

Summer Scoop

Week of
January 29 to February 2

Save-the-date: Payroll (PPS) Training

Payroll (PPS) Training for Summer Session 2018 will occur on **March 15 2018** from **9am to 10:30am** in the **Dolores Huerta Room**. This training session will include how-to's for inputting faculty information into PPS along with the timeline in which to do so. Representatives from AP and Graduate Division will also be at the training. An RSVP form will be sent out in February. Please help us spread the word to anyone who might find this training useful

Scheduling Deadline: January 31

Schedule Build Spreadsheets are due **today, January 31**. Please be sure to send your schedule build spreadsheet to registrar-scheduling@ucsd.edu by the end of the day today. Summer Session will contact departments that have not yet submitted their spreadsheet.

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.

ASES Campaign: Summer Session 2018

Please hold off on submitting your associate-in files to ASES until the campaign for Summer Session 2018 is open. Graduate Division will send an email in early February with the campaign link. For questions, you can contact Courtney Aguila at c8aguila@ucsd.edu or x:4-6562.

Scheduling Tips

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. 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.

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

Need More Information?

*** Visit us online at: <http://summer.ucsd.edu> or email us directly at summer@ucsd.edu ***
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