Week #7

Student Head Count 13,707  Course Enrollments 36,888  Waitlist 6,989

Enrollment is open until August 7, 2020.

First Snapshots for Summer Session Payroll

The Summer Session office records enrollment numbers on pre-selected snapshot dates for payroll purposes. The first snapshot for Summer Session I and Special Summer Session courses is Wednesday, June 3. A report outlining these enrollment numbers will be posted to the Summer Session website by the end of the week, under Enrollment Reports. The first snapshot for Summer Session 2 is Wednesday, July 8. For questions, contact Renée Lee at renee@ucsd.edu.

Summer Session Check-In – Zoom Call June 2

Summer Session will be hosting a Zoom conference call with academic departments on Tuesday, June 2. In the conference call, the topics below will be discussed:

- Cancellation of Courses
- Waitlist Management
- Contingent Agreements
- Payroll Updates
- Other issues with remote course scheduling

An invite has been sent directly to academic departments. If you have any questions, or want to discuss any other topics, please send an email to summer@ucsd.edu with the subject “Summer Session Zoom Call”.

Meeting Details:

- Date: Tuesday, June 2
- Time: 1pm – 2:30pm
- Location: https://ucsd.zoom.us/j/96424596447

Need more information? Visit us online at: http://summersession.ucsd.edu, or email us at summer@ucsd.edu.
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619
Payroll Training Recap

Thanks to everyone who attended our Summer Session Payroll Roadmap with UCPath Session on May 28th.

Summer Session will continue updating the slides from the session over the next several weeks as we get new information from the UCPath team.

See slides 56-58 for updated calendar deadlines.

Important change – Please do not enter additional pay for Summer Session teaching until after July 1st.

• You may create positions and hire instructors before July 1st.
• Do not use PayPath to enter additional pay until after July 1st.

A link to the recorded session is also available, but the slides will have the latest and greatest information.

Links to all the materials can be found on the Summer Session website:

https://summersession.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents

Upcoming Summer Session Payroll Training from UCPath Team

You have two more chances to attend a Zoom-a-Day Session on Summer Salary.

The UCPath team is presenting, and you can ask questions via chat.

• Friday, June 5th 11:00am-12:00pm
• Friday, June 12th 11:00am-12:00pm

Links to join the sessions can be found here: https://ucpath.ucsd.edu/training/review.html

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## Summer Session Annual Workflow

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Course Proposals</td>
<td>Course Proposals Due</td>
<td>Advisory Committee Meeting</td>
<td>Preview of Classes posted</td>
<td>Classrooms Assigned</td>
<td>Schedule of Classes Available on TritonLink beginning March 21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>May (in progress)</th>
<th>June (in progress)</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Begin Enrollment</td>
<td>Enrollment Management of Waitlists</td>
<td>Session 1 Classes Begin</td>
<td>Students: Add/Drop Courses</td>
<td>Session 2 Classes Begin</td>
<td>Sessions End Reporting Begins</td>
</tr>
<tr>
<td>Virtual Triton Day April 4.</td>
<td>Virtual Transfer Triton Talk May 9</td>
<td>Session 1 Fees Due</td>
<td>Fees Due</td>
<td>Fees Due</td>
<td>Faculty Pay Date (Session 1)</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>Faculty Pay Date (Session 2)</td>
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</tbody>
</table>

## Resources for Summer Session Faculty

The [2020 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction. All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#).

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