Summer Scoop
Week of
March 18 – March 22, 2019

Schedule of Classes – Live this Week!
The Schedule of Classes will go live this Thursday, March 21, 2019. Students begin enrolling next month on Monday, April 15, 2019. Enrollment is open through July 5 for Summer Session 1, and through August 9 for Summer Session 2.

For questions, contact Matt Sapien at summer-scheduling@ucsd.edu or x44744.

New to Summer?
As we gear up for summer, please do not hesitate to reach out to our staff for questions. We are here to help you. Please see the chart of Staff and their related areas below:

<table>
<thead>
<tr>
<th>Staff</th>
<th>Areas</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Arce</td>
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<td>X47074</td>
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<tr>
<td>Director</td>
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<tr>
<td>Lisa Bargabus</td>
<td>Payroll, Transfer of Funds (TA Allocation), Faculty Appointments, Campus Systems</td>
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<td>X25064</td>
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<tr>
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<td>Jonathan Vega</td>
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<td>Special Programs</td>
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<tr>
<td>Renée Lee</td>
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<td>Matt Sapien</td>
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<td><a href="mailto:summer-scheduling@ucsd.edu">summer-scheduling@ucsd.edu</a></td>
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Need more information? Visit us online at: [http://summersession.ucsd.edu](http://summersession.ucsd.edu), or email us at summer@ucsd.edu. 
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619
Wanted: 2019 Summer Session Associate-In Applications

Friendly reminder that if you submit your graduate student Associate-In applications now, Spring evaluations are not required. Once Spring quarter ends, the Graduate Division Dean requires Spring evaluations.

You can submit student applications to the IA System at this link: https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=2936

For questions, please contact Courtney Aguila at c8aguila@ucsd.edu.

Interfolio Summer Session Pilot is Open for Business

Academic Personnel has announced that the Interfolio Summer Session Pilot is now open. The pilot is open to any departments already using Interfolio during 2018/2019 academic year. Departments eligible for the pilot are highly encouraged to process any remaining Summer Session appointment files using Interfolio.

Note that the process in Interfolio is slightly different than SharePoint when creating these appointment files, so please reference the instructional document that has been posted on the Interfolio SharePoint site.

Need help? For Interfolio questions, please contact Jenna Lucius, Interfolio Trainer, at jlucius@ucsd.edu or x42597.

For Summer Session appointment file questions, please contact Lisa Bargabus at summer-payroll@ucsd.edu, x25064.

Bye-bye Blackboard! (Migration to Canvas)

UCSD will be migrating away from its Blackboard site, TritonEd, to Canvas. For more information about the migration, please visit https://edtech.ucsd.edu/. ITS is providing workshops for faculty to learn more about this move. Click here for a calendar of workshops. TritonEd is set to sunset in June of 2020. Summer 2019 will be the last opportunity for instructors to use TritonEd. If an instructor is interested in a training on the new site, Canvas, they can sign up at this link (Active Directory login required). For more information, please reach out to ITS directly at canvas@ucsd.edu.
# Summer Session Annual Workflow

## October
- **Call for Course Proposals**

## November
- **Course Proposals Due**

## December
- **Advisory Committee Meeting**
- **Preview of Classes posted**
- **Approved Courses scheduled within ISA**
- **Schedule Build Spreadsheets sent to Registrar**

## January
- **Classrooms Assigned**
- **Faculty teaching Appointment Letters Sent out**
- **Approved Courses set up in ISIS**

## February
- **Schedule of Classes Available on TritonLink beginning March 21**

## March (in progress)

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
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<tbody>
<tr>
<td><strong>Students Begin Enrollment</strong></td>
<td><strong>Enrollment Management of Waitlists</strong></td>
<td><strong>Session 1 Classes Begin Fees Due</strong></td>
<td><strong>Students: Add/Drop Courses</strong></td>
<td><strong>Session 2 Classes Begin Fees Due</strong></td>
<td><strong>Sessions End Reporting Begins</strong></td>
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<td><strong>Faculty Pay Date (Session 1)</strong></td>
<td><strong>Faculty Pay Date (Session 2)</strong></td>
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