

## 2021 Summer Session Operational Calendar

Note: Calendar is subject to change without notice.

For specific dates, visit the Summer Session website at <https://summersession.ucsd.edu/calendar/index.html>.

Date	Courses	Faculty	Students
<b>2020</b>			
September		CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars program	
October	CALL LETTER: Sent from Academic Affairs DUE to academic departments for course proposals		
November		NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars	
	COURSE PROPOSALS: Due to Summer Session using Instructional Scheduling Assistant (ISA)		
		TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files	
December	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2021		
	NOTIFICATION: Departments notified which courses approve/not approved	Departments can begin APPOINTMENT FILE SUBMISSION to Interfolio for visiting faculty and to IA System for graduate students/Associates-In	
	APPROVED COURSE LIST: For Summer Session 2021 updated on the Summer Session website		
<b>2021</b>			
January		BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office	INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	
February		Graduate Students must be advanced candidacy to teach a summer course	

Date	Courses	Faculty	Students	
		Visiting Faculty – Appointment files due in Interfolio		
March		Grad Students (Associates-In) – Appointment files due in IA System		
	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			
	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			ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.	
		TEXTBOOK ORDERS: UC San Diego Bookstore - Summer orders are due.		
	ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg. WAITLIST BEGINS: For all Sessions.			
	ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg			
May		TRAINING FOR DEPARTMENTS: Payroll (UCPath) entries for Instructors of Record and Associates-In.		
			FINANCIAL AID begins packaging awards for enrolled students	
		Graduate Division: Associates-In submissions in IA System must be pending at Grad Division.		
June		SESSION 1: First Enrollment Snapshot		
	COURSE CANCELLATION: Session 1 - Course cancellation by department/faculty, or Summer Session			

Date	Courses	Faculty	Students	
			Session 1 FINANCIAL AID DISBURSEMENT:	
			WAITLIST SUSPENDED: For Session 1 enrollment	
			TUITION & FEE PAYMENT DEADLINE – Session 1 & Special Session	
			ENROLLMENT CANCELLATION: For Session 1 and Special Session due to non-payment	
			WAITLIST RESUMES: For Session 1 enrollment	
<b>Session 1 Begins</b>				
July	Independence Day Holiday – July 5, 2021 - Campus closed. No class meetings.			
			WAITLIST ENDS: For Session 1 enrollment	
		INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers	COURSE REFUND DEADLINE: Session 1	
		SESSION 1: Final (2 <sup>nd</sup> ) Enrollment Snapshot		
		SESSION 2: First Enrollment Snapshot		
			SESSION 1 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript	
		COURSE CANCELLATION: Session 2 - Course cancellation by department/faculty, or Summer Session		
		PAYROLL ENTRIES: Session 1 payments due in UCPath		
			SESSION 1 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript	
	CAPE: Online Course and Professor Evaluation submission for Session 1			
			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts	
			WAITLIST SUSPENDED: For Session 2 enrollment	

Date	Courses	Faculty	Students	
	FINAL EXAMS: Session 1 posted to the Schedule of Classes			
		Session 2	TUITION & FEE PAYMENT DEADLINE – Session 2	
	eGRADES: For Session 1 open for initial submission		ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment  WAITLIST RESUMES: For Session 2 enrollment	
	Session 1 Final Exams			
	<b>Session 1 Ends</b>			
August		MONTHLY PAYDATE: Session 1		
	<b>Session 2 Begins</b>			
	eGRADES: For Session 1 closed for submission			
			WAITLIST ENDS: For Session 2 enrollment (pending Registrar approval)	
			COURSE REFUND DEADLINE: For Session 2	
		SESSION 2: Final (2 <sup>nd</sup> ) Enrollment Snapshot		
			SESSION 2 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript	
		PAYROLL ENTRIES: Session 2 payments due in UCPath		
			SESSION 2 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript	
	CAPE: Online Course and Professor Evaluation submission period for Session 2			
	FINAL EXAMS: Session 2 posted to the Schedule of Classes			
September		MONTHLY PAYDATE: Session 2		
	eGRADES: For Session 2 open for initial submission			
	Session 2 Final Exams			
	<b>Session 2 Ends</b>			
	eGRADES: For Session 2 closed for submission			

Date	Courses	Faculty	Students
		PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make UCPath adjustments/corrections to Summer Session payroll account (Sessions 1 & 2)	
October		PAYROLL AUDIT – Adjustments completed	