2018 Summer Session Operational Calendar

- Note: Dates are subject to change. Items in red are pending dates from other units on campus.
- Dates for Special Session courses are not included. Contact the Summer Session office for specific courses.
- See the Summer Success Program Handbook for the Success Program Operational Calendar.

Date	Courses	Faculty	Students
October 2	CALL LETTER: Sent from Academic Affairs to academic departments for course proposals		
October 14		CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars	
November 15		TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files	
November 16	COURSE PROPOSALS: Due to Summer Session	NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars Awards	
December 4-8 TBD	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2017		
December 11	NOTIFICATION: Departments notified which course approve/not approved		
January 4	APPROVED COURSE LIST: For Summer Session 2018 updated on the Summer Session website		
January 9		BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
January 30		Departments can begin APPOINTMENT FILE SUBMISSION to SharePoint for visiting faculty and to ASES for graduate students	
January 31	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office	INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	
February 2		ADVANCED TO CANDIDACY: Graduate Students must be advanced to candidacy to teach a summer course	

Date	Courses	Faculty	Students
February 16		Visiting Faculty – Appointment files should be submitted to SharePoint by this date.	
March 15		Grad Students (Associates-In) – Appointment files should be submitted to ASES by this date.	
March TBD		TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Associates-In	
March 16	CHANGE REQUESTS: Last day for departments to submit course schedule change requests to Summer Session Be sure to consider if makeup sessions are needed for the July 4th and September 3rd holidays.		
March 22	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment		
March 30		LATE APPOINTMENT FILES: Visiting faculty file submissions and re-submissions	
April 3		TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments for summer orders	
April 10 - 14			ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.
April 16			ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg. WAITLIST BEGINS: For all Sessions.
April 18		TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders	
April 23			ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg

Date	Courses	Faculty	Students
May 1 - 5			FINANCIAL AID APPLICATION: Summer application opens
TBD		MAKEUP TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Associates-In	
May 24		Graduate Division: Associates-In teaching upper-division, file submissions through ASES DEADLINE. After this date, Educational Policy Committee (EPC) approval is required.	
June 6		SESSION 1: First Enrollment Snapshot	
June 11	COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session		
June 23			Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
June 24			WAITLIST SUSPENDED: For Session 1 enrollment
June 25			BILLING DUE DATE: Session 1 & Special Session
June 28			ENROLLMENT CANCELLATION: For Special Session due to non-payment
June 29			ENROLLMENT CANCELLATION: For Session 1 due to non-payment
June 30			WAITLIST RESUMES: For Session 1 enrollment
July 1	SYLLABUS COPIES: Session 1 due to Summer Session		
July 2	**Session 1 Begins**		
July 2		INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers	
July 4	Holiday – Campus closed. No class meetings.		
July 4			WAITLIST ENDS: For Session 1 enrollment
July 6			COURSE REFUND

Date	Courses	Faculty	Students
			DEADLINE: Session 1
July 9		SESSION 1: Second Enrollment Snapshot	
July 11		SESSION 2: First Enrollment Snapshot	
July 13			SESSION 1 DEADLINE to CHANGE GRADING OPTION
July 16	COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session		
July 17-24		PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Instructor of Record)	
July 24	FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes		
July 28 – August 4	CAPE: Evaluation period for Session 1		
July 27			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
July 29			WAITLIST SUSPENDED: For Session 2 enrollment
July 30			BILLING DUE DATE: Session 2
July 31			SESSION 1 DEADLINE to DROP A CLASS WITHOUT a 'W' posted to transcript
August 1		MONTHLY PAYDATE: 1st Summer Session payday	
August 4	eGRADES: For Session 1 open for initial submission at 8am		ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment
August 3-4			Session 1 Final Exams
August 4	**Session 1 Ends**		
August 5	SYLLABUS COPIES: Session 2 due to Summer Session		
August 6	**Session 2 Begins**		
August 7	eGRADES: For Session 1 closed for submission at 11:59pm		
August 8			WAITLIST ENDS: For Session 2 enrollment
August 10			COURSE REFUND DEADLINE: For Session 2
August 13		SESSION 2: Second Enrollment Snapshot	

Date	Courses	Faculty	Students
August 16-21		PAYROLL ENTRIES: Session 2 entries due in Timekeeping (Instructional Support) and PPS (Instructor of Record)	
August 17			SESSION 2 DEADLINE to CHANGE GRADING OPTION
August 28	FINAL EXAMS: Session 2 classroom locations posted to the Schedule of Classes		
August 31		MONTHLY PAYDATE: 2nd Summer Session payday	
August 31 – September 7	CAPE: Evaluation period for Session 2		
September 3	Holiday – Campus closed. No Class Meetings		
September 4			SESSION 2 DEADLINE to DROP A CLASS WITHOUT a 'W' posted to transcript
September 8	eGRADES: For Session 2 open for initial submission at 8am		
September 7-8			Session 2 Final Exams
September 8	**Session 2 Ends**		
September 11	eGRADES: For Session 2 closed for submission at 11:59pm		
September 18		PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make PPS adjustments/corrections to Summer Session payroll account	
October 31			PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/corrections to payroll accounts accepted after this date