March 28—April 1, 2016

Did you know?
- Spring Quarter has arrived! We wish everyone a successful quarter!
- The Schedule of Classes is now live! Check out all 600+ courses that will be offered for Summer 2016
- April 4: Students can check their enrollment times on TritonLink
- April 9: Triton Day! Meet admitted students and their families. Don’t forget to stop by and say hello to Summer Session.
- April 11: Current students begin enrolling in Summer courses

Courses & Schedule of Classes
April 7th is the deadline to make any changes to the Schedule of Classes. Please make sure to verify that this information is correct. Instructor names will remain on the Schedule of Classes regardless of their appointment status, and will be removed on April 7th 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
Summer Session will be tabling at Café Ventanas on Tuesday, March 29th, and at Pines on Thursday, March 31st. Stop by and say hello!

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. 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-share.capus.ucsd.edu/resourceadmin/summer/faculty-files/.
- Graduate Student appointments are submitted to ASES

Need More Information?
*** Visit us online at: http://summersession.ucsd.edu or email us directly at summer@ucsd.edu ***
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