## Summer Scoop

Week of June 5 - June 9, 2023

UC San Diego

Spring into Summer

UC San Diego Summer Session

**Summer 2023 Headcount & Enrollment**

**Week 7:** May 30 - June 2, 2023

**Headcount – 12,569     Enrollment – 30,816**
Waitlisted students:
      remote courses 2,865
      in-person courses 639

**The ISA for changes to the Class Schedule is open to help departments with increasing enrollments to meet student demand for courses.**

You can check out the enrollment and waitlist data yourself via the Summer Tableau Dashboard!  Log in to Summer Session Tableau Dashboard with your active directory credentials.

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**Triton Pay 2.0**

Triton Pay 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 payers. Students will need to continue paying their bill in the old TritonPay system

- **July 5, 2023:** A pilot group of students and 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

Questions can be directed to the Student Financial Solutions office.

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**Last Call - Summer Interfolio Files and IA System Applications**

Thank you to all of the department staff who have been working very hard to hire their Summer Session instructors.

Reminder that instructors cannot teach Summer Session classes until they are approved to teach and have accepted their appointment.

**By this Friday, June 9th** - Please submit any remaining IA System applications for Associate-Ins. We need to allow enough time for the approval process to complete before classes begin.

**By Friday, June 16th** - Please submit any remaining Interfolio files for lecturers, visiting professors, or recall appointees.

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

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**NEW - Summer Session Will Now Fund Actual TA Expenses**

Effective summer 2023, Summer Session will fund actual TA expenses for your undergraduate Summer Session courses – instead of block-funding a TA allocation. See details at the link below:
https://summersession.ucsd.edu/_files/Appointment%20and%20Payroll%20Documents/Announcement_Summer_Session_2023_TA_Funding_Change.pdf

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

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

Please hire TAs as warranted by enrollment and your departmental standard practice, including ratios and student eligibility.

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

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**Summer Session Annual Workflow**

| October | November | December | January | February | March |
|---|---|---|---|---|---|
| Reconciliation of accounts | Call for Course Proposals | Training: How to hire Summer Instructors | Approved courses scheduled within ISA | Classroom assignments as needed | Schedule of Classes available on TritonLink |
| Data reporting continues | Course proposals due | | | Faculty teaching appointment letters sent out | |
| | Summer Session kickoff meeting | Summer Session Advisory Committee meeting | Schedule builds due to Registrar via ISA | | |
| | | Preview of Classes posted | | Approved courses set up in ISIS | |

| April | May | June | July | August | September |
|---|---|---|---|---|---|
| Students begin enrollment | Enrollment management of waitlists | Tuition & fees due | Session 1 classes begin | Session 2 classes begin | Sessions end |
| | Student fees assessed | | Students: Add/drop classes | Faculty Pay Date (Session 1) | Reporting begins |
| | | | Tuition & fees due | | Faculty Pay Date (Session 2) |

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# Resources for Summer Session instructors:

Summer Session 2023 GUIDEBOOK

## 2023 Guidebook

The 2023 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

ET ENGAGED TEACHING
TEACHING + LEARNING commons

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