Manage Summer Session 2024 Course Changes

Summer Session is using the **ISA** (Instructional Scheduling Assistant https://instructionalscheduling.ucsd.edu/) to track and manage changes to courses in one master database for PAYROLL.

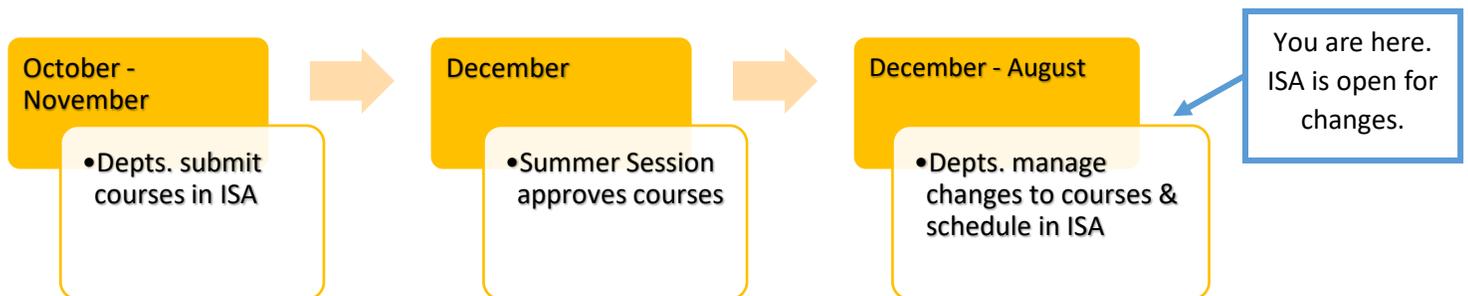**Important Note – ISA Changes do NOT automatically flow to the Schedule of Classes.**

For example, to LATE ADD a new Summer Session Course:
1. Department updates ISA and clicks Send to Summer Session.
2. Summer Session reviews and approves in ISA.
3. Department checks in ISA to see if the new course is approved.
4. Department emails Registrar Scheduling at registrar-scheduling@ucsd.edu to schedule the new class on the Schedule of Classes.
   This is a manual step. The ISA does NOT push the new class to the Schedule of Classes.
   Be sure to specify instruction modality. Use RCLAS as the building code for remote instruction.

The chart on page 4 outlines the steps for each type of Summer Session change - when to update the ISA, and when to email Registrar Scheduling.

October - November
- Depts. submit courses in ISA

December
- Summer Session approves courses

December - August
- Depts. manage changes to courses & schedule in ISA

> You are here. ISA is open for changes.

| **February 1** Schedule Build to Registrar using ISA | **March 13** The Look is released. | **March 15** Email schedule changes to Registrar. | **March 21** Schedule of Classes is live | **April 15** Enrollment begins |

Why use ISA for changes?

✅ **REDUCE Wait Time** — Changes submitted in ISA appear in Summer Session workflow. Departments receive email replies from Summer Session.

✅ **REDUCE Potential for Defects** — All changes will be logged in a central system (ISA). Statuses are clearly decided: APPROVED, DENIED, or CANCELLED. Fewer emails to manage reduces workload.

✅ **ESR Effort – Accuracy for UCPath** — Manage changes that impact payroll in one master database.

Manage Summer Session 2024 Course Changes

Next Steps

1. Schedule your approved Summer Session courses in the ISA.
2. Enter any changes to your approved summer courses into the ISA.
3. Submit your schedule to Registrar using the Schedule Submission Wizard in the ISA – firm deadline is **February 1, 2024**. See the Knowledge Base article for more information.
4. To make changes after you submit your schedule to the Registrar, follow the steps outlined on page 4.
5. Note that requests to change instruction modality (in-person vs. remote) should be emailed to registrar-scheduling@ucsd.edu.

| Scenario	What to do?
I already emailed summer-courses@ucsd.edu with changes to my Summer 2024 offerings.	Enter changes in ISA
We contacted Summer Session about our classes	Enter changes in ISA
My CAO already spoke with Summer Session staff about our changes	Enter changes in ISA
I already submitted my schedule to Registrar, but I need to change the day/time/location.	Email registrar-scheduling@ucsd.edu directly
I want to change the instruction modality of a course (in-person vs. remote)	Email registrar-scheduling@ucsd.edu directly

Manage Summer Session 2024 Course Changes

Quick note: Be sure you are in the current academic year

ISA allows you to edit course schedules year-round, and into the next academic year. Make sure your academic year in ISA is set to 2023-24 so you are editing the correct current Summer Term 2024.

1. Log in to ISA https://instructionalscheduling.ucsd.edu/
2. In the left navigation bar, confirm the year below your unit.
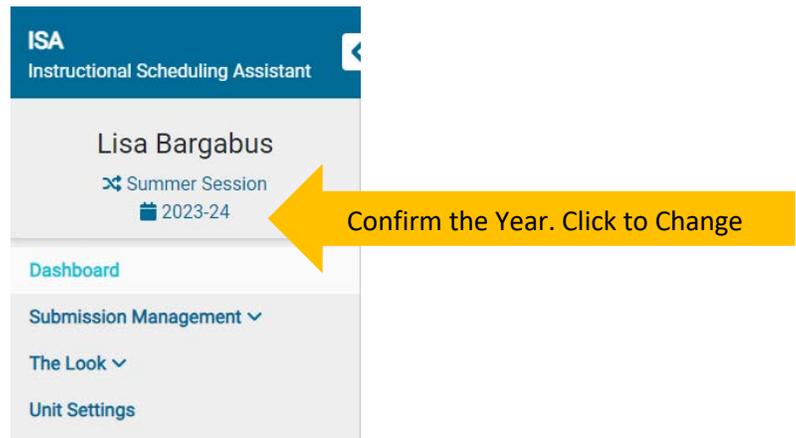
3. To change the working year, click on the year and a pop-up window will appear. From the drop-down menu, select 2023-2024 to edit Summer 2024. Once selected, click "Set Year"
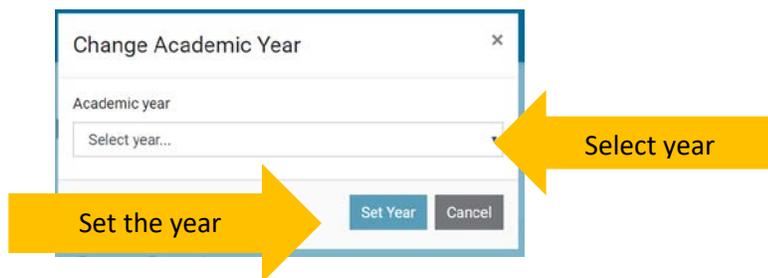
Manage Summer Session 2024 Course Changes

How to make changes to course offerings after schedule is submitted to Registrar?

Follow the chart for the type of course changes:

Request Type	How to submit changes?
New Course Offering	Step 1: Dept. submits new course in the ISA. Step 2: Summer Session reviews & approves new course. Step 2: Once new course is approved, dept. emails registrar-scheduling@ucsd.edu to add new class to Schedule of Classes
Cancellation of Class *(see pg. 5 for step-by-step guide)*	Step 1: Dept. submits Cancellation Request in ISA. Step 2: Summer Session reviews & approves cancellation Step 3: Once cancellation is approved, dept. emails registrar-scheduling@ucsd.edu to cancel the class ***Note: If **enrollment** has already begun, depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation
Change Session of Class	Step 1: Follow the steps above for Cancellation of Class Step 2: Follow the steps above for New course offering
Change Instructor Name *(see pg. 6 for step-by-step guide)*	Step 1: Dept. updates the instructor name in the ISA Step 2: Summer Session will manage payroll and appointment letter process for the new instructor, and cancel appointment for the previous instructor (if applicable) Step 3: Once instructor has accepted appointment to teach and is "active" in the system, Summer Session will update the instructor name on the Schedule of Classes
Schedule Change (ex: days, times, location)	Step 1: Dept. updates ISA. Step 2: Dept. emails changes to Registrar Scheduling registrar-scheduling@ucsd.edu
Change Instruction Modality in-person ⟶ remote remote ⟶ in-person	Dept. emails modality change to Registrar Scheduling registrar-scheduling@ucsd.edu *Note: After enrollment begins, remote courses cannot be changed to in-person instruction.*

Every weekday morning Summer Session reviews changes in ISA that impact PAYROLL – Session, instructor name, add/cancel course. Departments will see status updated in ISA.

Manage Summer Session 2024 Course Changes

How to request a class cancellation?

1. Log in to ISA https://instructionalscheduling.ucsd.edu/
2. In the left navigation bar, scroll to bottom for "Summer Session"
3. Select "Class Approval Statuses"
4. Then on the right, you will see your list of Summer 2024 classes. Find the class you wish to cancel, and select the "Request Cancelation" button to the right.
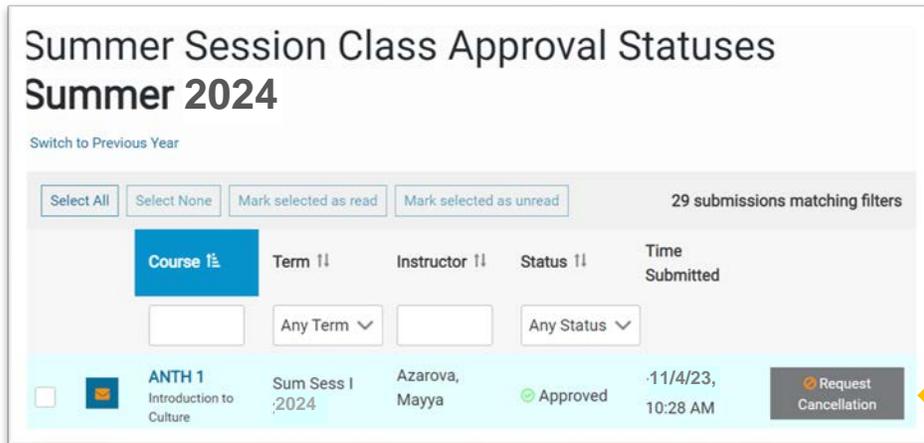
5. A pop-up window will appear. Provide a reason for the cancellation, and acknowledge the terms at the bottom. Please click "Request Cancellation" to confirm. Click "Nevermind" if this was selected by mistake.

6. Depts. will see the cancellation approved in ISA
7. Depts. will email Registrar-Scheduling@ucsd.edu to initiate the cancellation from the Schedule of Classes (***Note: If enrollment has already begun, depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation)
8. Registrar-Scheduling will process the cancellation.
9. Summer Session will manage all related payroll actions.

Manage Summer Session 2024 Course Changes

## How to change instruction modality (in-person vs. remote)?

1. Email registrar-scheduling@ucsd.edu to change an in-person course to remote instruction, or a remote course to in-person instruction.
2. After student enrollment begins, remote courses may NOT change to in-person instruction.

How to change instructor?

1. Log in to ISA https://instructionalscheduling.ucsd.edu/
2. In the left navigation bar, scroll to bottom for "Summer Session"
3. Select "Summer Session Schedule Build" (tip: be sure you are in the correct academic year for your Schedule Build. Summer 2024 is part of the 2023-24 academic year)
4. Then on the right, you will see your Summer 2024 schedule build. Find the class for which you wish to change instructor. Click on the instructor name.
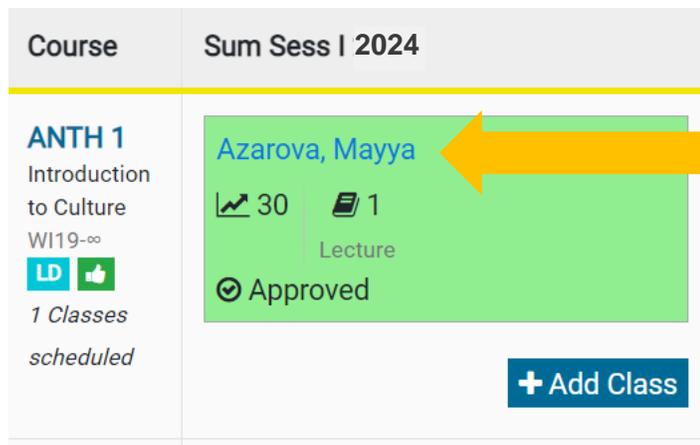
5. A pop-up window will appear. Click the "X" to delete the current instructor. Click on "Add an instructor" to add the new instructor.
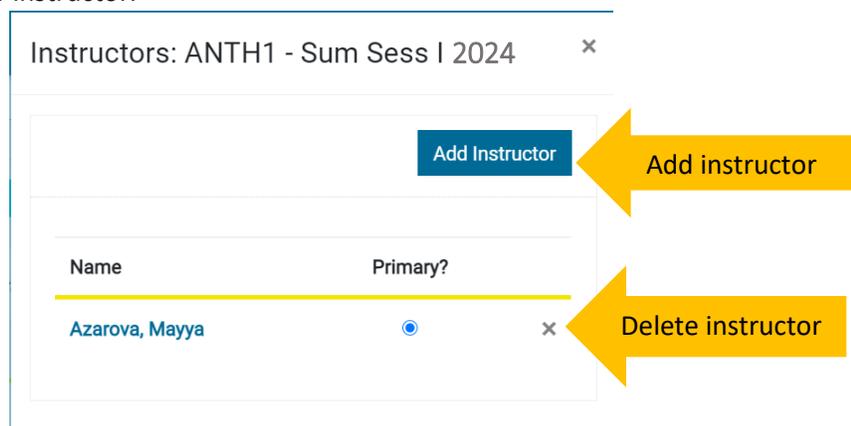
6. A pop-up window will appear after clicking on "Add an instructor". You can search for the instructor name to add. Finish by clicking "Add instructor" button at the bottom.

Manage Summer Session 2024 Course Changes

7. Summer Session will see this information updated on our dashboard. Summer Session will update payroll information accordingly

How to change the session that the class is offered in?

1. Follow the steps on page 5 - How to request a class cancellation?
2. Then follow the steps on page 4 – New Course Offering

Manage Summer Session 2024 Course Changes

Need to report a problem in ISA?

1. In the left navigation bar, click on "Send feedback". This will create a ticket for the developers
2. Developers will reach out to you to troubleshoot the errors in ISA.
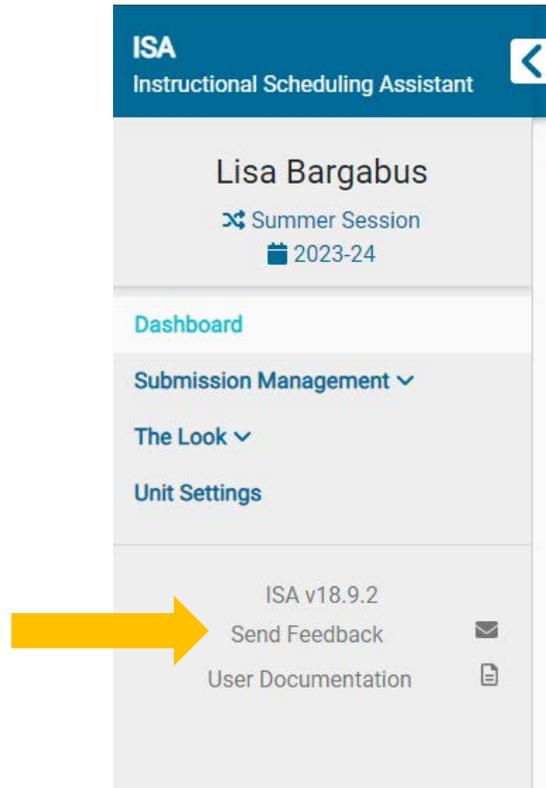
Thank you for making this transition to the new process of managing Summer Session course changes.
Feedback or questions? Email summer-courses@ucsd.edu.