

# Summer Scoop

Week of  
February 20 to February 24

SUMMER  
COURSES

FINANCIAL  
AID

HOUSING  
& DINING

## S U M M E R 2 0 1 8 I N F O R M A T I O N S E S S I O N

MARCH 6<sup>TH</sup>

11AM-12:30PM & 12:30PM-1:30PM  
TEACHING + LEARNING COMMONS  
ROOM 1505 (GEISEL 1ST FLOOR WEST)

ACADEMIC  
INTERNSHIP  
PROGRAM  
(AIP)

GLOBAL  
SEMINARS

& MORE!

[SUMMER.UCSD.EDU](http://SUMMER.UCSD.EDU)  
(858)-534-5258

FACEBOOK  
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TWITTER

@UCSDSUMMER

### RSVP: Payroll (PPS) Training

Thank you to those of you who signed up for Payroll Training. This week, emails will be sent to departments who have yet to sign up. Payroll Training will be hosted by [Lisa Bargabus](#) occur on **March 15, 2018** from **9am to 10:30am** in the **Dolores Huerta Room**. This training session will include how-to's on inputting faculty information into PPS along with the timeline in which to do so. Representatives from Academic Personnel & Graduate Division will also be at the training. [Click here for a direct link to the RSVP form.](#)

### Scheduling Tips

The "Last Look" is scheduled for March 14. The Schedule of Classes will be posted to TritonLink on March 22, 2018.

**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](mailto: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](mailto: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.

### Preview of Classes

With only **one month** until the Schedule of Classes goes live, it's important to verify your department or program's class schedule. Please verify your course offerings by viewing the Preview of Classes at this link. This is updated on a weekly basis. Request changes by email at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

Need More Information?

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