Summer Scoop

Week of June 26 - June 30, 2023

Summer 2023 Headcount & Enrollment

Week 10: June 19 - June 23, 2023

Headcount – 13,410   Enrollment – 32,930
Waitlisted students:
   remote courses 1,913
   in-person courses 414

The ISA for changes to the Class Schedule is open to help departments with increasing enrollments to meet student demand for courses.

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.

Instructor Names on the Schedule of Classes

Summer Session is adding instructor names to the Schedule of Classes after they are approved to teach and accept their offers.

All eligible Session 1 instructors should now be listed on the Schedule of Classes.

Summer Session will be adding the remaining instructor names for Session 2 this week.

If an instructor is teaching at UC San Diego for the first time, we cannot add their name to the Schedule of Classes until their UCPath appointment is active.

- July 1st for Session 1 appointments
- August 1st for Session 2 appointments

For new Session 1 instructors, please have your Department Chair contact the Canvas team and authorize a temporary class site to be created, so that their class sites will be ready for students on July 3rd.

Payroll Worksheets are Ready -- Mass Upload Spreadsheets due JULY 5th

Payroll worksheets have been uploaded to the Payroll Documents folder in your department Summer Session OneDrive folder.

NEXT STEPS FOR JULY ADDITIONAL PAY

Faculty and Lecturer JULY Additional Pay – Mandatory Mass Upload

1. REVIEW the Instructor List. Any changes/corrections/questions?
2. REVIEW the Funding Sheet document. Any changes needed?
3. FILL-IN columns E & F (yellow cells) in the JULY Mass Upload Sheet. **DEADLINE – JULY 5th**.

1. Add "DONE" to the file name when you are finished and email summer-payroll@ucsd.edu

4. ENTER FUNDING in UCPath using Earn Codes and pay periods as shown on the Funding Worksheet tab.

5. Summer Session will process the additional pay mass upload in July and email department when complete.

Graduate Student (Associates-In & TA) JULY Additional Pay

1. DECIDE if you will have the Division of Graduate Education and Postdoctoral Affairs (GEPA) Graduate Employment Team process the Additional Pay Mass Upload for your Associate-Ins & TAs, or if you will enter the Additional Pay manually in UCPath.

2. If using Additional Pay Mass Upload:

   1. Please find the instructions and links to the spreadsheet and Google Form on the GEPA Collab page, Summer Additional Pay Mass Upload.

   2. Attend the training session on Wednesday, June 28th.See details below for Zoom link.

   3. Submit your Additional Pay Mass Upload spreadsheet to GEPA - **DEADLINE - JULY 5th**

3. If manually entering Additional Pay in UCPath:

   1. Refer to the GEPA Summer Session training slides or the GEPA Collab page

   2. Enter Additional Pay and funding on ASN Earn Code.

   3. Check UCPath processing dates

Questions? Please contact Lisa Bargabus at summer-payroll@ucsd.edu, or the GEPA Financial Services Unit at Services & Support .

Training This Week - Additional Pay Mass Upload for Graduate Students (Associate-Ins & TAs)

The GEPA Graduate Employment Team will host an information and Q&A session to talk through the Additional Pay process and demo the spreadsheet.

Wednesday, June 28, 2023
9:00-10:00 am.
Zoom Link:https://ucsd.zoom.us/j/99709579462

The meeting will not be recorded, the PowerPoint will be sent after the presentation.

Fee Payment Deadline TODAY → Enrollment Cancellation

Tuition & Fees for Summer Session 1 and Special Summer Session are due Monday, June 26, 2023. Students will be canceled from their enrollments for nonpayment by the end of the week:
Enrollment Cancellation schedule

- Special Summer Session: Early morning of Thursday, June 29 (3am)

- Summer Session 1: Early morning of Friday, June 30 (3am).

After student enrollments are canceled for nonpayment, students from the waitlist are automatically moved off the waitlist and into those seats.

Summer Session Annual Workflow

October	November	December	January	February	March
Reconcilitation 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 builds due to Registrar via ISA	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	Tuition & fees due	Session 1 classes begin Students: Add/drop classes Tuition & fees due	Session 2 classes begin Faculty Pay Date (Session 1)	Sessions end Reporting begins Faculty Pay Date (Session 2)

Resources for Summer Session instructors:

2023 Guidebook

The 2023 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