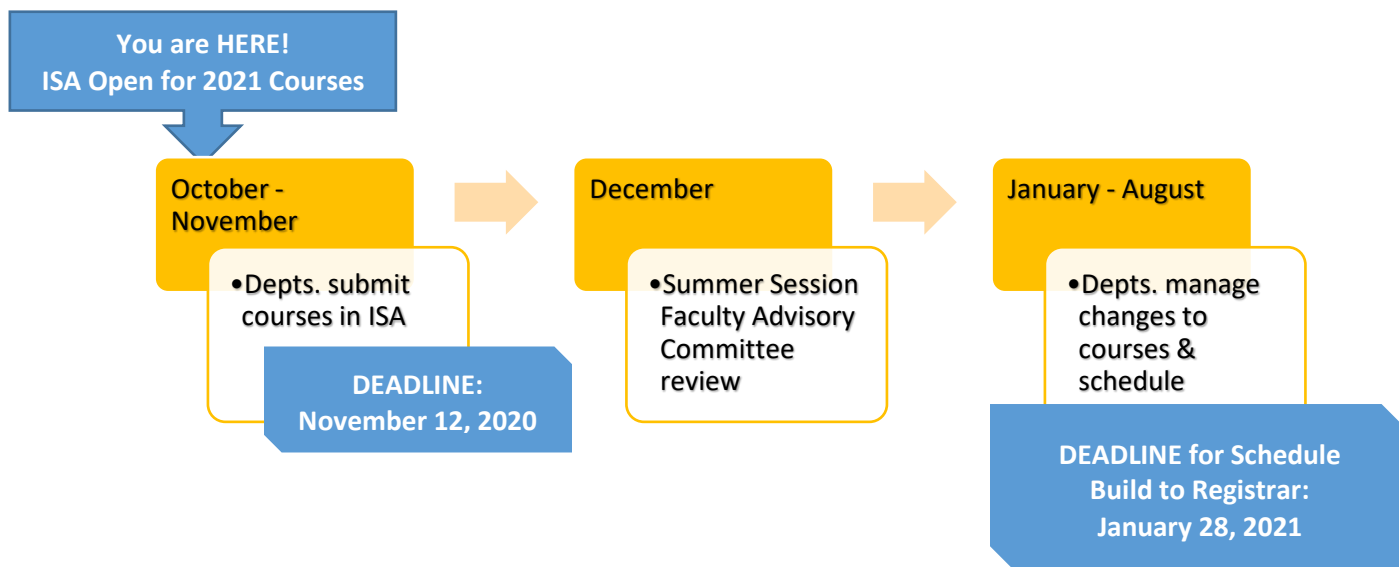


# Summer Session 2021

## Instructional Scheduling Assistant (ISA) – Quick Start



### How to Submit Summer Session Classes in the ISA.

1. Log into the ISA - <https://instructionalscheduling.ucsd.edu>  
Use your Business Systems SSO.
2. Select Summer Session Schedule Builder
  - a. Did you submit courses in the ISA for Summer 2020? If so, and you used the "Copy Schedule" function in the Annual Schedule Builder to duplicate your submissions from the previous year, your Summer Session Schedule Builder will already be populated.
  - b. If you did not submit courses last summer or did not use the "Copy Schedule" function, your builder will be empty.
3. Begin building your schedule.
  - a. Courses that are not yet approved by Educational Policy Committee (EPC) – please create a temporary record.
  - b. Note: If instructors have been identified, please include their names to activate payroll eligibility process.
4. Send to Summer Session by **November 12, 2020**.  
Once your schedule is complete, click "Send to Summer Session."  
Statuses are PENDING until information is updated in December after the Summer Session Advisory Committee.
5. December – Summer Session will approve/deny courses in the ISA.
6. Schedule Build spreadsheets are due to Registrar's Office by **January 28, 2021**.

Export directly from the ISA to create your Schedule Build spreadsheet. Email the spreadsheet to [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) .

## Tips for Success

- See pages 14-20 in the Guidebook for more details on Courses.  
<http://summersession.ucsd.edu/files/Guidebook/Guidebook.pdf#page=14>
- “Topic” required for special topics classes. (Ex. MUS15 “History of the Beatles” )
- Be sure to submit Global Seminar and Travel Study courses.
- Subterm is required for classes scheduled in Special Session. See Guidebook for subterm dates:  
<http://summersession.ucsd.edu/files/Guidebook/Guidebook.pdf#page=8>  
**EXAMPLE** For 3-week courses, the class dates must match one of the subterms below.  
June 28-July 17  
July 19 – August 7  
August 9 – August 28
- Courses with waitlists in Fall, Winter, and Spring quarters should be offered in Summer Session.
- Check the 5 Year Report to see which courses have had high student interest:  
[http://summersession.ucsd.edu/files/Enrollment%20Snapshot/Five-Year\\_Course\\_Enrollment\\_History\\_Report.pdf](http://summersession.ucsd.edu/files/Enrollment%20Snapshot/Five-Year_Course_Enrollment_History_Report.pdf)

## Contacts

Renee Lee, Summer Course Scheduling  
[Summer-scheduling@ucsd.edu](mailto:Summer-scheduling@ucsd.edu)

Lisa Bargabus, Summer Business Affairs - Faculty eligibility & payroll  
[Summer-payroll@ucsd.edu](mailto:Summer-payroll@ucsd.edu)

Katie Frehafer, ISA Project Manager  
[kfrehafer@ucsd.edu](mailto:kfrehafer@ucsd.edu)

