Summer Scoop
Week of
April 1 – April 5, 2019

Visiting Students: Application (Student PID Assigned) and Preauthorization

Every summer, 500+ visiting students from other UC campuses, CSUs, 4-year universities, community colleges, high schools, and other countries enroll at UC San Diego. The application for visiting students opens today, April 1. Visit our website to view the application.

Visiting students are instructed to use EASy (Enrollment Authorization System) to request preauthorization prior to enrolling in courses with prerequisites or restrictions. Beginning today, departments & programs will begin to see preauthorization requests from visitors this month. Enrollment begins on April 22 for visiting students. For questions, contact Renée Lee at renee@ucsd.edu or x48277.

Summer Success Programs (SSP)
Thank you to the campus departments collaborating to develop important programs for UC San Diego students.

Summer Success Programs are 5 to 10-week on-campus academic programs to introduce students to the UC-San Diego community. These programs allow students to get a head start on their courses in a supportive and invigorating environment while living on campus. Each program listed below will give students an opportunity to take courses toward their degree, participate in community-building activities, attend program workshops, and make lasting friendships. They will also be introduced to faculty and staff who will support you and become part of student’s success.

- Early Completion of UC San Diego Coursework: Students may complete up to eight (8) units of coursework toward their graduation requirements, prior to the Fall quarter.
- Academic and Social Support System: Students will have access to a powerful network of faculty, advisors, tutors, and peer scholars that can last throughout their academic (and often professional) tenure.
- Early Access to Campus Resources: Students will be able to access and navigate UC San Diego student systems, the library system and research databases, residential life, student life, and more!

Visit the SSP webpage to learn more. For questions on summer success programs, contact Jonathan Vega at jonvega@ucsd.edu or x45358.

Need more information? Visit us online at: 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.
Payroll Training: Save-the-Date May 15, 2019

Payroll Training will be hosted Lisa Bargabus and have guest speakers from Academic Personnel & Graduate Division. Topics covered will be inputting faculty information into PPS along with the timeline in which to do so. Event information can be found below. A link with RSVP information will be sent out in the upcoming weeks. For questions, contact Lisa Bargabus at summer-payroll@ucsd.edu or x25064.

Payroll Training Details.
Day: Wednesday, May 15, 2019  
Time: 9am to 10:30am  
Location: PC West – Red Shoe Room

Schedule of Class Updates

The Schedule of Classes is now live. Instructor names are added to the Schedule of Classes by following the steps below:

1. Instructor – Accepts appointment letter  
2. Department – Inputs instructor’s teaching appointment into PPS  
3. Summer Session – Adds instructor name to Schedule of Classes

The Schedule of Classes is updated on a weekly basis. The enrollment per course is available to monitor your classroom size.

Student enrollment begins on April 15. For questions, contact Matt Sapien at summer-scheduling@ucsd.edu or x44744.

That Darn Answering Machine Cut Me Off Again!

Have you updated your voicemail to UC San Diego Unified Messaging? You can read more about the transition on this blink page. By not transitioning to UC San Diego Unified Messaging, your voicemail box can become inaccessible to voicemail messages. Please be sure to make the switch before this happens. For questions, contact ITS Customer Service Team at x44277.
## Summer Session Annual Workflow

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<th>October</th>
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<td>Course Proposals Due</td>
<td>Advisory Committee Meeting</td>
<td>Preview of Classes posted</td>
<td>Classrooms Assigned</td>
<td>Schedule of Classes Available on TritonLink beginning March 21</td>
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<td>Approved Courses scheduled within ISA</td>
<td>Faculty teaching Appointment Letters Sent out</td>
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<td>Schedule Build Spreadsheets sent to Registrar</td>
<td>Approved Courses set up in ISIS</td>
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### April (in progress)

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<tbody>
<tr>
<td>Students Begin Enrollment</td>
<td>Enrollment Management of Waitlists</td>
<td>Session 1 Classes Begin Fees Due</td>
<td>Students: Add/Drop Courses</td>
<td>Session 2 Classes Begin Fees Due Faculty Pay Date (Session 1)</td>
<td>Sessions End Reporting Begins Faculty Pay Date (Session 2)</td>
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