



Summer Scoop

Week of August 9 - August 13, 2021



Summer 2021 Enrollment & Headcount

Week 17

Enrollment – 34,521 – down 3%

Headcount – 15,020 – down 0.04%

(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 2 - Week 2

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

Deadline to Drop without W (no refunds) - Friday, August 13, 2021

August 13 is the last day for students to drop a class without a W in Session 2. There are **no refunds** for this drop since the refund deadline already passed last week.

Post Grade Prereq Enforcement Checking (PGPE) - Session 2

The below messaging is from the Office of the Registrar:

The [Missing Prerequisites](#) query for Summer 2 are now available for review.

Please follow the steps below to review students in jeopardy of being dropped from their Summer 2 classes and/or waitlists and issue preauthorization's, if necessary, by Tuesday August, 10th.

Students still in jeopardy of being dropped after **Tuesday** will be **warned on Wednesday, August 11th** and **officially dropped from their classes and/or waitlists on Friday, August 13th**.

As a reminder, students with blank grades or incompletes, including those with pending AIC, will be included in the report.

How to Review Students with Missing Prereqs:

- Step 1:** Run the [Missing Pre-Req](#) query to identify students who are in jeopardy of being dropped from courses in your department/program
- Step 2:** Run the [AI query](#) from the prior term to identify students from Step 1 who have a pending AI case. This information is on the 'AIC Info' tab. If you need assistance navigating this query, please contact Academic Records at academicrecords@ucsd.edu.
- Step 3:** Review the [Academic History Report](#) of each student who appears on the AI query and also on the Missing pre-req query (check to ensure the pending grade in the AI course is the only missing pre-req)
- Step 4:** [Batch preauthorize](#) students who meet all pre-reqs *except* the course in which they have a pending AI case (use code PR). If preauthorizing *before* the student has been dropped, please replace the standard notification email text with the following: "Preauthorized to remain enrolled - no action on your part is required."

A couple more reminders:

- The instructor and department have authority to preauthorize any student you determine to be qualified for your course(s). This also means that graduate coordinators should work with the undergraduate coordinators in the relevant departments for the courses in which you need your graduate students preauthorized.
- Single and batch preauthorization's can be made through [EASy](#).
- Students who have an "I" grade or a missing grade in a prerequisite course will appear on the PGPE query and will need to be preauthorized to remain enrolled in the course for which they have not met the prerequisite.

Questions? Email [Arturo Rangel](mailto:Arturo.Rangel) in the Office of the Registrar

Updated Enrollment Snapshot Reports - Session 2 Contingent Salaries Now Final

Session 2 Classes - Instructor course salaries are now final.

August Special Session Classes - Instructor course salaries will be finalized this week (see charts below).

Summer Session will increase any eligible contingent salaries for the AUGUST & SEPTEMBER pay periods.

	1 st Enrollment Snapshot Full or Contingent Salary	Final (2 nd) Enrollment Snapshot Final Course Salary
SESSION 1	June 2, 2021	July 6, 2021
SESSION 2	July 7, 2021	August 9, 2021

# of Weeks	Start Date	End Date	1 st Enrollment Snapshot Full or Contingent Salary	Final (2 nd) Enrollment Snapshot Final Course Salary
3	06/28/21	07/17/21	June 2, 2021	July 1, 2021
3	07/19/21	08/07/21	June 2, 2021	July 22, 2021
3	08/09/21	08/28/21	July 14, 2021	August 12, 2021
6	08/02/21	09/11/21	July 7, 2021	August 10, 2021
8	06/28/21	08/21/21	June 2, 2021	July 8, 2021
10	06/28/21	09/04/21	June 2, 2021	July 12, 2021
15	06/14/21	09/24/21	Contact Summer Session – Dates set manually.	

How to View your Snapshot Reports.

Step 1: Connect to UCSD campus VPN

Step 2: Click on the link below to see the Snapshot Reports on Tableau (log in with UCSD active directory credentials)

[Session 1 Snapshot Report](#)

[Session 2 Snapshot Report](#)

[Special Summer Session Snapshot Report](#)

Note: You can toggle between the reports within the Tableau dashboard. See the tabs at the top of the page to toggle between Session 1 and Special Session reports.

Step 3: Find your department - use the "Select Department" filter.

Step 4: Review courses & enrollments. The reports are defaulted to display only the enrollments for courses & instructors paid by Summer Session. To view courses & instructors that are not paid by Summer Session, use the "Course ID" filter.

Friendly Reminder for Departments - Update Funding in UCPATH

Deadline: August 19th

Thank you to departments for submitting your Mass Upload Spreadsheets for the AUGUST & SEPTEMBER pay periods!

Summer Session will increase any eligible contingent salaries and update the Mass Upload Spreadsheets accordingly.

Reminder that the mass upload will automatically enter the additional pay dollar amounts for your instructors (and optionally for your grad students), but will not automatically set the funding.

THIS WEEK:

Academic Departments - Please check with your fiscal folks to make sure the funding is correct in UCPATH for your Summer Session instructors and grad students getting paid in the AUGUST & SEPTEMBER (if applicable) pay periods.

Departments will need to manually enter/update the funding in UCPATH.

Ladder-Rank Faculty and Teaching Professors – Enter a row for the ACS earn code with the appropriate funding on their existing academic year appointment.

Lecturers, Recalls, Associate-Ins, and TAs – If you use the blank earn code, the expense will hit your department default account. If you want to use different funding, leave the blank earn code row and enter a new row with the desired funding on the ASN earn code.

Questions?

Faculty & Lecturer mass upload – Email Lisa Bargabus at summerpayroll@ucsd.edu.

Associates-In & TA mass upload - Please submit a ticket to Graduate Division FSU via <https://support.ucsd.edu/services>.

Summer Session Annual Workflow

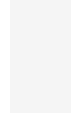
October	November	December	January	February	March
Call for Course Proposals	Course proposals due Summer Session kickoff meeting	Training: How to hire Summer Instructors Summer Session Advisory Committee meeting Preview of Classes posted	Approved courses scheduled within ISA Schedule build spreadsheets 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	August - in progress	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)

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