Did you know?
- The **Schedule of Classes** is now live! Check out all 600+ courses that will be offered for Summer 2016
- Students can check their enrollment times on TritonLink beginning **April 4**. Enrollment begins **April 11**

**Courses & Schedule of Classes**

More than **10,000 students** will be reviewing the **Schedule of Classes** as they make decisions about which courses to enroll in, please make sure to review the information. Instructor names will remain on the Schedule of Classes regardless of their appointment status, and will be removed prior to student enrollment if they have not been approved to teach in Summer 2016.

**Instructors:** If any changes need to be made to the Schedule of Classes, please contact your department.

**Departments:** If you have any questions regarding the Schedule of Classes, please contact Summer Session (summer-scheduling@ucsd.edu or X47149). If STAFF is indicated in the Instructor field, the appointment is pending.

**Student Affairs**

Look out for upcoming Information Sessions, presented by Summer Session, Financial Aid, Housing, and Academic Internship Program

⇒ Tuesday, April 5 at 5pm in the Village (partnered with Village Res Life)
⇒ Wednesday, April 6 at 12pm & 1pm in Price Center Red Shoe Room

**Payroll**

Thank you to all departments that have returned their Summer 2016 Instructor information. If your department has not yet identified an Instructor for each Summer course being offered, as well as provided their Faculty Type, Title Code, and E-mail, please submit this information to summer-payroll@ucsd.edu as soon as possible. Appointment letters are being generated based on this information, and only instructors who have accepted their Appointments on/by April 7th will be reflected on the Schedule of Courses.

If you have any questions or concerns, please contact Margaret Smeekens at msmeekens@ucsd.edu or X25064.

**Faculty Hiring Process**

- **Regular UCSD faculty** currently in the payroll system are processed without additional documentation from the department. Appointment letters are currently being generated and sent to all regular faculty, as departments return their Instructor information for Summer courses.
- **Visiting Faculty** (including UCSD: emeriti, researchers, postdocs, provost, hcomp) require a hiring packet to be submitted through Sharepoint. Appointment letters for Visiting Faculty will be generated in the order that their files were submitted and as appointments are approved. The link to access SharePoint is https://evc-sharecapus.ucsd.edu/resourceadmin/summer/faculty-files/
- **Graduate Student appointments** are submitted to ASES