



Summer Scoop

Week of December 6 - December 10, 2021



Summer 2022 Course Review Process - This Week

On December 8, the Summer Session Advisory Committee will meet to review proposed courses. The results of course approvals will be updated using the ISA (Instructional Scheduling Assistant), and an email will be forwarded to departments by December 17.

Please feel free to contact summer-courses@ucsd.edu with course scheduling questions.

Last Chance to Register - Summer Session Training Next Week

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

LAST CHANCE TO REGISTER!

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

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.

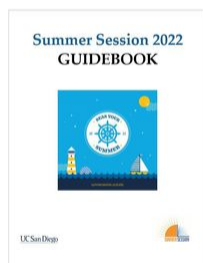
Register for the Zoom link at:
<https://ucsd.zoom.us/j/9081234567>

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

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](#)



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