Summer Scoop
Week of June 20 - June 23, 2023

Summer 2023 Headcount & Enrollment

Week 9: June 12 - June 16, 2023

Headcount – 13,198   Enrollment – 32,296
Waitlisted students:
    remote courses 2,428
    in-person courses 506

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 Summer Session Tableau Dashboard with your active directory credentials.

Fee Payment Deadline Next Week → Enrollment Cancellation

Tuition & Fees for Summer Session 1 and Special Summer Session are due Monday, June 26, 2023. Students will be canceled from their enrollments for nonpayment by the end of the week:
Enrollment Cancellation schedule

- Special Summer Session: Early morning of Thursday, June 29 (3am)
- Summer Session 1: Early morning of Friday, June 30 (3am).

After student enrollments are canceled for nonpayment, students from the waitlist are automatically moved off the waitlist and into those seats.

Payroll Worksheets on OneDrive this Friday, 6/23/23

This Friday, June 23rd, payroll spreadsheets will be uploaded to the "Payroll Documents" folder under your department folder on OneDrive, https://go.ucsd.edu/3cPRUEF

Payroll documents will include:

- Instructor List
- Funding Sheet
- JULY Mass Upload Sheet - Departments must fill-in by July 6th.

If you need access to OneDrive, please email Lisa Bargabus at summer-payroll@ucsd.edu.

Summer Session Annual Workflow

October	November	December	January	February	March
Reconcilitation of accounts Data reporting continues	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 builds due to Registrar via ISA	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	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed	Tuition & fees due	Session 1 classes begin Students: Add/drop classes Tuition & fees due	Session 2 classes begin Faculty Pay Date (Session 1)	Sessions end Reporting begins Faculty Pay Date (Session 2)

Resources for Summer Session instructors:

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

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