Summer Scoop
Week of
March 9 – March 13, 2020

Schedule of Classes: STAFF to Faculty Names

The Schedule of Classes will go live next **Thursday, March 19**, with only the names of faculty who have accepted their appointment letters and have an active teaching appointment for the summer in PPS.

If faculty have not received a letter or has not replied to accept their appointment, then **STAFF** is used as a placeholder until the appointment process is complete. For questions, contact **summer-scheduling@ucsd.edu** or x45258.

The Last Look – Coming this week: March 11, due March 13

The **Last Look** from the Registrar’s Office will be released on Wednesday, March 11. Please review your schedule for accuracy.

**Step 1:** check all approved courses are listed.

**Step 2:** check the days and times per course. If faculty are teaching more than one course, double check schedule for conflict. Share the schedule with faculty to confirm their commitment.

Please verify your schedule or request changes by email to **registrar-scheduling@ucsd.edu** before **Friday, March 13** for priority in reserving space.

The Schedule of Classes will go live on **Thursday, March 19**. Students begin enrolling into classes on **Monday, April 13**. Once students enroll into a class, it is difficult to make changes to the times, days, and session for a course because the class must be cancelled, then all enrolled students are deleted and required to re-enroll in the corrected course in order to make these changes.

**Double checking course schedules NOW** is the best way to reduce workload.

Think Summer – Summer Services Resource Expo

Summer Session is hosting a Resource Expo for students on **Wednesday, April 8**, and summer enrollment begins April 13. See flyer attached for details and the link to the sign up by March 24 is [http://bit.ly/SummerSessionFair20](http://bit.ly/SummerSessionFair20). Questions? Ideas? Let’s talk it out! Contact Matt Sapien at summer@ucsd.edu or x44744.

**We want the Campus Community to Come join the fun!**

Academic departments, Athletics, Bookstore, Career Services, Extension, Financial Aid, Food Vendors, Travel Study & Global Seminars, Graduate Division, Housing, International Center, Parking & Transportation, Recreation, Resource Centers, Student Health, Sustainability, Teaching & Learning Commons, Special Programs, and many more!

Need more information? Visit us online at: [http://summersession.ucsd.edu](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
### 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 MARCH 19</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>Think Summer Resource Expo- Sign UP!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Schedule Build Spreadsheets to Registrar</td>
<td>Approved Courses set up in ISIS</td>
<td>Approved courses set up in ISA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Begin Enrollment</td>
<td>Enrollment Management of Waitlists</td>
<td>Session 1 Classes Begin Fees Due</td>
<td>Students: Add/Drop Courses</td>
<td>Session 2 Classes Begin Fees Due</td>
<td>Sessions End Reporting Begins</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Faculty Pay Date (Session 1)</td>
<td>Faculty Pay Date (Session 2)</td>
</tr>
</tbody>
</table>

### 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.

Need more information? Visit us online at: [http://summersession.ucsd.edu](http://summersession.ucsd.edu), or email us at summer@ucsd.edu.

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Join us at the first annual summer session resource fair. Our goal is to educate students about class offerings and information pertaining to summer at UC San Diego. It will be a highly interactive event where students will be rewarded with prizes for participation. Each department will be provided a table and chairs.

Sign up by March 24 at bit.ly/SummerSessionFair20

For more information contact summer@ucsd.edu