

Summer Scoop

Week of
January 16 to January 19

Business Affairs: SharePoint Update

Lisa has been cleaning out departmental folders on SharePoint. You may receive email notifications of items being deleted. No follow-up action is required but you may begin submitting your files for Summer Session 2018. For SharePoint access or questions, you can always contact Lisa Bargabus at summer-payroll@ucsd.edu or by phone at x25064.

Preview of Classes: Updated Weekly

Changes are posted to the Preview of Classes every Monday. This is a direct link to the listing. Please review your courses to verify Summer Session has posted your courses correctly. If you see errors that need to be changed, please report them to Matt Sapien at summer-scheduling@ucsd.edu.

Schedule Build Updates

Please forward your 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.

Need More Information?

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