

Spooky Summer Scoop

Week of
October 30 to November 3

Business Services Announcement

Departments with discrepancies need to immediately make PPS corrections and copy summer-payroll@ucsd.edu. Summer Session business ledger closes on October 31, 2017.

Tips to Propose Courses for Summer Session 2018

Step 1 - Prepare

Summer Session has created documents to help prepare departments with proposing courses for Summer Session 2018.

- [Tips and Changes for Summer Session 2018](#)
- [Summer Session Guidebook 2018](#)
- [5-Year Enrollment History Report](#)



Step 2 - Propose

Schedule Build spreadsheets have been sent via email to departments' and programs' MSOs with Summer Session's course scheduling contact copied. If a department has an established departmental email, the Schedule Build spreadsheets were sent there with the MSO copied.

Please remember to include any Global Seminars, Travel Study, or Summer Success Program courses that your department may be offering.

Step 3 - Endorsement

Please copy your chair (academic departments), provost (colleges), or divisional dean (programs) when returning your spreadsheets to signify their endorsement. Proposed courses are due by **Thursday, November 16** to summer-scheduling@ucsd.edu. For questions contact Matt Sapien at the above email or by phone at x44744.

Outreach for Summer Session 2018

Summer Session has already begun student recruitment for 2018. The new marketing piece is ready. Please email summer@ucsd.edu with your name, department, and campus mail code if you would like to receive our new marketing post card via campus mail. Summer Session will be participating in the following information session fairs:

- Thursday, November 2 from 10am to 1pm
UC San Diego Super Visit @ SD Mesa College
- Thursday, November 2 from 8pm to 10pm
Geisel After Dark @ UCSD Geisel Library, Seuss Room
- Thursday, November 9 from 10am to 1pm
UC San Diego Super Visit @ SD Miramar College
- Saturday, November 18 from 8am to 9:30am
UCSD Fall Showcase @ UC San Diego

RSVP: Appointment File Training

Summer Session will be hosting a **Faculty Appointment File Preparation Training** on **Wednesday, November 15th**. The training will be held in the **Green Table Room** in Price Center. Please join in for an overview of the hiring process for 2018 Summer Session faculty. Topics will include faculty eligibility to teach, how compensation is calculated, and the procedure for submitting appointment files.

[This is a direct link to the RSVP page.](#) Invitations were sent out last week. If your program or department did not receive this RSVP link, please let Matt Sapien know at msapien@ucsd.edu or x44744.



Need More Information?

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