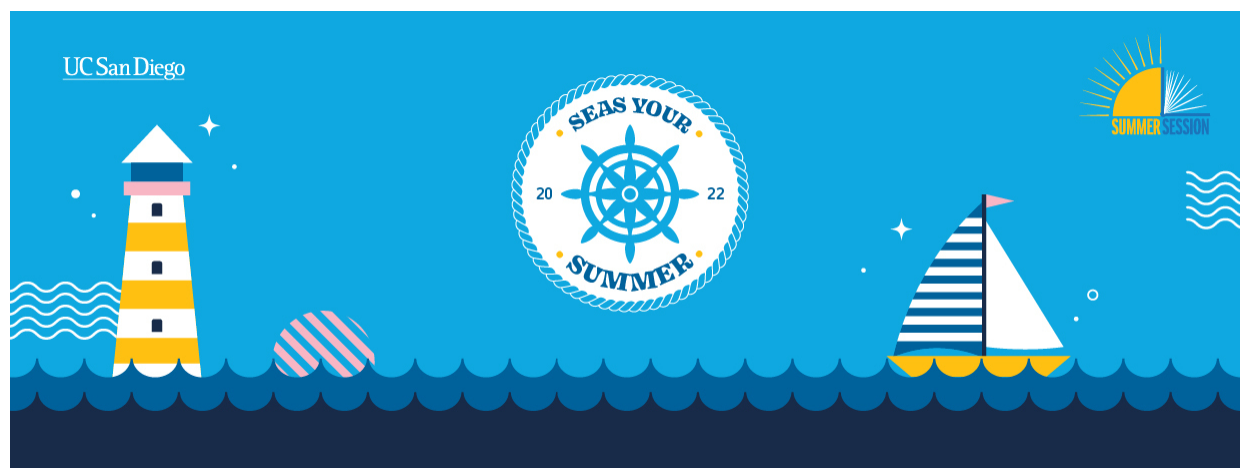# Summer Scoop

Week of July 11 - July 15, 2022

Summer 2022 Enrollment & Headcount Week 13

Enrollment – 32,736 – down 7%
Headcount – 13,864– down 4%
(Statistics compared with the same week last year.)

Waitlist Enrollments Session 2 only – 1,279
(Waitlist has concluded for Session 1 and Special Session. Students who remained on these waitlists were notified and provided with resources to contact their dept. & college for advising of other course options.)

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.

Summer Session 1 - Week 3

For Summer Session key dates & deadlines, please see the Summer Session Calendar.

Deadline to Drop with a W - Friday, July 15, 2022

July 15 is the last day for students to drop a class with a W in Session 1. There are no refunds for this drop since the refund deadline already passed. Students may no longer drop classes starting on July 16, 2022.

Departments - JULY Payroll Tasks for This Week

Next Steps for Ladder-Rank Faculty, Lecturers, and Recalls

Summer Session is processing additional pay via mass upload.

Departments - Please manually enter funding entry in UCPath on ACS (or ASN for recalls) this week.

HELPFUL TIP - See the Instructor List & Funding Sheet in your Payroll Documents folder as a guide to help you. It lists Earn Code, Project, and Pay Period for all of your instructors.

Last Name	First Name	Faculty Type	EARN CODE	JULY Pay Period		AUGUST Pay Period	
				Payment Amount	Project	Payment Amount	Project
Triton	Tim	1550 LECT in Summer Session	ACS	*	*	$10,200	1234567
Smith	Mary	ASSOC-IN	ASN	$4,908	1234567	*	*
Jones	Glen	Assoc PROF	ACS	$9,316	1234567	*	*

Next Steps for Graduate Students (Associate-Ins and TAs)

If your department submitted a mass upload spreadsheet to the Graduate Division, you only need to manually enter the funding entries in UCPath on ASN Earn Code.
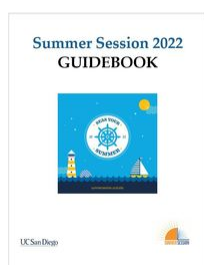
If your department did not submit a mass upload spreadsheet to the Graduate Division, you must enter the additional pay manually in UCPath AND enter the funding entries on ASN Earn Code.

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

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 spreadshe ets due to Registrar | Classroom assignment s 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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