



## Summer Scoop

Week of August 21 - August 25, 2023



### Summer 2023 Headcount & Enrollment

#### Week 18: August 14 - August 18, 2023

Headcount	13,788
Enrollment	30,805

#### Course Modality:

In person	380
Remote	418
Hybrid	12

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.

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## Summer Session 2 - Week 5

For Summer Session key dates & deadlines, please see [the Summer Session Calendar](#).

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### Deadline to ADD / DROP

**Add:** August 11 was the last day to add a class via WebReg. Students may submit Late Add requests via EASy through **September 7**. Approvals are not guaranteed and subject to instructor & department approval.

**Drop:** The last day for Summer Session 2 students to withdraw without a W is **August 18**. The last day to drop is **August 25** for undergraduate students and **September 5** for graduate students.

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### Additional Pay Mass Uploads are Complete for the 9/1/23 Pay Date

The additional pay mass uploads for Summer Session instructors and graduate students (Associates-In and TAs) are complete for the AUGUST pay period.

Please double-check that everything looks good in PayPath.

Email [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu) if you have any questions about ladder-rank faculty, LSOE/LPSOE, lecturer, or recall appointee additional pay.

Submit a ticket to the GEPA Financial Services Unit at [Services & Support](#) if you have questions about graduate student payments (Associate-Ins, TAs).

Summer Session will process one last additional pay mass upload for faculty who need to spread their payments into the September pay period.

Lisa Bargabus will reach out to specific departments with any questions.

The SEPTEMBER additional pay mass upload will be processed the first week of September.

## Summer Session Annual Workflow

October	November	December	January	February	March
<p>Reconciliation of accounts</p> <p>Data reporting continues</p>	<p>Call for Course Proposals</p> <p>Course proposals due</p> <p>Summer Session kickoff meeting</p>	<p>Training: How to hire Summer Instructors</p> <p>Summer Session Advisory Committee meeting</p> <p>Preview of Classes posted</p>	<p>Approved courses scheduled within ISA</p> <p>Schedule builds due to Registrar via ISA</p>	<p>Classroom assignments as needed</p> <p>Faculty teaching appointments sent out</p> <p>Approved courses set up in ISIS</p>	<p>Schedule of Classes available on TritonLink</p>
April	May	June	July	August	September
<p>Students begin enrollment</p>	<p>Enrollment management of waitlists</p> <p>Student fees assessed</p>	<p>Tuition &amp; fees due</p>	<p>Session 1 classes begin</p> <p>Students: Add/drop classes</p> <p>Tuition &amp; fees due</p>	<p>Session 2 classes begin</p> <p>Faculty Pay Date (Session 1)</p>	<p>Sessions end</p> <p>Reporting begins</p> <p>Faculty Pay Date (Session 2)</p>

## Resources for Summer Session instructors:

Summer Session 2023  
GUIDEBOOK



### 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](#)



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