

# Summer Scoop

Week of  
January 22 to January 26

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## Help Wanted: Student Position

The Summer Session office is seeking a student employee. The part-time position is posted to Port Triton, the student job posting system. 'Summer Ambassador' is the job title and can be found at job posting ID 847905. Principle duties include outreach, social media marketing, and administrative aid. Please encourage your best students to apply.

## Business Affairs: Instructor Names' Due

Per the [Summer Session Faculty Appointment Handbook](#), the "Red Shoe" and "Stonehenge" Groups of instructors are due to Summer Session by **Friday, February 16**. These groups include UC San Diego Faculty & Staff and Visiting Instructors. Please view page 8 of the [Handbook](#) for further details. For any questions, contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu) or x25064.

## Preview of Classes: Updated Weekly

Changes are posted to the Preview of Classes every Monday. This is a direct link to the listing. Please review your courses to verify Summer Session has posted your courses correctly. If you see errors that need to be changed, please report them to Matt Sapien at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

## Scheduling Tips

**Submit Schedule Build Spreadsheets:** The priority deadline for submitting your schedule build spreadsheets to the Registrar's Office is next Wednesday, **January 31, 2018**. Please send your spreadsheets directly to [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) before this date.

**Changes to Summer Session Courses:** When deciding where to send your updates to your summer courses, a simple rule of thumb is to ask yourself whether or not the change affects payroll. If a change affects payroll, send the update to Summer Session at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu). If the change is regarding scheduling information such as meeting days, times, and classroom, send the update to the Scheduling Office at [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu).

To clarify which information affects payroll: The **session** indicates the paydate for the **instructor** teaching a **course**. Any changes to 1. session, 2. instructor, or 3. course needs to come to Summer Session.

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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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