scheduling	Summer-scheduling@ucsd.edu	(858) 534-4744
Lisa Bargabus	Summer Business Affairs - faculty eligibility & payroll	Summer-payroll@ucsd.edu	(858) 822-5064
Katie Frehafer	ISA Project Manager	kfrehafer@ucsd.edu	(858) 534-3112

Appointment File Training

Please join us for the Summer Session 2020 faculty/IA appointment training session. Event Details are below:

Wednesday, December 11th
9:00am - 11:00am
Roosevelt College Room
Price Center West, Level 2

Click here for a direct link to the RSVP form. Please RSVP by Wednesday, December 4. This email RSVP form will be emailed directly to Summer Session's AP contacts. For questions, contact Lisa Bargabus at summer-payroll@ucsd.edu or x25064. There will be lots of new information, so plan to send a representative from your department.

1. Lisa will be covering changes to instructor compensation policies and appointment file submission procedures.
2. Courtney Aguila & Kacy Cashatt will be going over procedures for hiring graduate students as Associates-In and IAs.
3. Kelly Maheu will preview UCPath and the impact on Summer Session 2020 payroll.

Summer Session Annual Workflow

October	November (in progress)	December	January	February	March
Course Proposals open within the ISA	Call for Course Proposals Course Proposals Due within the ISA	Advisory Committee Meeting	Preview of Classes posted Approved Courses scheduled within ISA Schedule Build Spreadsheets sent to Registrar	Classrooms Assigned Faculty teaching Appointment Letters Sent out Approved Courses set up in ISIS	Schedule of Classes Available on TritonLink beginning March 21

April	May	June	July	August	September
Students Begin Enrollment	Enrollment Management of Waitlists Session 1 Student Fees Assessed	Session 1 Fees Due Session 2 Student Fees Assessed	Students: Add/Drop Courses Session 1 Classes Begin Session 2 Fees Due	Session 2 Classes Begin Fees Due Faculty Pay Date (Session 1)	Sessions End Reporting Begins Faculty Pay Date (Session 2)