



UC San Diego

Summer Scoop

Week of July 6 - July 9, 2021

Destination Summertime

Session 01
Jun 28 – Jul 31

Session 02
Aug 02 – Sep 04

Special Session
Class Dates Vary

SUMMER SESSION - JOIN THIS YEAR - SU 21

Summer 2021 Enrollment & Headcount

Week 12

Enrollment – 35,449 – down 9%

Headcount – 14,416 – down 5%

Waitlist Count – 1,091 – down 41%

(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)

Summer Session 1 - Week 2

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

Deadline to Drop without W - Friday, July 9, 2021

July 9 is the last day for students to drop a class without a W in Session 1.

There are no refunds for this drop since the refund deadline already passed last week.

Payroll Update for July & August Pay Periods

Thank you to departments for submitting your mass upload spreadsheets for the July pay period!

Summer Session will work with AP to batch upload the additional pay into UCPATH for your Faculty & Lecturers.

Graduate Division will batch upload the additional pay for Associates-In and TAs into UCPATH – for departments who chose to participate.

Be sure not to enter the additional pay manually for names on the mass upload spreadsheets - we don't want anyone to get paid twice!

Contingent salaries from Session 1 will be finalized this week. Lisa will increase the payments on the mass upload spreadsheets if enrollment increases.

JULY PAY PERIOD – Next Steps for Departments – Due by July 19th

The batch upload does not automatically set the funding for the Summer Session additional pay.

BY JULY 19th - Please manually set the funding in UCPATH for all of your Summer Session additional pay.

Check with your fiscal folks to make sure you are using the correct funding – it might have changed since last summer.

Ladder-Rank Faculty and Teaching Professors – Enter a row for the ACS earn code with the appropriate funding on their existing academic year appointment.

Lecturers and Recalls – If you use the blank earn code, the expense will hit your department default account. If you want to use different funding, leave the blank earn code row and enter a new row with the desired funding on the ASN earn code.

AUGUST PAY PERIOD – Still Getting Ready

1st Enrollment snapshot is Wednesday, July 7th.

Courses with low enrollment may be canceled or pay a lower contingent salary. Summer Session will contact departments on a case-by-case basis.

Ladder-Rank Faculty, Teaching Professors, Lecturers, and Recalls - Mass Upload spreadsheets ready by July 26th.

For Associates-In and TAs – Blank Mass Upload spreadsheets can be [downloaded from the Grad Division Collab site](#) now.

Questions?

Faculty & Lecturer mass upload – email Lisa Bargabus at summer-payroll@ucsd.edu.

Associates-In & TA mass upload - please submit a ticket to Graduate Division FSU via <https://support.ucsd.edu/services>.

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:

UC San Diego
SUMMER SESSION 2021
GUIDEBOOK



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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