

# Summer Session 2022 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>2021</b>			
September		CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars program	
October		Reconciliation of accounts Data reporting continues	
November	CALL LETTER: Sent from Academic Affairs DUE to academic departments for course proposals	NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars	
	COURSE PROPOSALS: Due to Summer Session using Instructional Scheduling Assistant (ISA)		
December	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2022	TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files	
	NOTIFICATION: Departments notified which courses approve/not approved		
	APPROVED COURSE LIST: For Summer Session 2022 updated on the Summer Session website		
<b>2022</b>			
January		Departments can begin APPOINTMENT FILE SUBMISSION to Interfolio for visiting faculty and to IA System for graduate students/Associates-In	
		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 to candidacy to teach a summer course	

Date	Courses	Faculty	Students	
		Visiting Faculty – Appointment files due in Interfolio		
March	CHANGE REQUESTS: Last day for departments to submit course scheduling change requests of	Grad Students (Associates-In) – Appointment files due in IA System	SCHEDULE OF CLASSES: Schedule of Classes goes live (view only) for planning.	
	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment			
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	Juneteenth Holiday – June 20, 2022 - Campus closed. No class meetings.			
		SESSION 1: First Enrollment Snapshot		
	COURSE CANCELLATION: Session 1 - Course cancellation by department/faculty, or Summer Session			
			Session 1 FINANCIAL AID DISBURSEMENT:	
			WAITLIST SUSPENDED: For Session 1 enrollment	

Date	Courses	Faculty	Students
			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 4, 2022 - 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
		FINAL EXAMS: Session 1 posted to the Schedule of Classes	
		Session 2	TUITION & FEE PAYMENT DEADLINE – Session 2

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

Date	Courses	Faculty	Students
October		PAYROLL AUDIT – Adjustments completed	