Week #8

Student Head Count 14,145  
Course Enrollments 38,051  
Waitlist 5,206

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 select Special Summer Session courses was last week, Wednesday, June 3. Future snapshot dates can be found in the chart below. For payroll questions, contact Lisa Bargabus at summer-payroll@ucsd.edu.

Snapshot reports are found on the Summer Session website under Staff & Faculty – Enrollment Reports.

- Click here for the Session 1 snapshot report
- Click here for the Special Session snapshot report

<table>
<thead>
<tr>
<th></th>
<th>First snapshot</th>
<th>Second snapshot</th>
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<tbody>
<tr>
<td>Summer Session 1</td>
<td>June 3</td>
<td>July 7</td>
</tr>
<tr>
<td>Summer Session 2</td>
<td>July 8</td>
<td>August 10</td>
</tr>
<tr>
<td>Special Summer Session</td>
<td>Dates vary by class. Follow this link to find Special Session snapshot dates.</td>
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Class Cancellation for Low Enrollment

Summer Session has identified courses with low enrollment and contacted departments to begin the process for cancellation. The process for cancellation is outlined below. For questions, contact Renee Lee at renee@ucsd.edu.

1. Department – Message the enrolled students to let them know that their course is being cancelled.
   a. Let enrolled students know about other similar courses your department is offering this summer.
2. Department – send email to summer-scheduling@ucsd.edu and registrar-scheduling@ucsd.edu to let them know that students have been notified of the class cancellation
3. Summer Session – records cancellation information & approves cancellation in the ISA
4. Department contacts the Registrar – cancels class

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
Note: once a class is cancelled, the student roster is also deleted (not stored in the data warehouse)

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**Waitlist Management Tips**

Waitlists are created when student enrollment exceeds classroom capacity, or if a course has limited enrollment. Departments need to monitor waitlists to manage the student demand for their courses.

Summer Session has created a document outlining tips and questions to consider when managing your waitlists. You can view the document on the Staff & Faculty page of the summer session website. Or, by visiting: [https://summersession.ucsd.edu/_files/Waitlist_Management_Summer2020.pdf](https://summersession.ucsd.edu/_files/Waitlist_Management_Summer2020.pdf)

Questions? Send them to [summer@ucsd.edu](mailto:summer@ucsd.edu).

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**Next Steps for Payroll – UC Path**

**NOW – new ways to think and talk about Payroll**

Departments should be Creating Summer Session positions (“chairs”) and hiring lecturers and grad students (“putting people in the chairs”).

This process requires 1-4 days for UCPC to approve, so please create your Session 1 positions asap.

> Remember, faculty do not need a Summer Session position. We will pay them their Summer Session course salary as additional pay on their existing appointment.

**AFTER JULY 1st**

Per [Kelly Maheu’s email](mailto:Kelly.Maheu@ucsd.edu), wait until after July 1st to enter the Summer Session additional pay.

(UCPC does not need to approve the additional pay transactions, so it will not require that extra 1-4 days of processing time.)

For faculty and lecturers – Departments will enter the additional pay using PayPath.

For grad students – Departments can give Grad Division a list of their grad students working in Summer Session 2020, and Grad Division will upload the additional pay in a mass upload. Grad Division will provide a spreadsheet on their collab site this week.

**WHEN WILL WE GET OUR PAYROLL WORKSHEETS?**

The First Snapshots for Session 1 and Special Session are now posted on our website. Hyperlinks to the snapshot report are in the article above.

Summer Session has reached out to departments regarding courses with low enrollment: cancel vs paying the instructors on contingency.

Lisa will create the payroll worksheets – with contingent payments as needed. The worksheets will be uploaded to OneDrive by June 18th.

**HOW CAN I TELL IF MY FACULTY ARE TEACHING FOR ANOTHER DEPARTMENT?**

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Summer Session has posted a list of Summer Session 2020 instructors for departments to reference here:

https://docs.google.com/spreadsheets/d/1VfMf8llvPcBM9D-EU62M_h6vObeRVf-Ne2ZqlqunuhM/edit#gid=0

This list was created on June 8th, and is subject to change as courses are added and cancelled.

New Academic Student Employment (ASE) Orientation for Summer Session 1

Please see the email update from April Bjornsen in Graduate Division for updates:

Dear all,

The Graduate Division will hold a required NEW ACADEMIC STUDENT EMPLOYEE (ASE) ORIENTATION for Summer Session I.

Two orientation opportunities will be provided via Zoom and ASE’s should attend the session that best fits their schedule. Zoom Details will be provided the week of June 22, 2020.

- Tuesday, June 30th, 2020
  - 8:30-9:00 AM  UAW/ASE Orientation
  - 9:00-10:00 AM  SOC Training

- Thursday, July 2nd, 2020
  - 1:30-2:00 PM  UAW/ASE Orientation
  - 2:00– 3:00 PM  SOC Training

This is a campus wide mandatory orientation for NEW employees within the Academic Student Employee (ASE) unit who are covered by the collective bargaining agreement between the University and the UAW.

During this orientation, the UAW will be provided 30-minutes to present to new Academic Student Employees without the presence of University officials. This is in lieu of participation by the UAW in any department-wide or hiring unit-wide orientation. All new Associates In (In lieu of Teaching Assistant), Associates In (Teaching a Class), Teaching Assistants, Readers, and Tutors must attend the New Academic Student Employee (ASE) Orientation.

Student of Concern training will directly follow the UAW orientation.

Only students hired for Summer Session I 2020 as new employees in ASE positions need attend. Those who may be hired for later quarters and are not employed for Summer Session I cannot be paid to attend. Hourly employees will submit their time for compensation. Other employees have this time considered as part of their duties for the quarter.

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Additional dates for Summer Session II will be provided at the end of July.

Thank you for your time and effort with student employees. If you have questions, please contact me.

Thank you.
April Bjornsen, abjornsen@ucsd.edu
### Summer Session Annual Workflow

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<th>January</th>
<th>February</th>
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<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>
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<td></td>
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<td>Approved Courses scheduled within ISA</td>
<td>Faculty teaching Appointment Letters Sent out</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Schedule Build Spreadsheets sent to Registrar</td>
<td>Approved Courses set up in ISIS</td>
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<thead>
<tr>
<th>April</th>
<th>May (in progress)</th>
<th>June (in progress)</th>
<th>July</th>
<th>August</th>
<th>September</th>
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<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>
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<td>Virtual Triton Day April 4</td>
<td>Virtual Transfer Triton Talk May 9</td>
<td>Fees Due</td>
<td>Fees Due</td>
<td>Fees Due</td>
<td>Faculty Pay Date (Session 1)</td>
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<td>Session 1</td>
<td>September</td>
<td>Faculty Pay Date (Session 2)</td>
<td>Faculty Pay Date (Session 2)</td>
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### 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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