



# Summer Scoop

Week of  
January 28 – February 1, 2019

---

## Scheduling DEADLINE – Thursday, January 31, 2019

Schedule Build Spreadsheets are due Thursday, January 31. Please be sure to send your schedule build spreadsheet to [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) and [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) by the end of this day. Departments that meet this deadline will have first priority for classroom space.

---

## Summer Webinar Series: Recorded and Posted to Website

Summer Session hosts a webinar the second Friday of every month. You can view recorded webinar sessions on the Summer Session website. [Click here for a direct link to the webinar page on the Summer Session website](#). For questions, contact Renée Lee at [renee@ucsd.edu](mailto:renee@ucsd.edu) or x48277.

---

## Live Chat Feature

Summer Session is continuing its Live Chat feature. Hours of operation are 8:30am to 4:30pm, Monday through Friday. At the bottom of the page, [summersession.ucsd.edu](http://summersession.ucsd.edu), that says “Live Chat” when the service is active.

## Summer Session Annual Workflow

October	November	December	January (in progress)	February	March
Call for Course Proposals	Course Proposals Due	Advisory Committee Meeting	Preview of Classes posted  Approved Courses scheduled within ISA  Schedule Build Spreadsheets sent to Registrar	Classrooms Assigned  Faculty teaching Appointment Letters Sent out  Approved Courses set up in ISIS	Courses Available on TritonLink
April	May	June	July	August	September
Students Begin Enrollment	Enrollment Management of Waitlists  Student Fees Assessed	Session 1 Classes Begin  Fees Due	Students: Add/Drop Courses	Session 2 Classes Begin  Fees Due  Faculty Pay Date (Session 1)	Sessions End  Reporting Begins  Faculty Pay Date (Session 2)