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## Summer Scoop

July 7- July 11, 2025

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### Summer Session 2025

July 7, 2025 - Week 12

#### Enrollment and Headcount

Headcount	14,487
Enrollment	36,166
Waitlist	948

#### Course Modality

Modality	# of Courses	Enrollment	Waitlist
In Person	424	11,446	112
Remote	599	19,111	631
Hybrid	39	1,744	9
Off Campus	460	3,865	196

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.

*\*The ISA will remain open if your department would like to add or cancel courses. Summer Session will continue to approve new courses and cancellations. If you have any questions, contact us at [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).*

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## Summer Session DEADLINES!

Summer Session has started and there are a few important dates coming up for students. For more information, you can refer to the [Summer Session Calendar](#).

### **Session 1: Deadlines TODAY!**

- Last Day to Add a course: **July 7, 2025**

- Last Day to Drop with a FULL refund: **July 7, 2025**

*Please note- Summer Session does not offer partial refunds. If a student misses the refund deadline, please have them contact us at [summer@ucsd.edu](mailto:summer@ucsd.edu)*

### **Special Session:**

- Deadlines to add and drop are updated here: [Special Session Calendar](#)

Questions? Contact Yvonne Wollmann at [summer@ucsd.edu](mailto:summer@ucsd.edu).

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## Instructor Payroll- Next steps for Aug. 1st Pay Date

The Summer Session 2025 payroll spreadsheets are available in the Payroll Documents folder of your department [OneDrive folder](#).

### **Next Steps to Pay Ladder-Rank Faculty, Lecturers, Visiting Professors, and Recall Appointees:**

1. Finish processing hires for Session 1 and July Special Session  
1550 Lecturers, Visiting Professors, and 1699/1700 Recall Teaching

appointees.

2. **DEADLINE July 10th** – Fill-in columns F, G, and H in the MASS UPLOAD TO FILL-IN spreadsheet for your Session 1 & July Special Session instructors.
  - a. That document is in your Payroll Documents folder.
  - b. Payment Sheets will be uploaded this week, so you can double-check who is getting paid on the 8/1 pay date.
3. Summer Session will process the additional pay in a Mass Upload action for the July pay period (8/1 pay date).

### **Next Steps to Pay Graduate Student Associate Instructors and TAs**

1. Finish processing hires for Session 1 and July Special Session Associate Instructors and TAs.
2. Choose one of the two options below.
  - **OPTION 1** – Have GEPA process the additional pay in a MASS UPLOAD
    - a. Download and fill-in the [Additional Pay Mass Upload Spreadsheet](#) for the July pay period (8/1 pay date)
    - b. **DEADLINE July 7th** - Submit your completed Additional Pay Mass Upload Spreadsheet to GEPA using this [Google form](#).
  - **OPTION 2** – Enter the additional pay **MANUALLY** in UCPATH
    - a. Refer to the [GEPA training presentation](#) starting on slide 10 for guidelines on how to enter the additional pay in UCPATH.
    - b. Follow [UCPATH processing deadlines](#) for the 8/1 pay date.

If you have questions or concerns about your courses, please contact Lisa at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

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## **Summer Session Resources**

If you still have more questions, please feel free to take a look at these resources under the [Staff and Faculty Resource Page](#):

If you missed the How to hire an instructor training, here are the slides and video from the presentation:

- [Instructor Appointment Handbook](#)
- [Video Recording from Training on 1/22/25](#)
- [Summer 2025: How to hire instructors Presentation from 1/22/25](#)
- [GEPA's Presentation from 1/22/25](#)

Here are some other useful information found on our website:

- **NEW** – [Summer Instructor Misconduct Disclosure Process for SB 791 Compliance](#)
- [SB 791 policies and procedures on the APS website](#) (see For Summer Session Appointees under the Disclosure Collection Process)
- [ISA Quick Start Guide](#)
- [Summer Session Guidebook](#)
- [Summer Session Kickoff Meeting Slides](#)
- [Summer Session ISA Training Video](#)

Questions? Contact Lisa Bargabus at [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).

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## Summer Session 2025 Pre-planning

Here's a quick at-a-glance overview of what to expect in the next few months. Please review the calendar below to see what's to come.

October	November	December	January	February	March
Call for course proposals	Course proposals due	Preview of classes posted	Approved courses set up in system	Classroom assignments  Faculty teaching appointment letters sent out	Schedule of Classes available on TritonLink
April	May	June	July	August	September
Students begin enrollment	Enrollment management	Students: Add/Drop	Session 1 classes begin	Session 2 classes begin	Sessions end

	t of waitlists	Courses	Enrollmen t managem ent for waitlist	Faculty Pay Date	Reporting begins
	Student fees assessed	Fees due			
	Financial Aid app opens		Fees Due		

## Engaged Teaching Hub

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#)



Summer Session  
University of California San Diego  
Phone: 858-534-5258  
Email: [summer@ucsd.edu](mailto:summer@ucsd.edu)

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