



## Summer Scoop

Week of July 31 - August 6, 2023



### Summer 2023 Headcount & Enrollment

**Week 14: July 24 - July 28, 2023**

**Headcount: 14,125 Enrollment: 32,824 Waitlist: 895**

- remote courses: 421
- in-person course: 382
- hybrid: 11

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.

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## Summer Session 1 - Week 5:

We are in the last week of Summer Session 1. Final Exams are happening this week. E-grades for SS1 will be due August 8, 2023, at 11:59 p.m.

## Summer Session 2 - Instruction Begins August 7, 2023

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

### Important Deadlines for Summer Session 2

July 29	Students will see financial aid disbursed to their TritonLink student accounts.
July 30	Payment deadline for Session 2 tuition & fees.  Waitlists are suspended.
Aug. 4	Students are canceled from Session 2 classes for nonpayment.
Aug. 5	Automatic Waitlist process resumes.
Aug. 7	Instruction Begins
Aug. 9	Automatic Waitlist process ends.
Aug. 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



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**AUGUST Mass Upload Sheets**

**DEADLINE TOMORROW 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 - TOMORROW: August 1st**

Departments - Please fill-in the Employee IDs and Record #s in the Mass Upload Sheets for the AUGUST Pay Period (and SEPTEMBER, if needed) **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](mailto:summer-payroll@ucsd.edu), or the GEPA Financial Services Unit at [Services & Support](#).

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## **Summer Session Annual Workflow**

<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>
Reconciliation of accounts	Call for Course Proposals	Training: How to hire	Approved courses	Classroom assignment	Schedule of Classes available on TritonLink

Data reporting continues	Course proposals due Summer Session kickoff meeting	Summer Instructors  Summer Session Advisory Committee meeting  Preview of Classes posted	scheduled within ISA  Schedule builds due to Registrar via ISA	s as needed  Faculty teaching appointment letters sent out  Approved courses set up in ISIS	
<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
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



UCSan Diego



### 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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Visit us at: <https://summersession.ucsd.edu>

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