

2019 Summer Session Operational Calendar

- Note: Dates are subject to change.
- Dates for Special Session courses are not included. Contact the Summer Session office for specific courses.

Date	Courses	Faculty	Students
October 1	CALL LETTER: Sent from Academic Affairs to academic departments for course proposals		
October 5		CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars	
December 5-6 TBD		TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files	
November 14		NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars Awards	
November 14	COURSE PROPOSALS: Due to Summer Session using Instructional Scheduling Assistant (ISA)		
December 10-14 TBD	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2018		
December 17	NOTIFICATION: Departments notified which course approve/not approved		
January 9	APPROVED COURSE LIST: For Summer Session 2019 updated on the Summer Session website	BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
January 30		Departments can begin APPOINTMENT FILE SUBMISSION to SharePoint for visiting faculty and to ASES for graduate students	
January 31	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office	INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	
February 1		ADVANCED TO CANDIDACY: Graduate Students must be advanced to candidacy to teach a summer course	

Date	Courses	Faculty	Students
February 22		Visiting Faculty – Appointment files should be submitted to SharePoint by this date.	
March 15	CHANGE REQUESTS: Last day for departments to submit course schedule change requests to Summer Session Be sure to consider if makeup sessions are needed for the July 4 th and September 3 rd holidays.	Grad Students (Associates-In) – Appointment files should be submitted to IA System by this date.	
March TBD		TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Associates-In	
March 21	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment		
April 12		TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments for summer orders	
April 8			ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.
April 15			ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg. WAITLIST BEGINS: For all Sessions.
April 19		TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders	
April 22			ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg
May 1 - 5			FINANCIAL AID APPLICATION: Summer application opens

Date	Courses	Faculty	Students
May 24		Graduate Division: Associates-In teaching upper-division, file submissions through ASES DEADLINE. After this date, Educational Policy Committee (EPC) approval is required.	
June 5		SESSION 1: First Enrollment Snapshot	
June 10	COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session		
June 22 (TBD)			Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
June 23			WAITLIST SUSPENDED: For Session 1 enrollment
June 24			BILLING DUE DATE: Session 1 & Special Session
June 27			ENROLLMENT CANCELLATION: For Special Session due to non-payment
June 28			ENROLLMENT CANCELLATION: For Session 1 due to non-payment
June 29			WAITLIST RESUMES: For Session 1 enrollment
June 30	SYLLABUS COPIES: Session 1 due to Summer Session		
July 1	Session 1 Begins		
July 1		INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers	
July 4	Holiday – Campus closed. No class meetings.		
July 3			WAITLIST ENDS: For Session 1 enrollment
July 5			COURSE REFUND DEADLINE: Session 1
July 8		SESSION 1: Final (2 nd) Enrollment Snapshot	
July 10		SESSION 2: First Enrollment Snapshot	
July 12			SESSION 1 DEADLINE to CHANGE GRADING OPTION

Date	Courses	Faculty	Students
			and DROP A CLASS WITHOUT a 'W' posted to transcript
July 15	COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session		
July 19			SESSION 1 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
July 16-23		PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Instructor of Record)	
July 29	FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes		
July 27 – August 3	CAPE: Evaluation period for Session 1		
July 26 (TBD)			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
July 28			WAITLIST SUSPENDED: For Session 2 enrollment
July 29			BILLING DUE DATE: Session 2
August 1		MONTHLY PAYDATE: 1st Summer Session payday	
August 2	eGRADES: For Session 1 open for initial submission at 8am		ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment
August 2-3			Session 1 Final Exams
August 3	Session 1 Ends		
August 4	SYLLABUS COPIES: Session 2 due to Summer Session		
August 5	Session 2 Begins		
August 6	eGRADES: For Session 1 closed for submission at 11:59pm		
August 7			WAITLIST ENDS: For Session 2 enrollment
August 9			COURSE REFUND DEADLINE: For Session 2
August 12		SESSION 2: Final (2 nd) Enrollment Snapshot	
August 16-21		PAYROLL ENTRIES: Session 2 entries due in	

Date	Courses	Faculty	Students
		Timekeeping (Instructional Support) and PPS (Instructor of Record)	
August 16			SESSION 2 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript
August 30	FINAL EXAMS: Session 2 classroom locations posted to the Schedule of Classes	MONTHLY PAYDATE: 2nd Summer Session payday	
August 31 – September 7	CAPE: Evaluation period for Session 2		
September 2	Holiday – Campus closed. No Class Meetings		
August 23			SESSION 2 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
September 6	eGRADES: For Session 2 open for initial submission at 8am		
September 6-7			Session 2 Final Exams
September 7	Session 2 Ends		
September 10	eGRADES: For Session 2 closed for submission at 11:59pm		
October 31			PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/corrections to payroll accounts accepted after this date