



Summer Scoop

Week of

February 11 – February 15, 2019

Website Migration – Action Required?

The Summer Session office will soon be moving from summer.ucsd.edu to summersession.ucsd.edu. Until the migration, summersession.ucsd.edu will forward to summer.ucsd.edu. Please begin updating any links to summer session from your respective sites. For questions, contact Renée Lee at renee@ucsd.edu or x48277.

Appointment Files

Just a reminder that if your department is part of the campus-wide Interfolio pilot, please do not submit your appointment files to SharePoint.

You will receive an email from Brandy Cheshire or Jenna Lucius in Academic Personnel with further instructions on using Interfolio for your Summer Session appointment files.

Departments not using Interfolio may now upload their Summer Session appointment files to SharePoint at:

<https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/>

More information about Summer Session appointment files can be found in the Summer Session 2019 Faculty Appointment Handbook:

<http://summer.ucsd.edu/files/Appointment%20Training/Faculty%20Appointment%20Handbook.pdf>

Questions? Please contact Lisa Bargabus at summer-payroll@ucsd.edu, or x25064.

Preview of Classes – Only 5 weeks left!

With only 5 weeks until the Schedule of Classes goes live, it is important to verify your department or program's class schedule. Please verify your course offerings by viewing [the Preview of Classes at this link](#). This is updated on a weekly basis. To request changes, contact Matt Sapien at summer-scheduling@ucsd.edu.

Summer Student Questions?

Summer Session will have outreach tabling events in dining halls for the remainder of Winter Quarter. You can view the schedule below. Feel free to direct your students to these sessions. For questions, contact Renée Lee at renee@ucsd.edu or x48277.

Date	Time	Location
Tuesday, Feb 12	11am to 1:30pm	64 Degrees – Revelle College
Thursday, Feb 21	11am to 1:30pm	Pines – Muir College
Thursday, Feb 28	11am to 1:30pm	Ocean View – Marshall College
Tuesday, March 5	11am to 1:30pm	Pines – Muir College
Tuesday, March 12	11am to 1:30pm	64 Degrees – Revelle College

Summer Student Financial Roadmap

Summer Session is hosting an information session in partnership with the Basic Needs Hub. The goal is to help connect students with resource hubs that can help in times of financial hardship. We want students to know that these resources are available year-round. The Basic Needs Hub will have representatives to guide students in applying for the CalFresh program, and help spread awareness for

The event will take place on Thursday, February 28 from 1pm to 2pm, which leads up to the Triton Food Pantry's Fresh Rescue at 2pm. Light refreshments provided. Event details below:

When?	Thursday, February 28
Time?	1pm to 2pm
Where?	Quad Outside of Basic Needs Hub in the Original Student Center (Outside Food Co-op)
Who?	Summer Session, Basic Needs Hub, more TBA

For questions, contact Matt Sapien at msapien@ucsd.edu or x44744.

Summer Session Annual Workflow

October	November	December	January	February (in progress)	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)