**Summer Session Annual Workflow**

**December**
- Winter Enrollments

**January**
- Winter Break

**February**
- Winter Cancellation

**March**
- Winter Admissions
- Winter Financial Aid
- Winter Tuition and Fees

**April**
- Spring Break
- Spring Cancellation
- Spring Admissions

**May**
- Spring Tuition and Fees

**June**
- Summer Session kickoff meeting

**July**
- Course proposals due
- Call for Course Proposals

**August**
- Summer Session Tableau Dashboard
- Summer Session kickoff meeting

**September**
- Summer Session kickoff meeting
- Classes scheduled
- Summer Session kickoff meeting
- Classes scheduled

**Resources for Summer Session instructors:**

**XOX Guidebook**
The XOX Guidebook contains policies and procedures pertaining to Summer Session instruction.

**Engaged Teaching Hub**
An online resource for engaged teaching practices.

**TritonPay 2.0**
TritonPay will be undergoing a system upgrade over the next few months with a pilot launching this summer. The timeline for release is below.

- **June 15, 2023:** Students with active authorized payers will have early partial access to the system to add payment profiles and re-authorize their authorized payers.
- **July 5, 2023:** A pilot group of students and their payers will begin using the new TritonPay for payments and will provide the project team with feedback.
- **August 2, 2023:** All students and any of their authorized payers will begin using the new system to view and pay their bill.

**NEW - Summer Session Will Now Fund Actual TA Expenses**
Please hire TAs as warranted by enrollment and your departmental standard practice, including ratios and student eligibility.

The hope is that TA expenses will not be an obstacle to increasing your summer slate of courses and student enrollment.

With this change, Summer Session is now fully funding actual payroll expenses for instructors and instructional support of Summer Session classes.

Questions? Contact Lisa Bargabus at summer-payroll@ucsd.edu.

**Note:** Summer Session is no longer accepting online applications for Associate-Ins. We need to allow enough time for the approval process to complete before classes begin.