Triton Day: Saturday, April 13
The campus community comes together to welcome admitted freshman students to UC San Diego. Triton Day is an annual event that showcases all of the lively activity happening on campus. It will be hosted this Saturday, April 13 from 8am to 4pm. The Summer Session office will be present at a booth with other student services units. Visit tritonday.ucsd.edu for more information. For questions, email tritonday@ucsd.edu.

Student Enrollments: Open Monday, April 15
Enrollment for continuing UC San Diego students for Summer Session 2019 begins this upcoming Monday, April 15. Changes to the Schedule of Classes are limited after students begin enrolling. The additional workload required to make changes regarding the session is that once there are students enrolled in a course, all students must be cancelled from the course and then be directed to re-enroll in the new course. Please verify that your schedules and enrollment limits are correct.

For changes to course meeting days, times, and rooms, please contact Sharon Mitchell at registrar-scheduling@ucsd.edu. For changes that affect payroll information (course, session, instructor), please contact Matt Sapien at summer-scheduling@ucsd.edu.

Student Video Tutorial Series: Visiting Student Application
April 12
Summer Session’s video tutorial series continues this Friday. The video is released the second Friday of every month, April 12. This month’s video will review the visiting student application, which went live last Monday, April 1.

Check out previous videos available on the Summer Session website. Click here for a direct link to the video page on the Summer Session website. For questions, contact Renée Lee at renee@ucsd.edu or x48277.

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
Visiting Students Now Being Assigned PIDs

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

For questions, contact Renée Lee at renee@ucsd.edu or x48277.

Save the Date: Payroll Training

Payroll Training will be hosted by Lisa Bargabus and speakers from Academic Personnel and Graduate Division will be available to answer questions. Topics include PPS timelines to meet deadlines. A link with RSVP information will be sent out next Wednesday, April 17. 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

Instructor Names Listed on the Schedule of Classes

The Schedule of Classes is now live. On a daily basis, instructor appointments are sent via email to each instructor. 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 daily 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.
## Summer Session Annual Workflow

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<tr>
<th>October</th>
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<th>January</th>
<th>February</th>
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<tr>
<td>Call for Course Proposals</td>
<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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<tr>
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<td>Approved Courses scheduled within ISA</td>
<td>Faculty teaching</td>
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<td>Schedule Build Spreadsheets sent to Registrar</td>
<td>Appointment Letters Sent out</td>
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<tr>
<td></td>
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<td>Approved Courses set up in ISIS</td>
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</tbody>
</table>

**April (in progress)**

<table>
<thead>
<tr>
<th>April (in progress)</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
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<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</td>
<td>Sessions End Reporting Begins</td>
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<tr>
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<td>Student Fees Assessed</td>
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<td>Faculty Pay Date (Session 1)</td>
<td>Faculty Pay Date (Session 2)</td>
</tr>
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</table>

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