UC SAN DIEGO SUMMER SESSION 2017 OPERATIONAL CALENDAR

Dates Subject to Change

Month	Date	Courses	Business/Instructional	Student
October	Monday, October 10, 2016	CALL LETTER: Sent from Academic Affairs to academic departments for course proposals		
	Friday, October 14, 2016		CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars	
November	Wednesday, November 16, 2016		NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars	
			TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files	
	Thursday, November 17, 2016	COURSE PROPOSALS: Due to Summer Session		
December	Wednesday, December 7, 2016	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2017		
	Monday, December 12, 2016	NOTIFICATION: Departments notified which course approve/not approved		
January	Thursday, January 5, 2017	APPROVED COURSE LIST: For Summer Session 2017 updated on the Summer Session website	Departments can begin APPOINTMENT FILE SUBMISSION to SharePoint for visiting faculty and to ASES for graduate students	
	Tuesday, January 10, 2017		BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
	Wednesday, January 11, 2017		INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	
	Tuesday, January 31, 2017		Current Faculty - Summer Session completes and approves UC San Diego Faculty by this date.	
February	Friday, February 3, 2017		ADVANCED TO CANDIDACY: Graduate Students must be advanced to candidacy to teach a summer course	
	Tuesday, February 14, 2017		Visiting Faculty – Appointment files should be submitted to SharePoint by this date.	
	Tuesday, February 28, 2017		AVCDUE & Summer Session complete approval of visiting faculty appointment files	
March	Tuesday, March 7, 2017		Grad Students (Associates-In) – Appointment files should be submitted to ASES by this date.	

Month	Date			
March	Tuesday, March 21, 2017		Summer Session & Graduate Division: Last date recommended to submit Associate-In appointment files through ASES for all sessions	
	Thursday, March 23, 2017	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment		
	Tuesday, March 28, 2017		LATE APPOINTMENT FILES: Visiting faculty file submissions and re-submissions	
April	Monday, April 3, 2017		TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments for summer orders	
	April 10 - 14, 2017			ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.
	Friday, April 14, 2017	CHANGE REQUESTS: Last day for departments to submit course schedule change requests to Summer Session		
	Monday, April 17, 2017			ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg.
				WAITLIST BEGINS: For all sessions.
	Tuesday, April 18, 2017		TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders	
	April 24 - 28, 2017			ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg
May	May 1 - 5, 2017			FINANCIAL AID APPLICATION: Summer application opens
	Thursday, May 11, 2017		TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Associates-In	
	Thursday, May 25, 2017		Graduate Division: Associates-In, teaching upper-division, file submissions through ASES DEADLINE. After this date, additional EPC approval is required.	
June	Sunday, June 4, 2017		SESSION 1: Department submission of late visiting faculty appointment files through SharePoint	
	Wednesday, June 7, 2017		SESSION 1: First Enrollment Snapshot	

Month	Date			
June	Monday, June 12, 2017	COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session		
	Friday, June 16, 2017		INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers	
	Friday, June 23, 2017			Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
	Monday, June 26, 2017		SESSION 2: Department submission of late visiting faculty appointment files through SharePoint	BILLING DUE DATE: Session 1 & Special Session
	Sunday, June 25, 2017			WAITLIST SUSPENDED: For Session 1 enrollment
	Monday, June 26, 2017			BILLING DUE DATE: Session 1 & Special Session
	Thursday, June 29, 2017			ENROLLMENT CANCELLATION: For Special Session due to non-payment
	Friday, June 30, 2017			ENROLLMENT CANCELLATION: FOR Session 1 due to non-payment
July	Saturday, July 1, 2017			WAITLIST RESUMES: For Session 1 enrollment
	July, 2 2017	SYLLABUS COPIES: Session 1 due to Summer Session		
	Monday, July 3, 2017	**Session 1 Begins**		
	Tuesday, July 4, 2017	Holiday - Campus Closed. No Class Meetings		
	Wednesday, July 5, 2017			WAITLIST ENDS: For Session 1 enrollment
	Friday, July 7, 2017			COURSE REFUND DEADLINE: Session 1
	Monday, July 10, 2017		SESSION 1: Second Enrollment Snapshot	
	Wednesday, July 12, 2017		SESSION 2: First Enrollment Snapshot	
	Friday, July 14, 2017			SESSION 1 DEADLINE to CHANGE GRADING OPTION
	Monday, July 17, 2017	COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session		

Month	Date			
	July 19-20, 2017		PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)	
July	Monday, July 24, 2017	FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes		
	July 28 – August 4, 2017	CAPE: Evaluation period for Session 1		
	Friday, July 28, 2017			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
	Sunday, July 30, 2017			WAITLIST SUSPENDED: For Session 2 enrollment
	Monday, July 31, 2017			BILLING DUE DATE: Session 2
August	Tuesday, August 1, 2017		MONTHLY PAYDATE: 1st Summer Session payday	SESSION 1 DEADLINE to DROP A CLASS WITHOUT a 'W' posted to transcript
	Friday, August 4, 2017	eGRADES: For Session 1 open for initial submission at 8am		ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment
	August 4 - August 5, 2017			Session 1 Final Exams
	Saturday, August 5, 2017	Session 1 Ends		
	Saturday, August 5, 2017			WAITLIST RESUMES: For Session 2 enrollment
	Sunday, August 6, 2017	SYLLABUS COPIES: Session 2 due to Summer Session		
	Monday, August 7, 2017	Session 2 Begins		
	Monday, August 7, 2017		PAYROLL ADJUSTMENTS AND CORRECTIONS: Department deadline to make PPS adjustments/corrections for 1st payday	
	Tuesday, August 8, 2017	eGRADES: For Session 1 closed for submission at 11:59pm		
	Wednesday, August 9, 2017			WAITLIST ENDS: For Session 2 enrollment
	Friday, August 11, 2017			COURSE REFUND DEADLINE: For Session 2
	Monday, August 14, 2017		SESSION 2: Second Enrollment Snapshot	
	August 16-17, 2017		PAYROLL ENTRIES: Session 2 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)	

	Friday, August 18, 2017			SESSION 2 DEADLINE to CHANGE GRADING OPTION
	Monday, August 28, 2017	FINAL EXAMS: Session 2 classroom locations posted to the Schedule of Classes		
September	Friday, September 1, 2017		MONTHLY PAYDATE: 2nd Summer Session payday	
	September 1 – September 8, 2017	CAPE: Evaluation period for Session 2		
	Tuesday, September 5, 2017	Holiday - Campus Closed. No Class Meetings		
				SESSION 2 DEADLINE to DROP A CLASS WITHOUT a 'W' posted to transcript
	Thursday, September 7, 2017		PAYROLL ADJUSTMENTS/CORRECTIONS: Department deadline to make PPS adjustments/corrections for 2nd payday	
	Friday, September 8, 2017	eGRADES: For Session 2 open for initial submission at 8am		
	September 8 - September 9, 2017			Session 2 Final Exams
	Saturday, September 9, 2017	Session 2 Ends		
	Tuesday, September 12, 2017	eGRADES: For Session 2 closed for submission at 11:59pm		
	Tuesday, September 19, 2017		PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make PPS adjustments/corrections to Summer Session payroll account	
October	Tuesday, October 31, 2017			PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/corrections to payroll accounts accepted after this date