



## Summer Scoop

Week of May 30 - June 2, 2023



### Summer 2023 Headcount & Enrollment

Week 6: May 22 - May 26, 2023

Headcount – 12,277 Enrollment – 30,182

Waitlisted students:  
 remote courses 3,056  
 in-person courses 659

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.

### NEW - Summer Session Will Now Fund Actual TA Expenses

Effective summer 2023, Summer Session will fund actual TA expenses for your undergraduate Summer Session courses – instead of block-funding a TA allocation. See details at the link below:  
[https://summersession.ucsd.edu/files/Appointment%20and%20Payroll%20Documents/Announcement\\_Summer\\_Session\\_2023\\_TA\\_Funding\\_Change.pdf](https://summersession.ucsd.edu/files/Appointment%20and%20Payroll%20Documents/Announcement_Summer_Session_2023_TA_Funding_Change.pdf)

With this change, Summer Session is now fully funding actual payroll expenses for instructors and instructional support of Summer Session classes.

The hope is that TA expenses will not be an obstacle to increasing your summer slate of courses and student enrollment.

Please hire TAs as warranted by enrollment and your departmental standard practice, including ratios and student eligibility.

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

### Summer Session Payroll Resources

Summer Session Payroll Training was hosted in May 2023. The resources are now posted on the [Summer Session website](#). Questions can be sent to Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

Resource Links:

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

### Summer Session Annual Workflow

| October  | November  | December  | January   | February  | March  |
|--|---|---|---|---|--|
| Reconciliation of accounts<br>Data reporting continues | Call for Course Proposals<br>Course proposals due<br>Summer Session kickoff meeting | Training:<br>How to hire Summer Instructors<br><br>Summer Session Advisory Committee meeting<br>Preview of Classes posted | Approved courses scheduled within ISA<br><br>Schedule builds due to Registrar via ISA | Classroom assignments as needed<br><br>Faculty teaching appointment letters sent out<br><br>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<br><br>Student fees assessed                     | Tuition & fees due  | Session 1 classes begin<br><br>Students: Add/drop classes<br>Tuition & fees due       | Session 2 classes begin<br><br>Faculty Pay Date (Session 1)   | Sessions end<br>Reporting begins<br>Faculty Pay Date (Session 2) |

### Resources for Summer Session instructors:

Summer Session 2023 GUIDEBOOK



#### 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](#)



Summer Session  
 University of California San Diego  
 Phone: 858-534-5258  
 Email: [summer@ucsd.edu](mailto:summer@ucsd.edu)  
 Need more information?  
 Visit us at: <https://summersession.ucsd.edu>  
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