



Summer Scoop

Week of July 24 - July 28, 2023



Summer 2023 Headcount & Enrollment

Week 14: July 17 - July 21, 2023

Headcount – 14,115 Enrollment – 32,878 Waitlisted: 1,339

- remote courses: 1,021
- in-person course: 178

The ISA for changes to the Class Schedule is open to help departments with increasing enrollments to meet students 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 4

We are in the final stretch of Summer Session 1. There are no more drops for students in Summer Session 1.

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

Summer Session 2 - Instruction begins August 7, 2023

Saturday, July 29	Students will see financial aid disbursed to their TritonLink student accounts.
Monday, July 31	Payment deadline for Session 2 tuition & fees. Waitlists are suspended.
Friday, August 4	Students are canceled from Session 2 classes for nonpayment.
Saturday, August 5	Automatic Waitlist process resumes.
Monday, August 7	Instruction begins.
Wednesday, August 9	Automatic Waitlist process ends.
Friday, August 11	Last day to add a class via WebReg. Last day to drop a class with 100% tuition reversal/refund. There are no refunds for drops or withdrawals made after this date.

For more information, please review the [Summer Session Calendar](#).

SET Replacing CAPE: Course Evaluations Begins Session 1

Starting in Summer Session 1 2023, a new Student Evaluation of Teaching (SET) form will replace CAPE for all undergraduate courses.

STUDENT EVALUATION WINDOW for Summer Session 1 2023:

Friday, July 28 through Friday, August 4. All responses must be received before 8 am on Friday, August 4. No exceptions!

You can read more information about SET at this link:

<https://undergrad.ucsd.edu/programs/holistic-teaching-evaluation.html>

AUGUST Mass Upload Sheets - DEADLINE is August 1st

Additional Pay for Ladder-rank Faculty, LSOE/LPSOE, Lecturers, and Recall Appointees

AUGUST & SEPTEMBER (if needed) Pay Period Additional Pay Mass Upload Sheets are now available in your department Summer Session [OneDrive folder](#).

DEPARTMENT DEADLINE - August 1st

Departments - Please fill-in the Employee IDs and Record #s in the Mass Upload Sheets for the AUGUST & SEPTEMBER Pay Periods by August 1st.

Additional Pay for Graduate Students (Associates-In, TAs)

Option 1: Mass Upload of Additional Pay

Please find the instructions and links to the Additional Pay Mass Upload spreadsheet and Google Form on the Division of Graduate Education and Postdoctoral Affairs (GEPA) Collab page, [Summer Additional Pay Mass Upload](#).

DEPARTMENT DEADLINE - August 1st

Submit your Additional Pay Mass Upload spreadsheet to GEPA by August 1st.

Option 2: Manual Entry of Additional Pay

Refer to the instructions on the [GEPA Summer Session training slides](#) or the GEPA [Collab page](#). Be sure to enter the Additional Pay and funding on ASN Earn Code, and follow the [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
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 builds due to Registrar via ISA	Classroom assignments as needed Faculty teaching appointments 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:

Summer Session 2023
GUIDEBOOK



UC San Diego
www-01-107002



2023 Guidebook

The [2023 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#)



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