



UC San Diego

## Summer Scoop

Week of June 14-18, 2021

**Destination Summertime**

Session 01: Jun 28 – Jul 31 | Session 02: Aug 02 – Sep 04 | Special Session: Class Dates Vary

## Summer 2021 Enrollment & Headcount

### Week 9

**Enrollment – 36,038** – down 8%

**Headcount – 14,204** – down 3%

**Waitlist Count – 2,235** – down 49%

*(Statistics compared with the same week last year.)*

You can check out the enrollment data yourself via the **Summer Tableau Dashboard!**

Step 1: Connect to UCSD campus VPN

Step 2: Visit the [Tableau Summer Dashboard](#) (log in with UCSD active directory credentials)

## New Payroll Process - Mass Upload for Additional Pay

**MANDATORY** - Summer Session and AP will do a mass upload of the additional pay for ALL Faculty and Lecturers. That means departments will not be entering any payments for Faculty, Lecturers, and Recalls into UCPATH.

**OPTIONAL, but HIGHLY encouraged** – Graduate Division will do a mass upload of additional pay for Associates and TAs. Departments are highly encouraged to take advantage of the mass upload for their graduate students.

### Priority this Week – Finish Hiring in UCPATH

The UCPATH freeze for Unit 18 Lecturer entries has ended.

Departments - Please move forward on processing positions and hires in UCPATH for all Summer Session instructors – Lecturers, Recalls, and Associate-Ins.

*Note: You may update the funding on your Summer Session hires now. No need to wait until after July 1<sup>st</sup>.*

### Priority for Next Week – Gather Information for Additional Pay

For Faculty, Lecturers and Recalls - Mass Upload spreadsheets will be ready for departments next week on OneDrive: <https://go.ucsd.edu/3cPRUEF>.

For graduate students hired as Associate-Ins and TAs – Departments can download a blank copy of the mass upload spreadsheet on the Graduate Division Collab site:

[https://collab.ucsd.edu/x/iS\\_YBQ](https://collab.ucsd.edu/x/iS_YBQ)

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

## Summer Session Annual Workflow

October	November	December	January	February	March
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 build spreadsheets due to Registrar	Classroom assignments as needed  Faculty teaching appointment letters sent out  Approved courses set up in ISIS	Schedule of Classes available on TritonLink
April	May	<b>June - in progress</b>	July	August	September
Students begin enrollment	Enrollment management of waitlists  Student fees assessed	Session 1 classes begin  Tuition & fees due	Students: Add/drop classes	Session 2 classes begin  Tuition & fees due  Faculty Pay Date (Session 1)	Sessions end  Reporting begins  Faculty Pay Date (Session 2)

## Resources for Summer Session instructors:



### 2021 Guidebook

The [2021 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)

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