



UC San Diego

Summer Scoop

Week of July 12 - July 16, 2021

Destination Summertime

Session 01 Jun 28 – Jul 31 | Session 02 Aug 02 – Sep 04 | Special Session Class Dates Vary

Summer 2021 Enrollment & Headcount

Week 13

Enrollment – 35,088 – down 10%

Headcount – 14,443 – down 6%

Waitlist Count – 1,054 – down 40%

(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 3

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

Deadline to Drop with a W - Friday, July 16, 2021

July 16 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 17, 2021.

Updated Enrollment Snapshot Reports - Session 2 Contingent Salaries / Course Cancellations

Session 1 & July Special Session Classes - Instructor course salaries are now final.

Session 2 & August Special Session Classes - Minimum course salaries are now guaranteed.

This week - Summer Session is finalizing contingent salaries & course cancellations with academic departments for classes with low enrollment.

Contingent salaries will be increased, if possible, on August 9th

	1 st Enrollment Snapshot Full or Contingent Salary	Final (2 nd) Enrollment Snapshot Final Course Salary
SESSION 1	June 2, 2021	July 6, 2021
SESSION 2	July 7, 2021	August 9, 2021

# of Weeks	Start Date	End Date	1 st Enrollment Snapshot Full or Contingent Salary	Final (2 nd) Enrollment Snapshot Final Course Salary
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 View 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](#)
- [Session 2 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.

Friendly Reminder for Departments - Update Funding in UCPATH for Summer Session JULY Payments

Deadline: July 19th

THIS WEEK – Academic Departments: Please make sure the funding is correct in UCPATH for your Summer Session instructors and grad students getting paid for the JULY pay period.

The mass upload will automatically enter the additional pay dollar amounts for your instructors (and optionally for your grad students), but it is not able to automatically set the funding for us.

Departments need to manually enter/update the funding in UCPATH.

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, Recalls, Associate-Ins, and TAs – 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.

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 Faculty Pay Date (Session 1)	Session 2 classes begin Tuition & fees due	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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