Summer Scoop

June 30 - July 3, 2025

Summer Session 2025

June 30, 2025 - Week 11

Enrollment and Headcount

Headcount	14,228
Enrollment	36,339
Waitlist	1,274

Course Modality

Modality	# of Courses	Enrollment	Waitlist
In Person	426	11,749	152
Remote	598	19,194	837
Hybrid	37	1,704	39
Off Campus	445	3,692	246

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.

The ISA will remain open if your department would like to add or cancel courses. Summer Session will continue to approve new courses and cancellations. If you have any questions, contact us at summer-courses@ucsd.edu.

Summer Session 1 begins TODAY!

Summer Session has started and there are a few important dates coming up for students. For more information, you can refer to the Summer Session Calendar.

Session 1:
- Last Day to Add a course: **July 7, 2025**

- Last Day to Drop with a FULL refund: **July 7, 2025**

Please note- Summer Session does not offer partial refunds. If a student misses the refund deadline, please have them contact us at summer@ucsd.edu

Special Session:
- Deadlines to add and drop are updated here: Special Session Calendar

Questions? Contact Yvonne Wollmann at summer@ucsd.edu.

Instructor Payroll- Next steps for Aug. 1st Pay Date

The Summer Session 2025 payroll spreadsheets are available in the Payroll Documents folder of your department OneDrive folder.

Next Steps to Pay Ladder-Rank Faculty, Lecturers, Visiting Professors, and Recall Appointees:

1. Finish processing hires for Session 1 and July Special Session 1550 Lecturers, Visiting Professors, and 1699/1700 Recall Teaching appointees.

2. **DEADLINE July 10th** – Fill-in columns F, G, and H in the MASS UPLOAD TO FILL-IN spreadsheet for your Session 1 & July Special Session instructors.

      a. That document is in your Payroll Documents folder.

      b. Payment Sheets will be uploaded this week, so you can double-check who is getting paid on the 8/1 pay date.

3. Summer Session will process the additional pay in a Mass Upload action for the July pay period (8/1 pay date).

Next Steps to Pay Graduate Student Associate Instructors and TAs

1. Finish processing hires for Session 1 and July Special Session Associate Instructors and TAs.
2. Choose one of the two options below.

- OPTION 1 – Have GEPA process the additional pay in a MASS UPLOAD

      a. Download and fill-in the [Additional Pay Mass Upload Spreadsheet](#) for   the July pay period (8/1 pay date)

      b. **DEADLINE July 7th** - Submit your completed Additional Pay Mass   Upload Spreadsheet to GEPA using this [Google form](#).

- OPTION 2 – Enter the additional pay **MANUALLY** in UCPath

      a. Refer to the [GEPA training presentation](#) starting on slide 10 for   guidelines on how to enter the additional pay in UCPath.

      b. Follow [UCPath processing deadlines](#) for the 8/1 pay date.

If you have questions or concerns about your courses, please contact Lisa at summer-payroll@ucsd.edu.

Summer Session Resources

If you still have more questions, please feel free to take a look at these resources under the [Staff and Faculty Resource Page](#):

If you missed the How to hire an instructor training, here are the slides and video from the presentation:

- [Instructor Appointment Handbook](#)

- [Video Recording from Training on 1/22/25](#)

- [Summer 2025: How to hire instructors Presentation from 1/22/25](#)

- [GEPA's Presentation from 1/22/25](#)

Here are some other useful information found on our website:

- **NEW** – [Summer Instructor Misconduct Disclosure Process for SB 791 Compliance](#)

- [SB 791 policies and procedures on the APS website](#) (see For Summer Session Appointees under the Disclosure Collection Process)

- [ISA Quick Start Guide](#)

- [Summer Session Guidebook](#)

- [Summer Session Kickoff Meeting Slides](#)

- [Summer Session ISA Training Video](#)

  Questions? Contact Lisa Bargabus at summer-courses@ucsd.edu.

Summer Session 2025 Pre-planning

Here's a quick at-a-glance overview of what to expect in the next few months. Please review the calendar below to see what's to come.

October	November	December	January	February	March
Call for course proposals	Course proposals due	Preview of classes posted	Approved courses set up in system	Classroom assignments Faculty teaching appointment letters sent out	Schedule of Classes available on TritonLink
	May	**June**	**July**	**August**	

April					September
Students begin enrollment	Enrollment management of waitlists Student fees assessed Financial Aid app opens	Students: Add/Drop Courses Fees due	Session 1 classes begin Enrollment management for waitlist Fees Due	Session 2 classes begin Faculty Pay Date	Sessions end Reporting begins

Engaged Teaching Hub

All Summer Session instructors are eligible for services at the Engaged Teaching Hub at the Teaching + Learning Commons