Summer Scoop
Week of
June 22 – June 26, 2020

Week #10
Student Head Count 15,096  Course Enrollments 40,184  Waitlist 3,541
Enrollment is open until August 7, 2020.

Fee Payment Deadline ➔ Enrollment Cancellation
Fees for Summer Session 1 and Special Summer Session are due today, Monday, June 22. After today, students may be assessed a Late Enrollment Fee ($50) will be charged to students enrolling into classes for the first time after the Fee Payment Deadline. Students may also be charged a Late Registration Fee ($50) who have an outstanding account balance. For questions, contact Renée Lee at renee@ucsd.edu.

As student enrollments are cancelled for nonpayment, students from the waitlist are automatically moved off the waitlist and into classes.

Enrollment Cancellation for Special Summer Session: Early morning of Thursday, June 25 (3am)
Enrollment Cancellation for Summer Session 1: Early morning of Friday, June 26 (3am)

Waitlist Activity
The waitlist automatically adds students into classes as space opens up. The life cycle of the Waitlist operation is that it begins April 15, and after the start of a session it will be turned off. The purpose of the auto enrollment feature is to reduce workload for students waiting to be enrolled.

Summer Session 1, the waitlist suspends on, Monday, June 22, and resumes June 26 until July 1.

Summer Session 2, the waitlist suspends on, Monday, July 27, and resumes July, 31 until August 5.

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
Schedule of Classes Update: Classroom and Building Locations

Summer Session is removing classroom and building locations from the schedule of classes. The only physical building locations that will remain on the schedule are classrooms being used by instructors for podcasting services. All courses are offered as remote instruction and students are excluded from being physically in a campus classroom for the live podcasting sessions.

Your department will be notified one day before your department will be worked on. This will be done alphabetically. However, if you want to increase the enrollment limit of a class to be larger than the classroom limit, please send an email directly to msapien@ucsd.edu with the session, class, and instructor for priority. Note: Only the requested class will be updated, and all others will be completed in department alphabetical order.

All classes will have their locations updated by the end of this week, Friday, June 26.

Upcoming Deadlines – Student Enrollment

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Deadline Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 22</td>
<td>1</td>
<td>Student Enrollment</td>
<td>Waitlist Suspends – students on the waitlist do not move automatically into a course until June 26 when the waitlist feature is turned back on for Session 1 courses.</td>
</tr>
<tr>
<td>June 22</td>
<td>1</td>
<td>Student Financial</td>
<td>Fees Due – Billing Deadline for Session 1 and Special Session</td>
</tr>
<tr>
<td>June 23</td>
<td>1</td>
<td>Student Financial</td>
<td>Late fees begin for Session 1 and Special Session</td>
</tr>
<tr>
<td>June 25</td>
<td>Special</td>
<td>Student Enrollment</td>
<td>Enrollment Cancellation for Special Session for non-payment</td>
</tr>
<tr>
<td>June 26</td>
<td>1</td>
<td>Student Enrollment</td>
<td>Enrollment Cancellation for Session 1 for non-payment</td>
</tr>
<tr>
<td>June 26</td>
<td>1</td>
<td>Student Enrollment</td>
<td>Session 1 Waitlist auto feature resumes at 10pm</td>
</tr>
<tr>
<td>June 29</td>
<td>1</td>
<td>Summer Session</td>
<td>Session 1 Begins / Review Special Session Calendar for start dates</td>
</tr>
<tr>
<td>July 1</td>
<td>1</td>
<td>Student Enrollment</td>
<td>Waitlist ends –students are no longer moved into a course after July 1</td>
</tr>
<tr>
<td>July 3</td>
<td>1</td>
<td>Summer Session</td>
<td>University holiday. No classes will be held on this date. Regular operations resume the following day, July 5</td>
</tr>
<tr>
<td>July 6</td>
<td>1</td>
<td>Student Financial</td>
<td>100% Tuition Refund Deadline for Summer Session 1</td>
</tr>
<tr>
<td>July 6</td>
<td>1</td>
<td>Student Enrollment</td>
<td>Deadline to add classes on WebReg for Summer Session 1</td>
</tr>
</tbody>
</table>

If you have any questions, please contact Renée Lee at renee@ucsd.edu.

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
### 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>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approved Courses scheduled within ISA</td>
<td>Faculty teaching Appointment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Schedule Build Spreadsheets sent to Registrar</td>
<td>Letters Sent out</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approved Courses set up in ISIS</td>
<td></td>
</tr>
</tbody>
</table>

#### April
- Students Begin Enrollment
- Virtual Triton Day April 4.

#### May (in progress)
- Enrollment Management of Waitlists
- Virtual Transfer Triton Talk May 9
- Student Fees Assessed

#### June (in progress)
- Session 1 and Special Session Classes Begin

#### July
- Students: Add/Drop Courses
- Fee Due
- Faculty Pay Date (Session 1)

#### August
- Session 2 Classes Begin
- Fees Due
- Faculty Pay Date (Session 2)

#### September
- All Sessions End
- Reporting Begins
- Faculty Pay Date (Session 2)

---

### 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.

---

Need more information? Visit us online at: [http://summersession.ucsd.edu](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