



Summer Scoop

Week of July 10 - July 14, 2023



Summer 2023 Headcount & Enrollment

Week 12: July 3 - July 7, 2023

Headcount – 13,489 Enrollment – 32,107

Waitlisted students:

remote courses 1,119

in-person courses 254

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 2

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

Deadline to Drop without W - Friday, July 14, 2023

Friday, July 14 is the last day for students to drop a class without a W in Session 1. There are no refunds for this drop since the refund deadline already passed last week.

JULY Pay Period - Finish Remaining Payroll Tasks this Week

Ladder-Rank Faculty, LSOE/LPSOE, and Recall Appointees

Summer Session is finalizing the additional pay mass upload for ladder-rank faculty, LPSOE/LSOE, and recall appointees for the JULY pay period. Lisa Bargabus will be coordinating directly with departments this week about any pending hires from Session 1 and Special Session. Summer Session will email departments when the mass upload has been processed.

Graduate Students - Academic Student Employees

If you did not submit an additional pay mass upload sheet to the Division of Graduate Education and Postdoctoral Affairs (GEPA), please enter the additional pay manually for your graduate students receiving JULY pay period additional pay. (including Associate-Ins & TAs that were not paid via mass upload, as well as Tutors and Readers). Refer to the [GEPA Summer Session training slides](#) or the GEPA [Collab page](#) for details and instructions.

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
Reconciliation of accounts	Call for Course Proposals	Training: How to hire	Approved courses	Classroom assignments as needed	Schedule of Classes available on TritonLink
Data reporting continues	Course proposals due Summer Session kickoff meeting	Summer Instructors Summer Session Advisory	Scheduled within ISA Schedule builds due to	Faculty teaching appointments	

		Committee meeting Preview of Classes posted	Registrar via ISA	letters sent out Approved courses set up in ISIS	
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:

Summer Session 2023
GUIDEBOOK



UC San Diego
www.ucsd.edu



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](#)



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