



Summer Scoop

Week of June 21 - June 24, 2022



Enrollment, Headcount, & Waitlist -- Week 10

Enrollment – 34,847 – down 5%

Headcount – 14,082– down 3%

(Statistics compared with the same week last year.)

Waitlist Enrollments – Current Week **2,848** vs. Previous Week 3,505

Access the data yourself via the [Summer Tableau Dashboard](#) (log in with UCSD active directory credentials).

Session 1 & Special Session Waitlists - next steps?

Here is some information to help departments and students navigate the next few weeks of the waitlist process.

Process	When?	What does this mean?
Waitlist Suspended starting on	Session 1 - Tuesday, June 21 Special Session - not applicable	The automatic waitlist process will temporarily suspend adding students into classes from the waitlist. This is to allow for late payments, late financial aid disbursements, and the cancellation for nonpayment process to occur later this week.
Waitlist Resumes on	Session 1 - Saturday, June 24 at 10pm Special Session - not applicable	The automatic waitlist process will resume after the cancellation for nonpayment process. The system will resume adding waitlisted students to classes with open seats
Waitlist Ends (final run)	Session 1 - Wednesday, June 29 at 10pm Special Session - Sunday, June 19 at 10pm	The automatic waitlist process concludes. After this final run, students will not be automatically added to classes when seats become available.

Questions? Contact Renee Lee renee@ucsd.edu or Registrar Office registrar@ucsd.edu

Enrollment Cancellation for Nonpayment

Students with unpaid fees in Session 1 and Special Session will be cancelled for nonpayment later this week. The dates for cancellation are:

- Special Session – Thursday, June 23 at 3am
- Session 1 -- Friday, June 24 at 3am

Students are encouraged to pay their tuition & fees in full on the business day before the above cancellations occur.

For Summer Session key dates & deadlines, please see the [Summer Session Calendar](#).

Payroll Worksheets are Ready -- Mass Upload Spreadsheets due **JULY 1st**

Payroll worksheets have been uploaded to the **Payroll Documents** folder in your [department Summer Session OneDrive folder](#).

NEXT STEPS FOR JULY ADDITIONAL PAY

Faculty and Lecturer JULY Additional Pay – Mandatory Mass Upload

1. REVIEW the **SS Instructor List & Funding Sheet** document. Any changes/corrections/questions?
2. REVIEW the **Funding Worksheet tab** in the SS Instructor List & Funding Sheet document. Any changes needed?
3. FILL-IN the missing information (yellow cells) in the **July Mass Upload Sheet. DEADLINE – JULY 1st**.
-- Add "DONE" to the file name when you are finished and email summer-payroll@ucsd.edu
4. ENTER FUNDING in UCPATH using Earn Codes and pay periods as shown on the Funding Worksheet tab.
5. Summer Session will process the additional pay mass upload in July and email department when complete.

Graduate Student (Associates-In, TAs) JULY Additional Pay

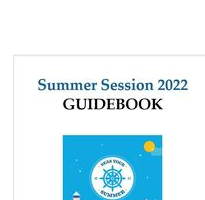
1. DECIDE if you will have Graduate Division process the Additional Pay Mass Upload, or if you will enter the Additional Pay manually in UCPATH.
2. If using Additional Pay Mass Upload:
 - a.) [DOWNLOAD a blank spreadsheet from the Grad Division Collab site](#).
 - b.) FILL-IN the mass upload spreadsheet and [SUBMIT to Grad Division using this Google form](#) by **JULY 1st**.
 - c.) ENTER FUNDING in UCPATH on ASN Earn Code.
 - d.) Graduate Division will process the Additional Pay Mass Upload and provide error reports to department submitter.
3. If manually entering Additional Pay in UCPATH:
 - a.) ENTER ADDITIONAL PAY on ASN Earn Code. [Check UCPATH processing deadlines here](#).
 - b.) ENTER FUNDING in UCPATH on ASN Earn Code.

Questions? Please contact Lisa Bargabus at summer-payroll@ucsd.edu, or the Graduate Division Financial Services Unit at [Services & Support](#).

Summer Session Annual Workflow

October	November	December	January	February	March
Reconciliation 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 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	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed	Session 1 classes begin Tuition & fees due	Students: Add/drop classes Faculty Pay Date (Session 1) Tuition & fees due	Session 2 classes begin	Sessions end Reporting begins Faculty Pay Date (Session 2)

Resources for Summer Session instructors:



2022 Guidebook

The [2022 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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