

## Program Management Calendar (Courses, Scheduling, and Faculty Appointments)

	Who is responsible?	
	Academic Department	Summer Session
Call Letter - Sent out to campus Academic Departments		x
Course - Enter proposed course and session into SSIMS	x	
Course - Enter proposed course schedule (days and times) into SSIMS	x	
Course - Edit proposed course, session, and schedule (days and times)	x	
Course - Delete course (department notifies Summer Session to delete course)		x
Course - Access course list in SSIMS for Chair, Divisional Dean or Provost endorsement*	x	
Instructor - Assign or change faculty assignment to course	x	
Instructor - Edit faculty profile with current information, status, email, etc.	x	
Access - After Nov. 13, 2014, SSIMS is closed and opened by request only.		x

\*Must provide endorsement to Summer Session by December 2, 2014

	Who is responsible?	
	Academic Department	Summer Session
All actions below require department to contact Summer Session for access to SSIMS.		
Course - Enter new/add*	x	
Course - Edit session for course already in SSIMS	x	
Course - Edit schedule (days and times)	x	
Course - Delete course (department notifies Summer Session to delete course)		x
Instructor - Assign or change faculty assignment to course*	x	

\*Must provide Chair, Divisional Dean or Provost endorsement to Summer Session

**Dec. 12, 2014 - Advisory Committee meets to plan Summer 2015.**

	Who is responsible?	
	Academic Department	Summer Session
All actions below require department to contact Summer Session for access to SSIMS.		
Course - Notify department if course is approved or not approved to be offered		x
Course - Notify instructor if course is approved or not approved	x	
Course - Add schedule (days and times), if not already entered into SSIMS	x	
Course - Edit schedule (days and times)	x	
Course - Add new*	x	
Course - Delete course (department notifies Summer Session to delete course)		x
Course - Change session	x	
Instructor - Assign or change faculty assignment to course*	x	

\*Must provide Chair, Divisional Dean or Provost endorsement to Summer Session

**Jan. 13-20, 2015 - Summer Session formats course information to submit to Registrar Scheduling.**

**Jan. 21-Mar. 6, 2015 - Registrar Scheduling prepares the Schedule of Classes for Summer 2015.**

**Mar. 9- 18, 2015 - Scheduling provides draft for departments to review for changes, updates, or**

**Mar. 19, 2015 - Schedule of Classes posted to TritonLink for viewing.**

**Apr.10, 2015 - Deadline for changes to Scheduling information before student enrollment begins.**

**Apr. 13, 2015 - UC San Diego Summer Session Enrollment Begins. (No changes permitted to session, days, or times without Academic Senate approval.)**

### Scheduling

**Apr. 13 - Aug. 4, 2015**

	Request to Registrar Scheduling	Request to Summer Session
Course - Add or change "optional" meeting schedule (days and times)	x	
Course - Add new*		x
Course - Change session		x
Course - Edit course session or schedule (required days and times)		x
Course - Edit schedule (days and times)		x
Course - Cancel a course		x
Course - Request an Independent Study, 99, 199, 299	x	
Enrollment Max - Increase	x	
Enrollment Max - Decrease		x
Facilities - Request campus room change	x	
Facilities - Request department space for a course		x
Instructor - Assign or change faculty assignment on schedule of classes*		x

\*Must provide Chair, Divisional Dean or Provost endorsement to Summer Session