



## Summer Scoop

Week of July 18 - July 22, 2022



### Summer 2022 Enrollment & Headcount Week 14

**Enrollment – 33,437 – down 4%**  
**Headcount – 14,390 – down 1%**  
*(Statistics compared with the same week last year.)*

**Waitlist Enrollments Session 2 only – Current Week 1,181 vs. Previous Week 1,279**

*(Waitlist has concluded for Session 1 and Special Session. Students who remained on these waitlists were notified and provided with resources to contact their dept. & college for advising of other course options.)*

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. Summer 2021 was the first time we processed additional pay for Summer Session faculty and lecturers using mass upload.

### Summer Session 1 - Week 4

We are in the final stretch of Summer Session 1. The deadline to drop a class in Summer Session 1 has passed.

For Summer Session key dates & deadlines, [please see the Summer Session Calendar](#).

### Summer Session 2 - instruction begins August 1, 2022

Saturday, July 23	Students will see financial aid disbursed to their TritonLink student accounts.
Monday, July 25	Payment deadline for Session 2 tuition & fees. Waitlists are suspended.
Friday, July 29	Students are canceled from Session 2 classes for nonpayment.
Saturday, July 30	Automatic Waitlist process resumes.
Monday, August 1	Instruction begins.
Wednesday, August 3	Automatic Waitlist process ends.
Friday, August 5	Last day to add a class via WebReg. Last day to drop a class with 100% tuition reversal/refund. There are no refunds for drops or withdrawals made after this date.

### Course Evaluation: CAPE - Coming Soon!

Session 1 CAPE: July 25 to July 29 at 7:59AM.  
 Faculty encouragement = successful CAPE! [Click here for tips on increasing CAPE response rate](#).

### August & September Mass Upload Sheets Now Available

July additional pay mass upload for faculty & lecturers is complete. Please double-check that your faculty and lecturer additional pay looks correct.  
 Pay Date is 8/1/22.

#### NEXT STEPS FOR PAYROLL

##### For Faculty & Lecturers

##### Fill-in August & September Additional Pay Mass Upload Sheets

##### DEADLINE is 8/1/22

1. Fill-in the mass upload sheets for the August and September (if needed) pay period(s) in your [Payroll Documents folder](#).

**Important Note:** We've changed the Mass Upload sheets. Now you only need to enter the job code, Empl Id, and Empl Rcd. **Please actually look-up the Empl Rcd number** - don't guess what you think it will be.

2. When complete, please add "DONE" to the file name and email [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

##### For Graduate Students (Associate-Ins or TAs)

If you would like Graduate Division to process the additional pay for your Associate-Ins and TAs in a mass upload, you must download a blank spreadsheet, fill it in, and submit to Graduate Division via their Google Form.

##### DEADLINE is 8/1/22

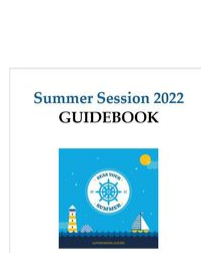
See the [Graduate Division collab site](#) for the mass upload instructions and to download the blank spreadsheet.

Questions? Contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@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 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	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed	Session 1 classes begin Tuition & fees due	Students: Add/drop classes Faculty Pay Date (Session 1) Tuition & fees due	Session 2 classes begin	Sessions end Reporting begins Faculty Pay Date (Session 2)

### Resources for Summer Session instructors:



#### 2022 Guidebook

The [2022 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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 University of California San Diego  
 Phone: 858-534-5258  
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 Visit us at: <https://summersession.ucsd.edu>

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