

Summer Scoop

Week of
October 15 to October 19

Appointment File Training, Save-the-Date: December 5th

Please save-the-Date for Summer Session Appointment File Training. An RSVP form will be sent out next week. The training session will take place during the morning of **Wednesday, December 5**. Meeting details will be sent out with the RSVP form. For questions, contact Lisa Bargabus at summer-payroll@ucsd.edu or at x25064.

Proposed Courses Submission Deadline Correction

Deadline date changed from November 15 to **Wednesday, November 14, 2018**. Please submit your courses within the ISA by this date.

The deadline for Summer Graduate Teaching Scholars program is also November 14. Please remember to include course submissions to both programs if appropriate. For questions regarding SGTs, contact Hailey Caraballo at x20226 or hicaraballo@ucsd.edu.

Course Scheduling Tip: Mind the Delta

To align reporting of enrollment with the campus third week snapshots, Summer Session has changed the collection of data dates. The [5-Year enrollment history report](#) is updated with third week figures by session for your convenience. On average, about 400 summer enrollments are lost between the third week and the end of term reporting. For questions, please contact Matt Sapien at x44744 or at summer-scheduling@ucsd.edu.

2-Step Course Scheduling Overview

Step 1 – Prepare

The documents below are included to help academic departments and programs with preparing to propose courses for Summer Session 2019:

[Tips and Changes for Summer Session 2019](#)

[Summer Session Guidebook 2019](#)

[5-Year Enrollment History Report](#)

Step 2 – Propose Courses Directly within ISA

Propose courses directly to Summer Session within the ISA because:

Benefit 1: Approval / Endorsement routing to MSO and Chair, Divisional Dean, or Provost is built into the process

Benefit 2: Enrollment histories are provided for easy access

Benefit 3: Status of proposal is At-a-glance

Benefit 4: The overall submission process is streamlined to save time

For questions, please contact Matt Sapien at x44744 or at summer-scheduling@ucsd.edu.

Need More Information?

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

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