



Summer Scoop

Week of August 23 - August 27, 2021



Summer 2021 Enrollment & Headcount

Week 19

Enrollment – 33,529 – down 4%

Headcount – 14,871 – down 0.3%

(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 4

We are in the final stretch of Summer Session 1. There are no more drops for students in Summer Session 2.

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

Course Evaluation: CAPE - Coming Soon!

Session 2 CAPE: **August 30 to September 3 at 7:59AM.**

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

Payroll Update - AUGUST Additional Pay Mass Upload is Complete

Thank you to all departments for your cooperation & flexibility using the mass upload to process Summer Session additional pay.

The faculty & lecturer mass upload for the AUGUST pay period was completed last week. There were only a few payments that could not be uploaded, and Lisa has already contacted those departments.

If you did not receive email stating that there was a problem, then the payments listed on your mass upload spreadsheet were processed successfully.

- For your grad student Associate-In & TA additional pay – Grad Division processed the additional pay using the Mass PayPath feature. You can run the Additional Pay Report at reports.ucsd.edu (under HR/Payroll) to see that the payments have been entered and approved.
- For your Faculty & Lecturers – You will NOT be able to see the additional pay in UCPath until the pay is issued. The additional pay was processed differently than Grad Division, using an I618 upload.

Questions?

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

Associate-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)

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](#)



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