



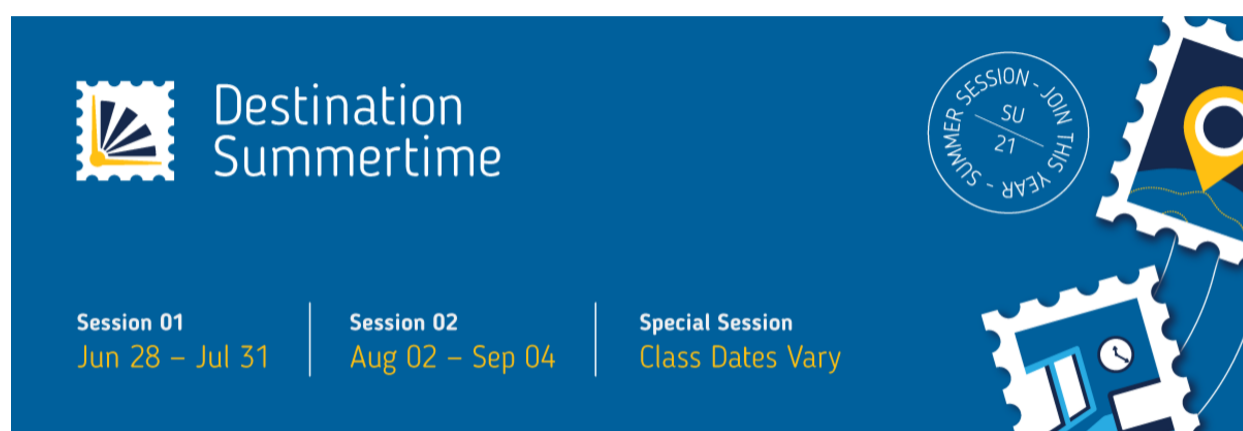
UC San Diego

## Summer Scoop

Week of May 3 - 7, 2021

### Summer Scoop has a new look!

We are transitioning to a new platform for our newsletter! Please share your feedback and let us know what you think! You can always email us at [summer@ucsd.edu](mailto:summer@ucsd.edu).



### Summer 2021 Enrollment & Headcount

Week 3 Enrollment & Headcount:

**Enrollment – 26,930** – down 7%

**Headcount – 10,581** – down 2%

*(Statistics compared with the same week last year.)*

**Waitlist Count – 3,638**

### Friendly Reminder -- Associate-In & Lecturers

**Please submit any remaining Associate-In Applications and Lecturer Appointment asap.**

Thank you for all your hard work on Summer Session 2021 hiring!

We've received:

- **168 Associate-In applications in the IA System**
- **45 appointment files via Interfolio**

Friendly reminder that Graduate Division needs all remaining Associate-In applications in the IA System routed to their office by **May 14<sup>th</sup>**.

*Don't wait until May 14<sup>th</sup> to submit the application, because the routing process can take a few days.*

Lisa Bargabus is reaching out to departments with pending appointment files.

Please submit any remaining appointment files in Interfolio by May 14<sup>th</sup>.

Questions? Contact **Lisa Bargabus** at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu), or 858-822-5064.

### Summer Session Annual Workflow

October	November	December	January	February	March
Call for Course Proposals	Course proposals due Summer Session kickoff meeting	Training: How to hire Summer Instructors  Summer Session Advisory Committee meeting  Preview of Classes posted	Approved courses scheduled within ISA  Schedule build spreadsheets due to Registrar	Classroom assignments as needed  Faculty teaching appointment letters sent out  Approved courses set up in ISIS	Schedule of Classes available on TritonLink
April	<b>May - in progress</b>	June	July	August	September
Students begin enrollment	Enrollment management of waitlists  Student fees assessed	Session 1 classes begin  Tuition & fees due	Students: Add/drop classes	Session 2 classes begin  Tuition & fees due  Faculty Pay Date (Session 1)	Sessions end  Reporting begins  Faculty Pay Date (Session 2)

### Resources for Summer Session instructors:



#### 2021 Guidebook

The [2021 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.

### Engaged Teaching Hub

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#)



Summer Session  
University of California San Diego  
SERF Building, Mail Code 0079, P: 858-534-5258

Need more information?  
Visit us at: <https://summersession.ucsd.edu> or Email us at: [summer@ucsd.edu](mailto:summer@ucsd.edu)

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