



Summer Scoop

Week of
February 12 to February 16

Business Affairs: Deadline for Submission

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

RSVP: Payroll (PPS) Training

A prerequisite to listing instructors' names on the Schedule of Classes is that they must have a Summer teaching appointment in PPS (Payroll). Come learn how to complete this process with Summer Session's own [Lisa Bargabus](#). 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 on inputting faculty information into PPS along with the timeline in which to do so. Representatives from Academic Personnel and Graduate Division will also be at the training. [Click here for a direct link to the RSVP form](#). The RSVP form will be sent out individually next week.

Save-the-Date: Information Session for Students

Upcoming sessions are Tuesday, March 6. The two sessions will be at 11am and 12:30pm. Location is TBD. Guest speakers from Financial Aid, Housing, and Academic Internship will be present to answer questions. Please share this opportunity with your prospective Summer Session students. If you wish to participate in upcoming information sessions, please contact Matt Sapien at msapien@ucsd.edu or x44744.

Preview of Classes

With only **5 weeks** until the Schedule of Classes goes live, it's 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.

Scheduling Tips

The "Last Look" is scheduled for March 14. The Schedule of Classes will be posted to TritonLink on March 22, 2018.

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 ***
Summer Session Office, 201 Myers Drive, Mail Code 0079, P: 858-534-5258, F: 858-822-2619