Summer Scoop

Course Scheduling

In December 2017, Schedule Build sheets were returned to academic departments and programs reflecting what has been approved to be offered in the Summer Session 2018. These spreadsheets are to be sent directly from your unit to the Registrar's Office at **registrar-scheduling@ucsd.du** by **Wednesday, January 31, 2018**. Summer Session has only sent a list of approved courses to the Registrar's Office. All schedule build spreadsheets are only sent by each department/program to the Registrar's Office. Please maintain the exact same formatting in your spreadsheets when sending them to the Scheduling Office. For questions, contact Wendy Salazar at **registrar-scheduling@ucsd.edu** or by phone at x40095.

For any changes (adding, dropping, swapping, exchanging) to courses, instructors, or sessions please contact Matt Sapien at x44744 or by email at **summer-scheduling@ucsd.edu**.

Summer Session Trainings

Appointment File Training:
In November 2017, the Summer Session office hosted Faculty Appointment File Preparation Training. If you could not make this training, missed it, or have new staff member on your team who will be handling these matters, please reach out to Lisa Bargabus at **summer-payroll@ucsd.edu** to set up a training session.

Payroll (PPS) Training:
Please be on the lookout for a save-the-date for Payroll training in February 2018. Once a finalized date and location are established, a save-the-date will be included in The Scoop and directly via email to our department/program MSO.

Preview of Classes

The Preview of Classes for Summer Session 2018 is now live. This is a direct link to the listing. Please review your courses to verify Summer Session has posted your courses correctly. The Preview will be updated on a weekly basis. If you see things that need to be changed, please report them to Matt Sapien at **summer-scheduling@ucsd.edu**. Note: all "Special topics" courses are listed with the topic your department or program has submitted. If no topic was submitted, "TBA" was left as a placeholder.