Course Changes for Summer Session 2020

NEW Process Improvement! Summer Session has RE-OPENED ISA (Instructional Scheduling Assistant https://instructionalscheduling.ucsd.edu/) to track and manage changes to courses in one master database for PAYROLL and transition to UCPath.

**REDUCE Wait Time**
Changes submitted in ISA appear in Summer Session workflow. Departments receive email replies from Summer Session.

**REDUCE Potential for Defects**
All changes will be logged in a central system (ISA). Statuses are clearly decided: APPROVED, DENIED, or CANCELLED. Fewer emails to manage to reduce workload.

**ESR Effort – support campus transition to UCPath**
Manage changes that impact payroll in one master database during transition to UCPath.

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Ready to make changes to your course offerings?
See this document for detail instructions – Manage Course Changes 2020

Feedback or questions? Email summer-scheduling@ucsd.edu or call 858-534-5258.

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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
Coming Soon: The Last Look

The Last Look for Summer Session 2020 is scheduled to be released on Wednesday, March 11. Departments will need review their course schedule by Friday, March 13.

The launch date for the Schedule of Classes for Summer Session 2020 is Thursday, March 19. Thanks for all of your continued collaboration! This work couldn’t be done without all of you!

For questions regarding summer scheduling, contact Summer Session at summer-scheduling@ucsd.edu. For questions regarding course scheduling overall, contact Sharon Mitchell at registrar-scheduling@ucsd.edu or x44293.

Summer Session 101 – Did You Know?

Did you know that the campus offers a directory of summer programs for students to find extracurricular activities at UCSD from June through September?

The Summer Program Finder (SPF) is a resource for continuing and prospective students. SPF is an interactive filtration system to help students identify and contact autonomous programs happening at UCSD over the summer months. SPF filters by Program Type (credit, non-credit), Education Level (high school, undergraduate, etc.), Academic Subject (engineering, business, etc.), Category (athletics, leadership, etc.), Delivery Format (in-person vs. online), Location, and Housing. Check out the Summer Program Finder at https://summer.ucsd.edu/program-finder/index.html

Do you want your program listed on the Summer Program Finder? Contact Matt Sapien at summer@ucsd.edu or x44744. Use SPF to help plan your Summer!

Summer Opportunities on the Horizon – Student Info Fair – New Event

Summer Session 2020

Summer Session is hosting a Summer Opportunities Fair - an information session event for UCSD students. The fair will take place in the Price Center ballroom. Students will explore summertime opportunities available at UCSD such as classes, jobs, advising, financial aid, recreation, and many more! We want you to join us. Please contact Renee Lee at x48277 or renee@ucsd.edu.
**Summer Session Annual Workflow**

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February (in progress)</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Course Proposals</td>
<td>Course Proposals Due</td>
<td>Advisory Committee Meeting</td>
<td>Preview of Classes posted</td>
<td>Classrooms Assigned</td>
<td>Courses Available on TritonLink</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approved Courses scheduled within ISA</td>
<td>Begin sending out Faculty teaching Appointment Letters</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Schedule Build Spreadsheets sent to Registrar</td>
<td>Approved Courses set up in ISIS</td>
<td></td>
</tr>
</tbody>
</table>

**April**  
Students Begin Enrollment

**May**  
Enrollment Management of Waitlists  
Student Fees Assessed

**June**  
Session 1 Classes Begin  
Fees Due

**July**  
Students: Add/Drop Courses

**August**  
Session 2 Classes Begin  
Fees Due  
Faculty Pay Date (Session 1)

**September**  
Session 2 Classes Begin  
Fees Due  
Faculty Pay Date (Session 2)

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**Resources for Summer Session Tools for Success**

The [2020 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#).

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