



UC San Diego

Summer Scoop

Week of June 21-25, 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 10

Enrollment – 36,598 – down 9%

Headcount – 14,470 – down 4%

Waitlist Count – 1,852 – down 48%

(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)

No Class on June 28, 2021 Due to Observance of Juneteenth

Last week, President Drake announced Juneteenth as a new University of California holiday, consistent with its designation as a new federal holiday. Juneteenth will be observed on Monday, June 28, 2021 this year. June 28 is the first day of Summer Session 1 and Special Summer Session (select classes). **There will be no class meetings and administrative offices will be closed on Monday, June 28, 2021.**

Instructors & Academic Student Employees

Summer Session will pay instructors their course salaries as stated in their 2021 Summer Session appointment letters.

Departments are encouraged to look at hourly student Summer Session appointments (ex: tutors, readers, etc.), to make sure they are following the standard practice for campus holidays.

Students / Courses

Deadlines and key dates in Session 1 and Special Session will remain the same (ex: adds, drops, refunds, grading option change, etc.). Please view the [Summer Session calendar](#) for a complete list of deadlines.

Registrar Office is planning to send notification out to all students enrolled in Summer Session 1 and Special Summer Session.

Campus Services

For students living on campus, the dining halls will remain open on Monday, June 28, 2021. For more information, please contact HDH directly – email summerhousing@ucsd.edu

Please note; The Geisel Library study hall will be closed on June 28th and will first open to students on June 29th at 10am. For more information, please contact Geisel Library directly - <https://ucsd.libanswers.com/>

Questions? Contact Becky Arce, Director of Summer Session barce@ucsd.edu

Waitlist - Next Steps?

Session 1 & Special Session

Here is some information to help departments and students navigate the next few weeks of the waitlist process.

Process	When?	What does this mean?
Waitlist Suspended starting on	Session 1 - Monday, June 21 Special Session - not applicable	The automatic waitlist process will temporarily suspend adding students into classes from the waitlist. This is to allow for late payments, late financial aid disbursements, and the cancellation for nonpayment process to occur.
Waitlist Resumes on	Session 1 - Saturday, June 26 at 10pm Special Session - not applicable	The automatic waitlist process will resume after the cancellation for nonpayment process. The system will resume adding waitlisted students to classes with open seats.
Waitlist Ends (final run)	Session 1 - Wednesday, June 30 at 10pm Special Session - Sunday, June 20 at 10pm	The automatic waitlist process concludes. After this final run, students will not be automatically added to classes when seats become available.

What happens after the waitlist ends, and before the deadline to add a class on WebReg?

- **Session 1 - Thursday, July 1 & Friday, July 2**
- **Special Session - Monday, June 21 onwards**

Due to system constraints, students cannot remove themselves from the waitlist after the Waitlist Process ends. Academic departments and Registrar need to assist students with enrollment in classes that had waitlists. Here are two scenarios:

Scenario 1: Student was on the waitlist for the class but never got a seat. When the waitlist process ends, seats open up and the student wishes to enroll. What to do?

Step 1: Student contacts the academic department (via VAC or EASy request)

Step 2: Department preauthorizes student to enroll – codes “SE” and “EL” to override waitlist capacity and the waitlist itself

Step 3: Student contacts Registrar requesting to be dropped from the waitlist so they can enroll.

Step 4: Registrar drops students from Waitlist

Step 5: Student enrolls in the class on WebReg before the last day to add (Session 1 - Friday July 2 at 11:59pm, Special Session - dates vary, see [Deadlines Calendar](#))

Scenario 2: When the waitlist process ends, student sees seats open up in a previously full class. Student tries to enroll via WebReg but unable to do so. What to do?

Step 1: Student contacts the academic department (via VAC or EASy request)

Step 2: Department preauthorizes student to enroll – codes “SE” and “EL” to override waitlist capacity and the waitlist itself

Step 3: Student enrolls in the class on WebReg before the last day to add (Session 1 - Friday July 2 at 11:59pm, Special Session - dates vary, see [Deadlines Calendar](#))

Questions? Please contact Registrar Office at registrar@ucsd.edu

Payroll Update - Mass Upload Spreadsheets for the JULY Pay Period are Now Available

PLAN FOR FACULTY & LECTURERS

Department folders on the Summer Session OneDrive <https://go.ucsd.edu/3cPRUEE> now contain a Payroll Documents folder with 2 Excel files:

1. A full list of your Summer Session instructors as of 6/17/21. Use this master list to help you complete the mass upload spreadsheets.
2. Mass Upload Spreadsheet for JULY – with instructor names, pay period dates, earn codes, and payment amounts pre-populated.

Next Steps for Departments:

1. Please fill-in the missing info (Job Code, Empl ID, Empl Rcd#, Position#) for each instructor in the Mass Upload Spreadsheet. **DEADLINE IS JULY 2nd**.

NOTE: If the payment amount needs to be adjusted to fit other summer salary, please make the change to the Amount (Column M) and add an explanation in Notes (Column N)

2. When you are finished, leave the spreadsheet in your folder, add **DONE** to the beginning of the file name, and email summer-payroll@ucsd.edu to tell Lisa that your spreadsheet is ready.

3. If you haven't already, please update the funding in UCPath for all instructors (on the ACS/ASN Earn Code) getting paid in the JULY pay period.

Lisa Bargabus is available on Teams and Zoom to discuss any tricky situations, summer-payroll@ucsd.edu.

PLAN FOR ASSOCIATES-IN and TAs

For Associates – The Mass Upload for Additional Pay is highly encouraged, but not mandatory.

For Teaching Assistants - The Mass Upload for Additional Pay is highly encouraged if you have a large quantity.

Next Steps for Departments:

1. Download a blank Mass Upload spreadsheet from the Graduate Division Collab site. [Click here for the Mass Upload spreadsheet.](#)

2. Fill-in the spreadsheet for Associates-In and TAs getting paid in the JULY pay period.

3. Turn-in your completed Mass Upload spreadsheet to Graduate Division at [this link](#). **DEADLINE IS JULY 2nd**

4. If you haven't already, please be sure to update the funding in UCPath for all Associates-In and TAs getting paid in the JULY pay period.

If you have questions about the Mass Upload for Additional Pay for Associates-In and TAs, please submit a ticket to Graduate Division FSU. [Click here to submit a ticket via the ServiceNow portal.](#)

Remote? In-person? Hybrid?

Did you know that 90% of the 800+ classes this summer is remote instruction?

Classes this summer are offered in 3 different instruction methods: 1) in-person, 2) fully remote, and 3) hybrid (a combination of in-person and remote meetings).

Here is how to identify the different methods of instruction on the [Schedule of Classes](#):

1. In-Person: Every class meeting time for the course will have an on-campus building and room.

2. Fully Remote: Every class meeting time for the course will have a building name **RCLAS**.

3. Hybrid: Class meetings times for a course will have a combination of an on-campus building and room assignment and a room assignment with the building name RCLAS.

Questions? Please contact the Registrar-Scheduling team at registrar-scheduling@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	June - in progress	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)

Summer Session
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Need more information?
Visit us at: <https://summersession.ucsd.edu>

To subscribe, please [sign up here](#).