



Summer Scoop

Week of August 2 - August 6, 2021



Celebrating 50 Years of UC San Diego Summer Session!

Summer Session is proud to celebrate this golden milestone. Beginning in 1971, Summer Session began with hundreds of registered students. From continuous student support and involvement, Summer Session has grown to serve over 15,000 students, providing hundreds of core class offerings amongst academic departments and special sessions. Thank you for celebrating with us as we welcome you to Summer Session II

Summer 2021 Enrollment & Headcount

Week 16

Enrollment – 35,699 – down 4%

Headcount – 15,147 – down 0.4%

Waitlist Count – 415 – down 20%

(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)

Session 2 - Week 1

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

Cancellation for nonpayment

Last week, 536 Summer Session 2 students were cancelled for nonpayment on Friday, July 30, 2021. Students can re-enroll in classes on WebReg, or if no seats are available, add themselves to the waitlist.

Waitlist

The waitlist has resumed after the cancellation for nonpayment. The final run of the automatic waitlist process will occur on Wednesday, August 4, 2021 at 10pm. The Registrar Office will notify students who remain on the waitlist after the final run to take action to enroll in other classes, if they so choose.

Deadline to ADD / DROP / REFUND - Friday, August 6, 2021

Add - August 6 is the last day to add a class via WebReg. After August 6, students may submit Late Add requests via EASy. Approvals are not guaranteed and subject to instructor & department approval.

Drop / Refund - August 6 is also the last day to drop or withdraw for a full 100% tuition reversal. There are no refunds for courses dropped or withdrawals made after the deadline. No Exceptions.

Administrative Drop - Friday, August 6, 2021

Students who owe more than \$500 and are in "EN" registration status will be administratively dropped by Summer Session.

Waitlists and Enrollments

The automatic waitlist process will have its final run on Wednesday August 4, 2021 at 10pm. After this point, students will not automatically roll into classes as seats open up.

For a waitlisted class, if seats open up on Thursday, August 5 and Friday, August 6 after the automatic waitlist process ends, students will need to obtain department override code prior to enrolling. Department staff will override the Stop Enrollment Flag on ISIS with the "SE" code for each student who wish to enroll. The "SE" code overrides the Stop Enrollment if the class was full and had a waitlist leftover after the waitlist process ended.

For questions, contact Registrar Office registrar@ucsd.edu

Summer Training via UAAC tomorrow Aug 3

Summer Session is offering a training via the UAAC Summer Training Series. Hope to see you there!

The Summer Difference

Date: Tuesday, August 3rd | 2:00pm – 3:00pm

Location: Virtual - Zoom link will be sent to registered guests.

Registration link: [https://ucsd.zoom.us/meeting/register/tJUKd-utrlMqEtUWSDaw7-mOAoFQ-cbqI8y8](https://ucsd.zoom.us/j/9123456789)

Presenter: Renee Lee

Description: Summer is always coming! Summer planning process happens throughout the year, especially in Fall and Spring quarters. Learn all about Summer Differences and how best to support students who decide to enroll in Summer Session. Topics include: course planning, student behavior and mentality towards summer, enrollment & registration, financial aid, waitlists, & more!

Payroll Reminder - AUGUST Mass Upload Spreadsheets are due this Friday, 8/6

PLAN FOR FACULTY & LECTURERS

The Payroll Documents folders on [the Summer Session OneDrive](#) contain 2 (or 3) Excel files:

1. A full list of your Summer Session instructors as of 7/21/21. Use this list to help you fill-in the mass upload spreadsheets.
2. Mass Upload Spreadsheet for AUGUST
3. Mass Upload Spreadsheet for SEPTEMBER – ONLY if you have faculty that need to spread their payment into September.

Note your July Mass Upload spreadsheet has been moved to the July Spreadsheet folder – in case you want to reference it.

Next Steps for Departments:

1. Please fill-in the missing info in the yellow boxes for each instructor in the AUGUST Mass Upload Spreadsheet. **DEADLINE is AUGUST 6th**, *if the payment amount needs to be adjusted to fit other summer salary, please make the amount to the Amount (Column L) and add an explanation in Comments (Column M).*
2. When you are finished, leave the spreadsheet in your folder, add **DONE** to the beginning of the file name, and email summer-payroll@ucsd.edu to tell Lisa that your spreadsheet is ready.
3. If you haven't already, please update the funding in UCPATH for all instructors (on the ACS/ASN Earn Code) getting paid in the AUGUST pay period.

Lisa Bargabus is available on Teams and Zoom to discuss any tricky situations, summer-payroll@ucsd.edu.

PLAN FOR ASSOCIATES-IN and TAs

For Associates – The Mass Upload for Additional Pay is highly encouraged, but not mandatory.

For Teaching Assistants - The Mass Upload for Additional Pay is highly encouraged if you have a large quantity.

Next Steps for Departments:

1. Download a blank Mass Upload spreadsheet from [the Graduate Division Collab site](#).
2. Fill-in the spreadsheet for Associates-In and TAs getting paid in the AUGUST pay period.
3. Turn-in your completed Mass Upload spreadsheet to Graduate Division [using this Google Form](#). **DEADLINE is AUGUST 6th**.
4. If you haven't already, please be sure to update the funding in UCPATH (on the ASN Earn Code) for all Associates-In and TAs getting paid in the AUGUST pay period.

If you have questions about the Mass Upload for Additional Pay for Associates-In and TAs, please [submit a ticket to Graduate Division FSU](#).

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 | July | August - in progress | 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:

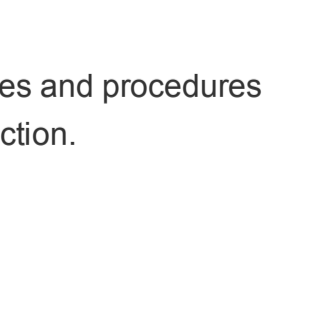


2021 Guidebook

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](#)



Summer Session
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