



Summer Scoop

Week of August 30 - September 3, 2021



Summer 2021 Enrollment & Headcount

Week 20

Enrollment – 33,514 – down 3%

Headcount – 14,872 – down 0.1%

(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 2 - Week 5

We are in the last week of Summer Session 2. Final Exams are happening later this week

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

eGrades Schedule for Summer Session 2

[eGrades](#) is a secure web-based application that allows instructors to submit or change final grades for the students in their courses.

eGrades for Summer Session 2 [courses opens](#) on Friday, September 3rd at 8am and [closes](#) for initial submission on Tuesday, September 7th at 11:59pm. [Click here for a direct link to the eGrades calendar](#).

CAPE - Course Evaluations - this week!

Session 2 CAPE: **August 27 8:00AM to September 3 at 7:59AM.**

Faculty encouragement = successful CAPE! [Click here for tips on increasing CAPE response rate](#).

Departments - Please Check AUGUST Additional Pay

For your Faculty & Lecturers –Use **Review Paycheck Summary** to check that the Summer Session additional pay for August looks correct.

For your grad student Associate-Ins & TAs – You can run the **Additional Pay Report** at [reports.ucsd.edu](#) (under HR/Payroll) to see that the payments have been entered and approved, or use **Review Paycheck Summary** to check students individually.

Questions?

Faculty & Lecturer mass upload – Email Lisa Bargabus at summer-payroll@ucsd.edu.

Associate-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	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](#)



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