Summer Scoop

Week of July 3 - July 7, 2023

Summer 2023 Headcount & Enrollment

Week 11: June 26 - June 30, 2023

Headcount – 13,362   Enrollment – 32,479
Waitlisted students:
      remote courses 1,478
      in-person courses 330

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.

Summer Session 1 - Week 1

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

Cancellation for nonpayment

Summer Session 1 students were canceled for nonpayment last week, on Friday, June 30, 2023. 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, July 5, 2023 at 10pm. The Registrar's Office will notify students who remain on the waitlist after July 5 to take action to enroll in other classes, if they so choose.

Deadline to ADD / DROP / REFUND - Friday, July 7, 2023

> **Add** - July 7 is the last day to add a class via WebReg. After July 7, students may submit Late Add requests via EASy. Approvals are not guaranteed and subject to instructor & department approval.

> **Drop / Refund** - July 7 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.

Locked Classrooms during Summer Session?

If one of your staff arrive to a class with a locked general campus classroom or lecture hall (registrar general use space) and there is a class is scheduled in that room, in order to get someone out to unlock that room as quickly as possible, please call Facilities Management (FM) directly at (858) 534-2930. FM is the unit that unlocks and locks all general campus classrooms and lecture halls each day. FM will be able to provide you with the swiftest support.

Please feel free to share this information and phone number with any of your instructors or TAs.

Please note that Summer Session or the Registrar's Office cannot take action on unlocking doorways. You can send a message to Registrar if the problem continues, however, only FM can unlock the facilities.

Registrar has already been in touch with FM to confirm which rooms need to be open.

Commencement of Academic Activity – Instructors Teaching Classes starting July 3rd Must Report by this Friday July 7th

Please remind your summer instructors teaching Summer Session classes that start July 3rd (Session 1 & some Special Session classes) to complete Commencement of Academic Activity (CAA) reporting for their students by this Friday, July 7th.

Option 1 - Manual Reporting

Instructors can use the Academic Activity Tracking System to manually report academic activity be Section, https://aats.ucsd.edu/

Option 2 - Assign a Canvas Survey that Automatically Reports CAA to Financial Aid

Instructors can assign a #FinAid survey to their students in Canvas that will automatically report academic activity for their students to the Financial Aid office, https://edtech.ucsd.edu/instructional-tools/canvas/caap-survey.html

More details and an FAQ can be found on Blink at https://blink.ucsd.edu/instructors/academic-info/caa/index.html#Certification-through-Canvas

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Mass Upload Spreadsheets due this Thursday, 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. 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 .

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

Summer Session
University of California San Diego
Phone: 858-534-5258
Email: summer@ucsd.edu

Need more information?
Visit us at: https://summersession.ucsd.edu

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