



## Summer Scoop

Week of August 15 - August 19, 2022



### Summer 2022 Enrollment & Headcount Week 18

Enrollment – 31,457 – down 7%  
 Headcount – 14,154– down 5%  
 (Statistics compared with the same week last year.)

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 2 - Week 3

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

#### Deadline to Drop with a W - Friday, August 19, 2022 (Undergraduates)

Friday, August 19 is the last day for undergraduate students to drop a class with a W in Session 2. Please note: The refund deadline was last Friday, August 5. Students dropping a course by August 19 are ineligible for a refund.

*Students may no longer drop classes starting on August 20, 2022.*

### August Payroll Update

**Payroll for Faculty & Lecturers** - Mass Upload will be processed this week. Lisa will email departments when you can run the additional pay report to verify Summer Session payments for the 9/1/22 pay date.

**Payroll for Graduate Students (Associates-In and TAs)** - If you submitted a mass upload to GEPA (Division of Graduate Education and Postdoctoral Affairs), you may use the additional pay report to verify Summer Session payments for the 9/1/22 pay date. If you did not use the mass upload option, please make sure to enter additional pay manually in PayPath for all of your Summer Session academic student employees.

#### Remember to Set Funding for the August Pay Period - 9/1/22 Pay Date

For all of your Summer Session instructors and academic student employees, please be sure to enter a funding line for the August Pay Period on the Summer Session earn codes below.

- ACS** - Faculty and Lecturers
- ASN** - Recall Teaching Appointees and Graduate Students (Associates-In, TAs, Tutors, etc.)

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

### Summer Planning Meeting 2023 - Register for Upcoming Meeting

As Summer Session 2022 draws to a close, the Summer Session Office wants to take the time to have a dialogue with our campus partners on how best to plan for Summer Session 2023. Discussion at this meeting will cover a broad range of topics from funding models to course modalities to student communication. Please plan to send one representative from your unit for the most comprehensive discourse.

**Meeting Details:**  
 Meeting Date: Tuesday, August 30  
 Time: 11am - 12pm  
 Location: Zoom Meeting  
 Zoom Meeting Registration Link: <https://ucsd.zoom.us/meeting/register/tJEsde-urZjGdRcVdY17vL-ZoSszHjEt4jF>

### Triton Testing Center

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

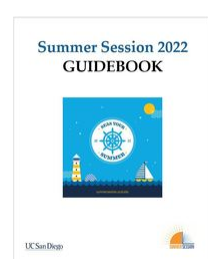
The TTC would like to host test-takers from your unit this summer. The TTC can host students who have accommodations, students who are taking make-up tests, and any students who need to take a test outside of the time and space constraints of the classroom for any reason.

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 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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 University of California San Diego  
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 Visit us at: <https://summersession.ucsd.edu>

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