



## Summer Scoop

Week of December 13 - December 17, 2021



### Summer Course Timeline

The Summer Session Advisory Committee met last week to review the courses proposed for Summer Session 2022. Please view the timeline below for an overview of next steps for summer courses.

#### Summer Course Timeline

Date	Action
Wednesday, December 8	Summer Session Advisory Committee meets to review courses proposed for Summer Session 2022.
Friday, December 17	Summer Session approves or denies courses within ISA for Summer Session 2022. Departments are notified via the ISA.
Monday, December 20	Preview of Classes posted to the Summer Session website.
Thursday, January 27, 2022	Departments return completed Schedule Build files to the Scheduling Office.
Thursday, March 17, 2022	Schedule of Classes posted on TritonLink for students to view for enrollment planning.

Please send any questions to [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).

### Summer Session Training TOMORROW

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

LAST CHANCE TO REGISTER! Please send at least one representative from your unit.

Register for the Zoom link at:

<https://ucsd.zoom.us/j/9081234567>

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**

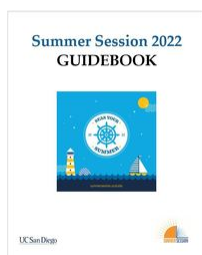
Please plan to send a representative from your unit.

Questions? Contact Lisa Baragbus at [summer-payroll@ucsd.edu](mailto: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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