

Summer Scoop

Week of
February 5 to February 9

Welcome Aboard! New Student Employee

We would like to welcome Cyndia Zhou to our team. Cyndia is a first-year, Roosevelt student majoring in Cognitive Science. She has experience with administrative work and has a knack for graphic design. One of her duties will be helping manage the Summer Session social media accounts. She has already begun posting on these sites. Feel free to check us out on [Instagram](#), [Twitter](#), or [Facebook](#) @UCSDSummer. "Don't forget to like and subscribe!" –Cyndia

Business Affairs: Dean of Undergraduate Education

John Moore is now officially the Dean of Undergraduate Education. Please address your department chair memo to John C. Moore, Dean of Undergraduate Education in your faculty appointment files [Click here for a direct link to the Faculty Appointment File Handbook](#).

Save-the-date: Payroll (PPS) Training

Payroll (PPS) Training for Summer Session 2018 will occur on **March 15 2018** from **9am to 10:30am** in the **Dolores Huerta Room**. This training session will include how-to's for inputting faculty information into PPS along with the timeline in which to do so. Representatives from AP and Graduate Division will also be at the training. An RSVP form will be sent out in February. Please help us spread the word to anyone who might find this training useful.

Instructional Scheduling Assistant (ISA) Training

The Instructional Scheduling Assistant (ISA) team is currently offering training sessions and demos to academic departments, programs, and faculty. The next session is an in-person demo scheduled in Structural Engineering Research Facilities (SERF) 329 on **Tuesday, February 6th** from **11am to 12pm**. [Click here for a direct link to the ISA Training Events Schedule](#).

Scheduling Updates & Tips

Thank you for submitting your schedule build spreadsheets to the Registrar's Office. The Scheduling Office is currently working on assigning classroom space to the summer schedule. 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. 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.

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.

Need More Information?

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