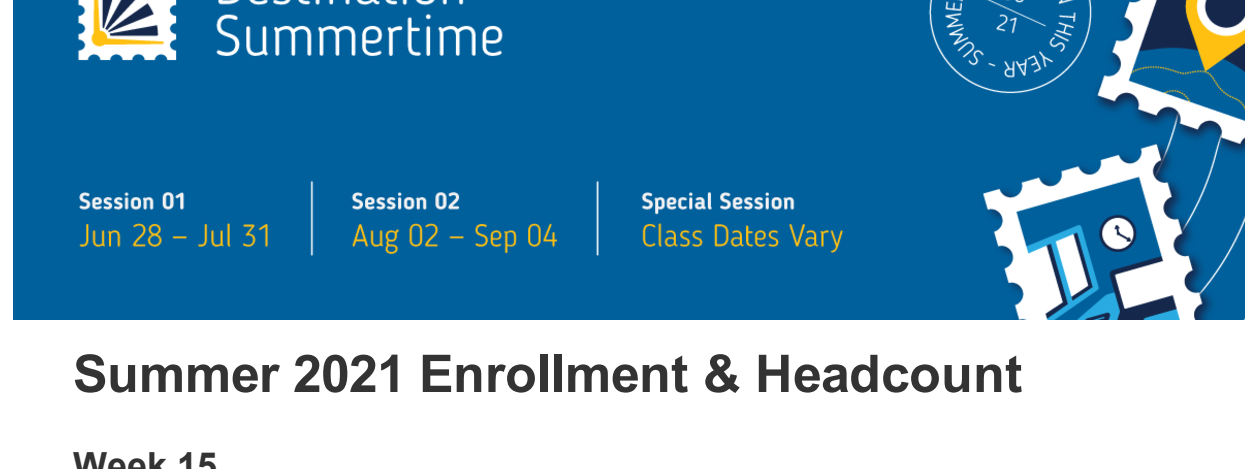




UC San Diego

Summer Scoop

Week of July 26 - July 30, 2021



Summer 2021 Enrollment & Headcount

Week 15

Enrollment – 35,965 – down 5%

Headcount – 15,238 – down 0.5%

Waitlist Count – 808 – down 23%

(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)

Summer Session 1 - Week 5

We are in the last week of Summer Session 1. Final Exams are happening later this week

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

Summer Session 2 - next week

Monday, July 26	Payment deadline for Session 2 tuition & fees. Waitlists are suspended.
Thursday, July 29	Students are cancelled from Session 2 classes for nonpayment.
Friday, July 30	Automatic Waitlist process resumes
Monday, August 2	Instruction begins.
Wednesday, August 4	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. Summer Session Administrative Drop Date - students who owe more than \$500 and are in "EN" status will be administratively dropped.

eGrades Schedule for Summer Session 1

[eGrades](#) is a secure web-based application that allows instructors to submit or change final grades for the students in their courses.

eGrades for Summer Session 1 [courses opens](#) on Friday, July 30th at 8am and closes on Tuesday, August 3rd at 11:59pm. [Click here for a direct link to the eGrades calendar](#).

CAPE - Course Evaluations - this week!

Session 1 CAPE: **July 26 to July 30 at 7:59AM.**

Faculty encouragement = successful CAPE! [Click here for tips on increasing CAPE response rate](#).

Post Grade Prereq Enforcement (PGPE) Timeline - Session 2

The 2021 Summer Session 2 Post Grade Prereq Enforcement (PGPE) process will start at the end of next week. Please see the detailed timeline below:

- Friday, August 6th – PGPE data will be available for departments to start reviewing
- Tuesday, August 10th – Last day for departments to review data and preauthorize students
- Wednesday, August 11th – Students in jeopardy of being dropped for missing pre-reqs will be notified
- Friday, August 13th – Students will officially be dropped for missing pre-reqs

Registrar Office will be reaching out to departments on the morning of Friday, August 6th with more information.

Questions? Contact [Arturo Rangel](#) in Registrar Office.

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

PLAN FOR FACULTY & LECTURERS

The Payroll Documents folders on [the Summer Session OneDrive](#) contain 2 (or 3) Excel files:

- A full list of your Summer Session instructors as of 7/21/21. Use this list to help you fill-in the mass upload spreadsheets.
- Mass Upload Spreadsheet for AUGUST
- Mass Upload Spreadsheet for SEPTEMBER – ONLY if you have faculty that need to spread their payment into September.

Note your July Mass Upload spreadsheet has been moved to the July Spreadsheet folder – in case you want to reference it.

Next Steps for Departments:

- Please fill-in the missing info in the yellow boxes for each instructor in the AUGUST Mass Upload Spreadsheet. **DEADLINE is AUGUST 6th.** *If the payment amount needs to be adjusted to fit other summer spreadsheets, please make the change to the Amount (Column L) and add an explanation in Comments (Column M).*
- 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.
- If you haven't already, please update the funding in UCPATH for all instructors (on the ACS/ASN Earn Code) getting paid in the AUGUST 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:

- Download a blank Mass Upload spreadsheet from [the Graduate Division Collab site](#).
- Fill-in the spreadsheet for Associates-In and TAs getting paid in the AUGUST pay period.
- Turn-in your completed Mass Upload spreadsheet to Graduate Division [using this Google Form](#). **DEADLINE is AUGUST 6th.**
- If you haven't already, please be sure to update the funding in UCPATH (on the ASN Earn Code) for all Associates-In and TAs getting paid in the AUGUST 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](#).

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	July - in progress	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:



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
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