



## Summer Scoop

Week of May 1 - May 5, 2023



### Summer 2023 Headcount & Enrollment

**Week 2: April 24 – 28, 2023**

**Headcount – 9,588    Enrollment – 23,277**

**Waitlisted students:**  
 remote courses **2,985**  
 in-person courses **653**

**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.

### Waitlist Management - Summer Session 2023

<https://summersession.ucsd.edu/files/course-scheduling-documents/Waitlist Management Summer 2023.pdf>

As of April 24, more than 3,000 students are waiting to enroll in specific courses.

Here's a short list of best practices for consideration to increase enrollment to meet the needs of students on a waitlist:

Courses taught in-person instruction

1. Request a larger classroom directly with the Registrar.
  - If the course is scheduled in a general use classroom (Registrar) – an increase of 10% is allowed without notice
  - If the course is scheduled in departmental space, an increase is allowed without notice.
2. Add additional sections of the course in ISA (Instructional Scheduling Assistant).
3. Add more courses of related interest in ISA.
4. Change modality from face to face to Remote Instruction, if classroom space is not available.

Courses taught Remote instruction

Increase the enrollment limit in ISIS (Integrated Student Information System).

Add additional sections of the course in ISA.

Add more courses of related interest in ISA.

### Submit Remaining Interfolio Files & IA System Applications ASAP

If you have any remaining Summer Session 2023 Interfolio files or IA System applications, please make those a priority over the next 2-3 weeks.

#### Interfolio Appointment Files - for Lecturers, Visiting Professors, & Recall Appointees

Refer to the Interfolio job aid in Appendix A of the [Summer Session Instructor Appointment Handbook](#).

Submit Interfolio files by May 22nd to allow sufficient time for review and UCPath processing.

#### IA System Applications - for Graduate Students Teaching as Associates-In

[The Division of Graduate Education and Postdoctoral Affairs \(GEPA\) email from February 1st](#) contains details about the Summer Session 2023 Associate-In campaign.

Deadlines for IA System Applications to be **received by GEPA** for review:

Upper-Division Classes: May 22nd (\*submit by May 15th or earlier)

Lower-Division Classes: May 30th (\*submit by May 23rd or earlier)

\*Be sure to submit applications in the IA System at least 1 week prior to the GEPA deadlines to allow time for all the routing steps.

Questions? Contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

### Payroll Training - Presentation Slides & Recording Link

Thanks to all the department staff who attended the Summer Session 2023 Payroll Training Session last week.

Presentation slides and a recording of the session are available on our website.

- [Slides from the entire presentation](#)
- [Slides from Division of Graduate Education and Postdoctoral Affairs only](#)
- [Recording of the session](#)

Questions? Please contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

### Summer Session 2023 Enrollment Kick-off Meeting - RSVP

The Summer Session office will be hosting a meeting Wednesday, May 17 to give an overview of the next steps and things to watch out for now that Summer Session enrollment has officially opened for 2023. In a constantly changing landscape, the Summer Session office is here to support and guide programming.

Meeting Details:

- Date: Wednesday, May 17
- Time: 11am to 12pm
- Zoom registration link:  
<https://ucsd.zoom.us/j/94028400000>

Please be sure to send at least one representative from your unit. If you cannot attend this session and are interested in a makeup session, please send an email to Matt Sapien at [msapien@ucsd.edu](mailto:msapien@ucsd.edu).

### 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  Schedules 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](#)



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

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