

Summer Scoop

Week of
December 3 to December 7

Appointment File Training - THIS WEEK

Appointment File Training
Wednesday, December 5
9am to 10:30am
Dolores Huerta Room.
[Please RSVP at this link.](#)

For questions, contact Lisa
Bargabus at [summer-
payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu) or x25064.

Winter is Coming...

Summer Session's webinar series for students will resume in Winter Quarter 2019. The first webinar of 2019 will take place on Friday, January 11. The topic and times will be posted in January. You can keep up to date with this information on the summer session website. [Click here for a direct link to the webinar page.](#) For questions or comments, contact Renée Lee at renee@ucsd.edu or x48277.

SharePoint Access

Summer Session will continue to use SharePoint to upload Faculty Appointment Files. If you need access to SharePoint for your department, please contact Lisa Bargabus at summer-payroll@ucsd.edu or x25064.

Preview of Classes

Approved classes will be posted to the Summer Session website on our Preview of Classes page before the campus closure, by December 21. The Preview of Classes is important because many students begin to plan their summer (classes, internships, etc.) during their winter break. For questions with this process, contact Matt Sapien at msapien@ucsd.edu or x44744.

Summer courses: What's Next?

Step 1 –
Submit Courses within the ISA.
(Completed November 14, 2018)



Step 2 –
Courses reviewed & confirm approval.
(Departments notified by December 17, 2018)

Step 3 –
Submit your scheduling details that include days and times required for
classroom scheduling.
(Due to Registrar Scheduling by February 1, 2019)

Thank you to all of the departments and programs who submitted courses. Summer Session received more than 600 proposed courses from more than 40 departments! After decisions are returned to departments between December 13 to 17, 2018, within the ISA, you may begin scheduling your courses. For questions on the process, contact Matt Sapien at 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 ***

Summer Session Office, SERF 122, Mail Code 0079, P: 858-534-5258, F: 858-822-2619