

# Summer Scoop

Week of  
January 7 to January 11

## Changes to Summer Session Courses

Please use the ISA to make changes to your summer session course schedule. You can make updates to the course schedule in your Quarterly Schedule Builder. If a change affects payroll for summer session (session, instructor, course), please be sure to Send to Summer Session for approval in your Summer Session Schedule Builder. Once you Export for Registrar, changes that affect payroll must be sent to [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu). For questions, contact Matt Sapien at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) or x44744.

Scheduling Tip: Be sure to change year in your Quarterly Schedule Builder to 2018-2019 to schedule summer 2019 courses. There is a button in the top right corner where you can do this.

### Quarterly Schedule Builder: Sum Ses II 2019

Alpha

LIST CLASSES BY: Course

GRID SIZE: Compact Standard Wide

TERM: Sum Ses II 2019

ACADEMIC LEVEL: [Dropdown]

FILTER BY COURSE ID/TITLE: e.g. BIEB

FILTER BY CURRENTLY SCHEDULED: All Monday-Wednesday-Friday Tuesday-Thursday Saturday-Sunday

Change year

Reset filters

Export for Registrar

## Business Affairs: Summer Instructor Names

Instructor names are sent to summer session to confirm their eligibility for compensation. Please be sure to submit any missing instructor names for your summer session classes within the ISA until you “Export for Registrar.” After you use the “Export to Registrar” function, please send faculty updates to [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

## International Student Webinar

Summer Session webinar series for students resumes this month. The first webinar of 2019 for visiting International students. The session will be hosted in conjunction with the International Center. The webinar will be recorded and posted to the Summer Session website for future reference. Please direct any visiting International students to this resource. [Click here to RSVP](#). For questions, contact Renée Lee at [renee@ucsd.edu](mailto:renee@ucsd.edu) or x48277.

Webinar Details: Friday, January 11, 2019 at 8:30am.

## Preview of Classes

All courses that were approved to be offered in Summer Session 2019 have been posted to the Summer Session website on the Preview of Classes. The Preview of Classes is updated on a weekly basis with new or cancelled classes. Please verify that your courses are present on the Preview by Friday, January 11. [Click here for a direct link to the Preview of Classes](#). For questions or concerns, contact Matt Sapien at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) or x44744.

Need More Information?

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

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