**SUMMER SCOOP**

**Weekly Updates & Reminders**

**August 31 — September 4, 2015**

**Did You Know?**

**Session 2**

⇒ September 1: Deadline to drop course *with* a “w” (no refund).
⇒ September 2: Students may no longer drop courses.
⇒ September 5: Session 2 ends
⇒ September 8: Last day to file an incomplete.

**Session 3:** [Deadlines vary by class](#).

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**SUMMER NUMBERS**

**Headcount:** 10,198  
Up 6% compared to last year.

**Enrollment:** 20,974  
Up 4% compared to last year.

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**Session 2 CAPE**

Don't forget to **encourage students** to complete their online CAPE. CAPE will use the schedule below to contact Students with the link to evaluate courses and professors.

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<th>9/1</th>
<th>9/3</th>
<th>9/4</th>
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<tbody>
<tr>
<td><strong>1st Email</strong></td>
<td>Reminder to students</td>
<td>Reminder to students</td>
<td>CAPE end at BAM</td>
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For the Special Session Cape schedule visit summer.ucsd.edu, under [Staff & Faculty Resources](#).

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**STUDENT AFFAIRS**

**Meetings? Presentations? Orientations?**

Summer Session will be attending meetings and presentations to share our knowledge regarding summer session policies and procedures. If your department or program would like to have a summer session representative attend your event please contact Renee Lee, student Affairs Manager, at renee@ucsd.edu or X48277.

Don’t forget to follow us on Twitter [@UCSDSummer](#) & [Like us on Facebook](#)

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**BUSINESS SERVICES**

All Departments and Programs have been provided the September 1st pay date payroll worksheets. If you have any questions regarding the content on the worksheets please contact [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

Please send copies of your September 1st **PANs** to [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

**E-Grades** can begin to be submitted on Friday, September 4th, see schedule below. For step by step instructions explaining how to submit eGrades please [Click Here](#).

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<tr>
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<tbody>
<tr>
<td><strong>Open for Initial Submission</strong></td>
<td>September 4, 2015 at 8:00 AM</td>
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<tr>
<td><strong>Closed for Initial Submission</strong></td>
<td>September 8, 2015 at 11:59 PM</td>
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<tr>
<td><strong>Blackout Date</strong></td>
<td>September 9, 2015</td>
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<tr>
<td><strong>Open for Grade Changes</strong></td>
<td>September 10, 2015 at 12:01 AM</td>
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**NEED MORE INFORMATION?**

*** Visit us online at: [http://summer.ucsd.edu](http://summer.ucsd.edu) or email us directly at summer@ucsd.edu ***

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