



UC San Diego

Summer Scoop

Week of June 7-11, 2021

Destination Summertime

Session 01
Jun 28 – Jul 31

Session 02
Aug 02 – Sep 04

Special Session
Class Dates Vary

SESSION - JOIN THIS YEAR - SUMMER - SU 12

Summer 2021 Enrollment & Headcount

Week 8

Enrollment – 34,817 – down 8%

Headcount – 13,744 – down 3%

Waitlist Count – 3,177 – down 39%

(Statistics compared with the same week last year.)

You can check out the enrollment data yourself via the **Summer Tableau Dashboard!**

Step 1: Connect to UCSD campus VPN

Step 2: Visit the [Tableau Summer Dashboard](#) (log in with UCSD active directory credentials)

Enrollment Snapshot Now Available!

The first Enrollment Snapshot Report for Session 1 and most Special Session classes (see chart below) is now available! *(Instructions below on How to Check your Snapshot Reports)*

Minimum course salaries are now guaranteed for those instructors, based on June 2nd enrollment data.

*** Reminder *** Courses with less than 15 students enrolled will pay a reduced contingent course salary:

- \$150 × # of Units × # of Students (up to the instructor's full course salary)
- One Exception – graduate students teaching as Associate-Ins are paid full salary, regardless of enrollment.

Contingent salaries will be increased if enrollment is higher on the 2nd snapshot date.

Summer Session is finalizing course cancellations for low enrollment with academic departments this week.

	1 st Snapshot MINIMUM Salary Guaranteed	2 nd Snapshot FINAL Salary Calculated (Increase if enrollment is higher)
SESSION 1	June 2, 2021	July 6, 2021
SESSION 2	July 7, 2021	August 9, 2021

# of Weeks	Start Date	End Date	1 st Snapshot MINIMUM Salary Guaranteed	2 nd Snapshot FINAL Salary Calculated (Increase if enrollment is higher)
3	06/28/21	07/17/21	June 2, 2021	July 1, 2021
3	07/19/21	08/07/21	June 2, 2021	July 22, 2021
3	08/09/21	08/28/21	July 14, 2021	August 12, 2021
6	08/02/21	09/11/21	July 7, 2021	August 10, 2021
8	06/28/21	08/21/21	June 2, 2021	July 8, 2021
10	06/28/21	09/04/21	June 2, 2021	July 12, 2021
15	06/14/21	09/24/21	Contact Summer Session – Dates set manually.	

How to Check your Snapshot Reports:

Step 1: Connect to UCSD campus VPN

Step 2: Click on the link below to see the Snapshot Reports on Tableau (log in with UCSD active directory credentials)

- [Session 1 Snapshot Report](#)
- [Special Summer Session Snapshot Report](#)
- Note: You can toggle between the reports within the Tableau dashboard. See the tabs at the top of the page to toggle between Session 1 and Special Session reports.

Step 3: Find your department - use the "Select Department" filter

Step 4: Review courses & enrollments. The reports are defaulted to display only the enrollments for courses & instructors paid by Summer Session. To view courses & instructors that are **not** paid by Summer Session, use the "Course ID" filter.

Materials from Summer 2021 Payroll Training

Thank you for the great turnout at our payroll training session last week!

- If you missed the training session, the video recording can be found at: https://www.youtube.com/watch?v=JgAj8z_VIRg
- The slides from the June 2nd Payroll Training Session can be found here: <https://summersession.ucsd.edu/documents/Summer-Session-Payroll-Training-2021-7.pdf>
- The payroll checklist for departments can be found here: <https://summersession.ucsd.edu/documents/payrollchecklist.pdf>

NEW PROCESS - Additional pay for ladder-rank faculty, teaching professors, and lecturers will be done via mass upload.

- Spreadsheets for departments to fill-in will be uploaded to your department OneDrive folder by June 21st. <https://go.ucsd.edu/3cPRUEF>
- If you need access to OneDrive, please email Lisa Bargabus summer-payroll@ucsd.edu

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	May	June - in progress	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](#)



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Visit us at: <https://summersession.ucsd.edu/> or Email us at: summer@ucsd.edu

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