Summer Scoop
Week of
July 6 – July 10, 2020

Week #12
Student Head Count 15,223 Course Enrollments 39,063 Waitlist 1,855
Enrollment is open until August 7, 2020.

Summer 2020 Temporary Extension of the Deadline to Drop a Course with a W

The Academic Senate approved extending the deadline for an undergraduate student to drop a course with a W grade for Summer Session I, II, and Special Sessions. The extension will give undergraduate students additional time to adjust to the fast pace and format of the course before they are required to make decisions about whether to remain enrolled.

This limited-term exception for Summer Session moves the deadline to drop a course with a W grade from what is equivalent of the end of Week 6 in a regular ten-week academic term to the equivalent of the end of Week 9 (i.e. 90% of term completion). It aligns the deadline for undergraduate students with the deadline already in place for graduate students. The Senate encourages instructors and instructional assistants to make clear that students should consult with their department and college advisors and financial aid advisors about their individual circumstances prior to making changes to their Summer course schedule.

<table>
<thead>
<tr>
<th></th>
<th>Summer Session 1</th>
<th>Summer Session 2</th>
<th>Special Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>The deadline to drop a course with a W is extended to:</td>
<td>July 28, 2020</td>
<td>September 1, 2020</td>
<td>The date when 90% of the Special Session is completed. You can view the date by class on the calendar at this link.</td>
</tr>
</tbody>
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Additional Considerations for Summer Instruction:

*Other limited-term policy exceptions approved by the Academic Senate to temporarily change San Diego Senate Regulations relating to course grading options and extending the deadlines for adding courses and dropping courses without a W grade were limited to Spring 2020 only and do not apply to

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Summer Session. It remains up to individual departments and colleges to decide whether to make an exception to their requirements and allow students who opt to take a course on a P/NP or S/U basis to apply it towards major or degree requirements.

*It is the purview of individual instructors to make decisions about what is best for their courses and for their students. As noted during Spring Quarter, final exams cannot be waived per policy. However, instructors continue to have significant flexibility regarding finals, as long as expectations are applied consistently and communicated clearly to students. Guidance provided by the Academic Senate on allowable flexibility for finals is available at: [https://go.ucsd.edu/2XNJcAq](https://go.ucsd.edu/2XNJcAq)

*For more information on remote instruction, assessment and proctoring, please visit the Teaching + Learning Commons' webpage: [https://digitallearning.ucsd.edu/instructors/remoteinstruction/index.html](https://digitallearning.ucsd.edu/instructors/remoteinstruction/index.html).

Thank you for your continued efforts to support our students' educational experience and their ability to continue their academic progress during these unprecedented times.

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**Enrollment Cancellation for Summer Session 1**

Cancellation occurred for Session 1 on Monday, July 6.

- The total number of students that were cancelled from Summer Session 1 was 482
- The total number of students that were cancelled from Special Summer Session was 124
- Any late adds after today will require Late Add Approval from department and instructor. For questions, contact Renee Lee at renee@ucsd.edu.

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**First Enrollment Snapshot for Payroll – Session 2**

There are two enrollment snapshots enrollment snapshots for session 1 and 2 this week. Enrollment snapshots are used to calculate instructor salary. Snapshot reports can be found on the Summer Session Staff & Faculty page. [Click here for a direct link](#). The reports are updated within 2 days of the snapshot. See below for upcoming snapshot dates – the bold dates are the two snapshots happening this week:

<table>
<thead>
<tr>
<th>Session</th>
<th>First Snapshot Date</th>
<th>Second Snapshot Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session 1</td>
<td>Wednesday, June 3</td>
<td>Monday, July 7</td>
</tr>
<tr>
<td>Summer Session 2</td>
<td><strong>Wednesday, July 8</strong></td>
<td>Monday, August 10</td>
</tr>
<tr>
<td>Special Summer Session (July)</td>
<td>Wednesday, June 3</td>
<td>Date varies by class. View the calendar at this link to find the second snapshot date.</td>
</tr>
<tr>
<td>Special Summer Session (Aug)</td>
<td>Wednesday, July 15</td>
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</tbody>
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Questions? Contact Renee Lee at renee@ucsd.edu.

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**Low Course Enrollment for Summer Session 2**

Course Cancellation – Summer Session 2 courses with 15 students or less may be cancelled by next Monday, July 13. Summer Session reviews course enrollment to ensure courses have a minimum of 15 students enrolled. Contact Lisa Bargabus for questions at summer-payroll@ucsd.edu.

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Payroll Worksheet Schedule

Payroll worksheets will be updated for departments after each snapshot date.

You can find the latest worksheet in your department folder on the Summer Session OneDrive site: https://go.ucsd.edu/3cPRUEF

SESSION 1
Friday, July 10\textsuperscript{th}  Final Session 1 Payroll Worksheets on OneDrive.
All Session 1 contingent payments are final.

Monday, July 20\textsuperscript{th}  DEADLINE - All SESSION 1 additional pay must be entered & APPROVED.

Friday, July 31\textsuperscript{st}  Session 1 Pay Date (and July Special Session courses)

SESSION 2
Friday, July 17\textsuperscript{th}  Preliminary Session 2 Payroll Worksheets on OneDrive.
Contingent payments are pending 2nd enrollment snapshot.
Check for courses cancelled due to low enrollment.

Tuesday, August 11\textsuperscript{th}  Final Session 2 Payroll Worksheets on OneDrive.
All Session 2 contingent payments are final.

Wednesday, August 19\textsuperscript{th}  DEADLINE - All SESSION 2 additional pay must be entered & APPROVED.

Tuesday, September 1\textsuperscript{st}  Session 2 Pay Date (and August Special Session courses)

Questions? Contact Lisa Bargabus at lbargabus@ucsd.edu.

Graduate Division Office Hours for UCPath Questions – July Schedule

Courtney Aguil\textsuperscript{a} and Kacy Cashatt are continuing office hours in July. This is your chance to bring questions about processing Graduate Student Employment in UCPath.

More information can be found at UCPath for Graduate Student Employment
Zoom Link: https://ucsd.zoom.us/j/3380380304
Meeting ID: 338 038 0304

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday + Thursday</td>
<td>1:00 - 3:00 pm</td>
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iCafe – Your Summer Adventure

**iCafe – Your Summer Adventure** – [Website link](http://summersession.ucsd.edu)

iCafe is a social, get-away summer adventure to *virtually* leave home and connect with your fellow Tritons. Join us on Fridays as we explore cultures around the world, play travel trivia, try new cuisines and get a little TLC. You are invited to come chill with us, explore somewhere fun, and connect!

Register here to join one or more iCafes. (Students receive CCR credit for attending.)

📅 **Dates:** Fridays – July 10, 17, 24, August 7, 14, 21, 28

🕒 **Time:** 12 – 1 pm

📍 **Location:** [Zoom](http://summersession.ucsd.edu)

*Our first destination is South Africa...How exciting is that?*

Accept your invitation [here](http://summersession.ucsd.edu). 😊 It’s free of course!

Got something you can contribute to iCafe? Can you offer some stories or experience of one of the countries listed below? Want to join the “Cook Club” and share a recipe with us? Hope so! Let me know [here](http://summersession.ucsd.edu). Questions? Contact Debi Gianni at dgianni@ucsd.edu.

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

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July (in progress)</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>Fees Due</td>
<td>Fees Due</td>
<td>Fees Due</td>
<td>Faculty Pay Date (Session 1)</td>
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<tr>
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<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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