



# Summer Scoop

Week of  
January 14– January 18, 2019

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## Breaking News - Interfolio pilot for Summer Session 2019 appointments files is available

Departments that are currently participating in the campus-wide Interfolio pilot during Fall/Winter/Spring can continue using Interfolio for their 2019 Summer Session appointment files.

The Interfolio team is making a few configuration changes for the Summer Session approval process, so please do not submit any Summer Session appointment files in Interfolio, yet. More details to follow by February 1, 2019.

SharePoint will continue to be available for departments not using Interfolio for their instructor appointment files (business as usual).

For questions, contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu) or x25064.

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## Summer Course Scheduling 2019: Changes to Courses & ISA Tips

Please use the Instructional Scheduling Assistant (ISA) to make changes to your summer session course schedule. You can make updates to the course schedule in your Quarterly Schedule Builder. If a change affects payroll for summer session (session, instructor, course), please be sure to Send to Summer Session for approval in your Summer Session Schedule Builder. Once you Export for Registrar, changes that affect payroll must be sent to [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

For questions, contact Matt Sapien at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) or x44744.



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**Scheduling Tip:** You can schedule your course's class components (discussions, labs, etc.) by selecting the "All Class components" tab when scheduling a class in your Quarterly Schedule Builder (QSB).

The screenshot shows the 'Schedule class' window with the following details:

- Course:** COMM 100A - Comm, the Person&Everyday Life
- Academic level:** Upper Division
- Instructor:** Ellen Gluzman (primary)
- Class components (1):** All class components (circled in yellow)
- Primary class component:** All class components (circled in yellow)
- Ellen Gluzman - Instructor preferences:** Status: Not Responded
- Edit a class component:** Instruction type: LE - Lecture, Enrollment limit: [empty], Times & locations (0), Note for the registrar, Administrator note, Submit, Cancel, Remove buttons.



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## Global Seminars Information Sessions for Students

UC San Diego Global Seminars are five-week long summer study abroad experiences led by a UCSD professor. Students enroll in a program of two courses for a total of eight UCSD quarter units. All courses are taught in English.

Global Seminars is hosting information sessions. [Click here for a direct link to a listing of all information sessions.](#)

For more information, please contact the Global Seminars Program team at [globalseminar@ucsd.edu](mailto:globalseminar@ucsd.edu).

Need more information?

Visit us online at: <http://summersession.ucsd.edu>, or email us at [summer@ucsd.edu](mailto:summer@ucsd.edu).  
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