

2020 Summer Session Operational Calendar

- Note: Dates are subject to change without notice.
- Dates for Special Session courses are not included. Contact the Summer Session office for specific courses.

Date	Courses	Faculty	Students
2019			
October 7		CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars program	
November 1	CALL LETTER: Sent from Academic Affairs DUE to academic departments for course proposals		
November 14		NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars Awards	
November 21	COURSE PROPOSALS: Due to Summer Session using Instructional Scheduling Assistant (ISA)		
December 9	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2020		
December 12		TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files	
December 13	NOTIFICATION: Departments notified which course approve/not approved	Departments can begin APPOINTMENT FILE SUBMISSION to Interfolio for visiting faculty and to IA System for graduate students/Associates-In	
December 16	APPROVED COURSE LIST: For Summer Session 2020 updated on the Summer Session website		
2020			
January 8		BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
January 30	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office	INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	
February 7		Graduate Students must be advanced candidacy to teach a summer course	

Date	Courses	Faculty	Students
February 7		Visiting Faculty – Appointment files should be submitted to Interfolio by this date.	
March 2		Grad Students (Associates-In) – Appointment files should be submitted to IA System by this date.	
March 13	CHANGE REQUESTS: Last day for departments to submit course scheduling change requests of the Summer Session Schedule of Classes. Requests due to Registrar’s Scheduling Office		
March 21	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment		SCHEDULE OF CLASSES: Schedule of Classes goes live (view only) for planning.
April 6			ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.
April 10		TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments for summer orders	
April 13	ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg. WAITLIST BEGINS: For all Sessions.		
April 17	TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders		
April 20	ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg		
May TBD		TRAINING FOR DEPARTMENTS: Payroll (PPS/UCPath) entries for Instructors of Record and Associates-In.	
May 1			FINANCIAL AID begins packaging awards for enrolled students

Date	Courses	Faculty	Students
May 26		Graduate Division: Associates-In submissions in IA System must be pending Grad Division. After this date, Educational Policy Committee (EPC) approval is required.	
June 3		SESSION 1: First Enrollment Snapshot	
June 8	COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session		
June 20 (TBD)			Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
June 21 (TBD)			WAITLIST SUSPENDED: For Session 1 enrollment (pending Registrar approval)
June 22	TUITION & FEE PAYMENT DUE DATE: Session 1 & Special Session		
June 27 (TBD)			ENROLLMENT CANCELLATION: For Session 1 and Special Session due to non-payment WAITLIST RESUMES: For Session 1 enrollment (pending Registrar approval)
June 28	SYLLABUS COMPLETED FOR STUDENT DISTRIBUTION: Session 1		
June 29	Session 1 Begins		
July 3	Holiday – Campus closed. No class meetings.		
July 4 (TBD)			WAITLIST ENDS: For Session 1 enrollment (pending Registrar approval)
July 6		INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers	COURSE REFUND DEADLINE: Session 1
July 7		SESSION 1: Final (2 nd) Enrollment Snapshot	
July 8		SESSION 2: First Enrollment Snapshot	

Date	Courses	Faculty	Students
July 10			SESSION 1 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript
July 13	COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session		
July 16-23 (TBD)		PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Instructor of Record)	
July 17			SESSION 1 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
July 24 – July 31	CAPE: Online Course and Professor Evaluation submission period for Session 1		
July 25 (TBD)			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
July 26 (TBD)			WAITLIST SUSPENDED: For Session 2 enrollment (pending Registrar approval)
July 27	FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes		
July 27	TUITION & FEE PAYMENT DUE DATE: Session 2		
July 31	eGRADES: For Session 1 open for initial submission at 8am	MONTHLY PAYDATE: 1st Summer Session payday	ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment WAITLIST RESUMES: For Session 2 enrollment (pending Registrar approval)
July 31- August 1	Session 1 Final Exams		
August 1	Session 1 Ends		
August 2	SYLLABUS COMPLETED FOR STUDENT DISTRIBUTION: Session 2		
August 3	Session 2 Begins		
August 4	eGRADES: For Session 1 closed for submission at 11:59pm		

Date	Courses	Faculty	Students
August 6 (TBD)			WAITLIST ENDS: For Session 2 enrollment (pending Registrar approval)
August 7			COURSE REFUND DEADLINE: For Session 2
August 10		SESSION 2: Final (2 nd) Enrollment Snapshot	
August 14			SESSION 2 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript
August 16-21 (TBD)		PAYROLL ENTRIES: Session 2 entries due in Timekeeping (Instructional Support) and PPS (Instructor of Record)	
August 21			SESSION 2 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
August 28 – September 4	CAPE: Online Course and Professor Evaluation submission period for Session 2		
August 31	FINAL EXAMS: Session 2 classroom locations posted to the Schedule of Classes		
September 1		MONTHLY PAYDATE: 2nd Summer Session payday	
September 4	eGRADES: For Session 2 open for initial submission at 8am		
September 4-5	Session 2 Final Exams		
September 5	Session 2 Ends		
September 8	eGRADES: For Session 2 closed for submission at 11:59pm		
September 17 (TBD)		PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make PPS adjustments/corrections to Summer Session payroll account (Sessions 1 & 2)	
October 31		PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/corrections to payroll accounts accepted after this date	