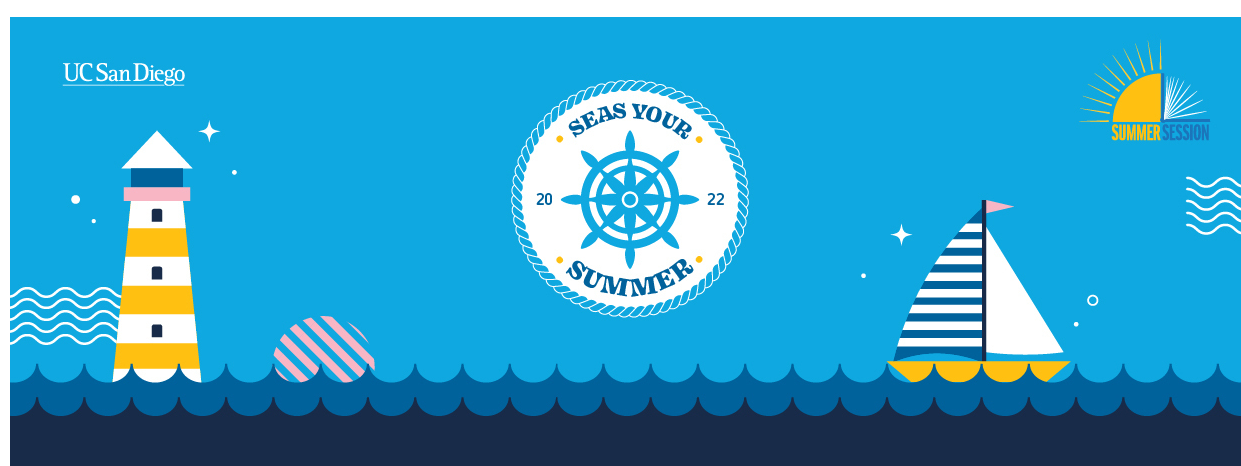




Summer Scoop

Week of November 22 - November 26, 2021



Thank You!

Big thank you to our campus partners for submitting their courses for the upcoming summer through the ISA. Summer Session received 844 courses from 50 departments.

Training Session - How to Hire Instructors & Academic Student Employees for Summer Session 2022

REGISTRATION NOW OPEN!

Join us to find what is new for Summer Session 2022 hiring. Representatives from Summer Session and Graduate Division will be presenting the latest and greatest information about Summer Session hiring policies, procedures, and timelines.

Tuesday, December 14, 2021
9:00am - 10:30am

Register for the Zoom link at:
https://ucsd.zoom.us/join/joinMeeting/register/tJ0rduuhrz4jGNDmXtZQaTIUxj6y0nRRrH_q

Please plan to send a representative from your unit.
 Questions? Contact Lisa Baragbus at summer-payroll@ucsd.edu.

Campus Holiday ☐

Summer Session office closure this Thursday & Friday -

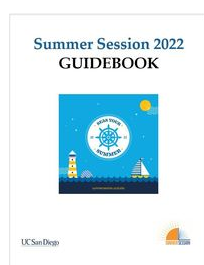
UC San Diego will be closing operations this Thursday and Friday, November 25 & 26 to celebrate the Thanksgiving holiday. Summer Session will resume normal operating hours on Monday, November 29.

Happy Thanksgiving, from the Summer Session Office!

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

The [2022 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.

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>

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