Summer Scoop

Week of August 28 - September 1, 2023

Summer 2023 Headcount & Enrollment

Week 19: August 21 - August 25, 2023

Headcount	13,767
Enrollment	30,576

Course Modality:

In person	380
Remote	418
Hybrid	12

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 2 - Week 4

For Summer Session key dates & deadlines, please see the Summer Session Calendar.

Reminder:

Campus will be closed Monday, September 4, 2023, in observance of Labor day.

Deadline to ADD / DROP

Add: August 11 was the last day to add a class via WebReg. Students may submit Late Add requests via EASy through **September 7**. Approvals are not guaranteed and subject to instructor & department approval.

Drop: The last day for Summer Session 2 students to withdraw without a W was **August 18.** The deadline to drop for undergraduate students is **August 25** and **September 5** for graduate students.

If a student misses a deadline, please refer them to our petition webstie for more information.

Additional Pay Mass Uploads are Complete for the 9/1/23 Pay Date

The additional pay mass uploads for Summer Session instructors and graduate students (Associates-In and TAs) are complete for the AUGUST pay period.

Please double-check that everything looks good in PayPath.

Email summer-payroll@ucsd.edu if you have any questions about ladder-rank

faculty, LSOE/LPSOE, lecturer, or recall appointee additional pay.

Submit a ticket to the GEPA Financial Services Unit at [Services & Support](#) if you have questions about graduate student payments (Associate-Ins, TAs).

Summer Session will process one last additional pay mass upload for faculty who need to spread their payments into the September pay period.

Lisa Bargabus will reach out to specific departments with any questions.

The SEPTEMBER additional pay mass upload will be processed the first week of September.

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](#)