

Summer Scoop

Week of
January 8 to January 12

Schedule Build Updates

Schedule Build spreadsheets have been returned to academic departments and programs reflecting which courses are approved to be offered in Summer Session 2018. Once you have completed filling in meeting days and times, please forward the schedule build spreadsheets directly to the Registrar's Office at registrar-scheduling@ucsd.edu by **January 31, 2018**. Schedule build spreadsheets are sent to the Registrar's Office by academic departments and programs **only**. Summer Session returns spreadsheets to departments to confirm approved courses.

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.

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 errors 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.

Business Affairs: Faculty Name Due Date

Per the [Summer Session Faculty Appointment Handbook](#), the "Red Shoe" and "Stonehenge" Groups of instructors are due to Summer Session by **Friday, February 16, 2018**. 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 or x25064.

Need More Information?

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