Summer 2023 Headcount & Enrollment

Week 14: July 24 - July 28, 2023

Headcount: 14,125  Enrollment: 32,824  Waitlist: 895
- remote courses: 421
- in-person course: 382
- hybrid: 11

The ISA for changes to the Class Schedule is open to help departments with increasing enrollments to meet student demand for courses.

You can check out the enrollment and waitlist data yourself via the Summer Tableau Dashboard! Log in to Summer Session Tableau Dashboard with your active directory credentials.
Summer Session 1 - Week 5:

We are in the last week of Summer Session 1. Final Exams are happening this week. E-grades for SS1 will be due August 8, 2023, at 11:59 p.m.

Summer Session 2 - Instruction Begins August 7, 2023

For Summer Session key dates & deadlines, please see the Summer Session Calendar.

Important Deadlines for Summer Session 2

| July 29 | Students will see financial aid disbursed to their TritonLink student accounts. |
| July 30 | Payment deadline for Session 2 tuition & fees. Waitlists are suspended. |
| Aug. 4  | Students are canceled from Session 2 classes for nonpayment. |
| Aug. 5  | Automatic Waitlist process resumes. |
| Aug. 7  | Instruction Begins |
| Aug. 9  | Automatic Waitlist process ends. |
| Aug. 11 | Last day to add a class via WebReg. Last day to drop a class with 100% tuition reversal/refund. There are no refunds for drops or withdrawals made after this date |

AUGUST Mass Upload Sheets

DEADLINE TOMORROW August 1st!
Additional Pay for Ladder-rank Faculty, LSOE/LPSOE, Lecturers, and Recall Appointees

AUGUST & SEPTEMBER (if needed) Pay Period Additional Pay Mass Upload Sheets are now available in your department Summer Session OneDrive folder.

DEPARTMENT DEADLINE - TOMORROW: August 1st
Departments - Please fill-in the Employee IDs and Record #s in the Mass Upload Sheets for the AUGUST Pay Period (and SEPTEMBER, if needed) by August 1st.

Additional Pay for Graduate Students (Associates-In, TAs)

Option 1: Mass Upload of Additional Pay
Please find the instructions and links to the Additional Pay Mass Upload spreadsheet and Google Form on the Division of Graduate Education and Postdoctoral Affairs (GEPA) Collab page, Summer Additional Pay Mass Upload.

DEPARTMENT DEADLINE - August 1st
Submit your Additional Pay Mass Upload spreadsheet to GEPA by August 1st.

Option 2: Manual Entry of Additional Pay
Refer to the instructions on the GEPA Summer Session training slides or the GEPA Collab page. Be sure to enter the Additional Pay and funding on ASN Earn Code, and follow the UCPath processing dates.

Questions? Please contact Lisa Bargabus at summer-payroll@ucsd.edu, or the GEPA Financial Services Unit at Services & Support.

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>
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</thead>
<tbody>
<tr>
<td>Reconciliation of accounts</td>
<td>Call for Course Proposals</td>
<td>Training: How to hire</td>
<td>Approved courses</td>
<td>Classroom assignment</td>
<td>Schedule of Classes available on TritonLink</td>
</tr>
</tbody>
</table>
Data reporting continues
Course proposals due
Summer Session kickoff meeting
Summer Instructors
Summer Session Advisory Committee meeting
Preview of Classes posted
scheduled within ISA
Schedule builds due to Registrar via ISA
s as needed
Faculty teaching appointment letters sent out
Approved courses set up in ISIS

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</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>Tuition &amp; fees due</td>
<td>Session 1 classes begin</td>
<td>Session 2 classes begin</td>
<td>Sessions end Reporting begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students: Add/drop classes</td>
<td>Faculty Pay Date (Session 1)</td>
<td>Faculty Pay Date (Session 2)</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Tuition &amp; fees due</td>
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Resources for Summer Session instructors:

2023 Guidebook

The 2023 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