



## Summer Scoop

Week of July 25 - July 29, 2022



### Summer 2022 Enrollment & Headcount Week 15

**Enrollment – 33,608 – down 7%**  
**Headcount – 14,515– down 5%**  
*(Statistics compared with the same week last year.)*

**Waitlist Enrollments Session 2 only – Current Week 995 vs. Previous Week 1,181**  
*(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.

### Final exams for session 1

We are in the last week of Summer Session 1. Final Exams are happening later this week. For Summer Session key dates & deadlines, please see [the Summer Session Calendar](#).

### Payment deadlines for session 2

Monday, July 25	Payment deadline for Session 2 tuition & fees. Waitlists are suspended.
Friday, July 29	Students are canceled from Session 2 classes for nonpayment.
Saturday, July 30	Automatic Waitlist process resumes.
Monday, August 1	Instruction begins.
Wednesday, August 3	Automatic Waitlist process ends.
Friday, August 5	Last day to add a class via WebReg.  Last day to drop a class with 100% tuition reversal/refund. There are no refunds for drops or withdrawals made after this date.  Summer Session Administrative Drop Date students who owe more than \$500 and are in "EN" status will be administratively dropped.

### Reminder - Additional Pay Mass Upload Sheets Due 8/1/22

Friendly reminder that all Additional Pay Mass Upload Sheets for the August pay period are due 8/1/22.

**For Faculty and Lecturers** - Please fill-in the Mass Upload Sheet in [your Payroll Documents folder](#). Add "DONE" to the file name and email [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu) when complete.

**For Associate-Ins and TAs** - If you would like Graduate Division to process additional pay for your Associate-Ins and TAs in a mass upload, [see the Graduate Division collab site](#) for instructions and to download a blank spreadsheet.

**Tip: How to Look-up Employee Records for Instructors starting 8/1/22**  
 You will not be able to see employee record information in Person Org Summary for instructors with appointments that have an effective date of 8/1/22. (aka future dated appointments)

To confirm employee record numbers for those instructors, you can look them up on the Workforce Job Summary screen at:

**Peoplesoft Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary**

Questions? Contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

### Triton Testing Center - Summer 2022 Pilot

The Triton Testing Center (TTC) has opened up to serve all departments and divisions this Summer Session 2022.

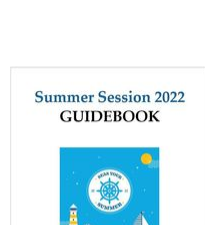
The TTC would like to host test-takers from your unit this Summer Session 1 and 2. The TTC can host students who have accommodations, students who are taking make-up tests, and any students who need to take a test outside of the time and space constraints of the classroom for any reason.

To start utilizing services for Summer Session test-takers, please email [tritontesting@ucsd.edu](mailto:tritontesting@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 spreadsheets due to Registrar	Classroom assignments as needed  Faculty 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](#)



Summer Session  
 University of California San Diego  
 Phone: 858-534-5258  
 Email: [summer@ucsd.edu](mailto:summer@ucsd.edu)

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 Visit us at: <https://summersession.ucsd.edu>

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