

Manage Summer Session 2021 Course Changes

Summer Session has **RE-OPENED COURSE SUBMISSIONS on ISA** (Instructional Scheduling Assistant <https://instructionalscheduling.ucsd.edu/>) to track and manage changes to courses in one master database for PAYROLL.

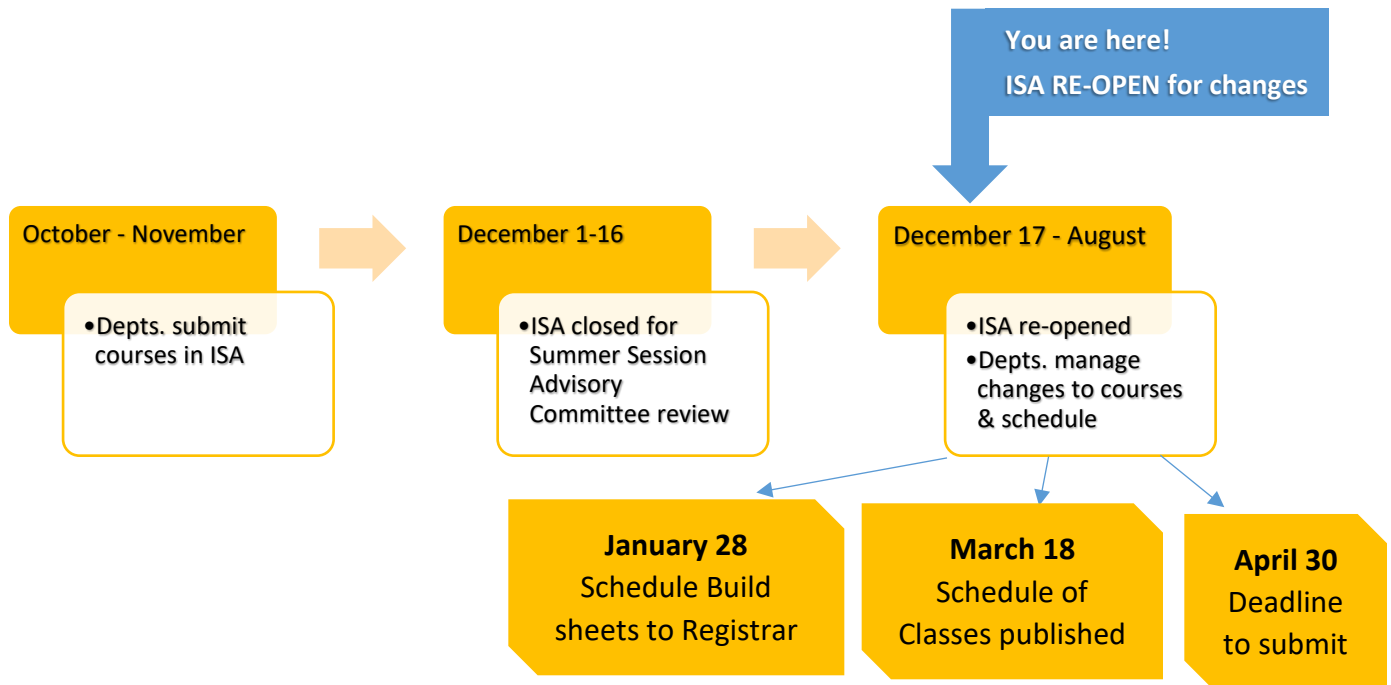
Important Note – ISA Changes do NOT automatically flow to the Schedule of Classes.

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.

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.



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.

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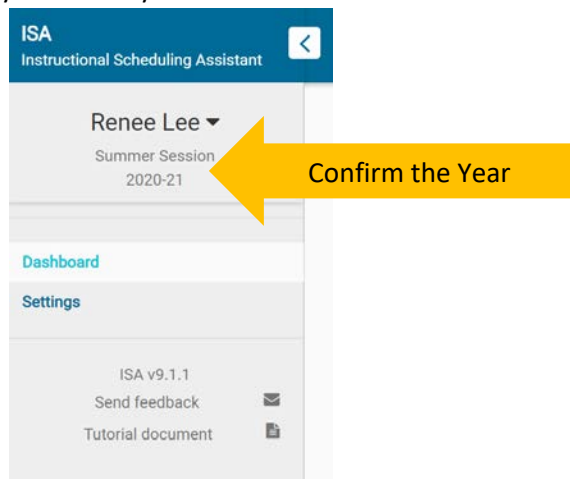
Next Steps - ISA is now re-opened!

Scenario	What to do?
I already emailed summer-scheduling@ucsd.edu with changes to my Summer 2021 offerings.	Enter changes in ISA
We contacted Summer Session about our classes	Enter changes in ISA
My MSO 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

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

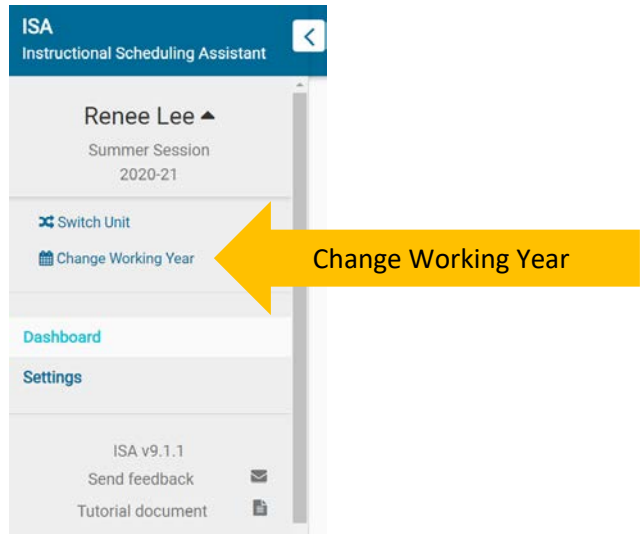
ISA allows you to edit course schedules year round, and into the next academic year. Make sure your academic year in ISA is set to 2020-21 so you are editing the correct current Summer Term 2021.

1. Log in to ISA <https://instructionalscheduling.ucsd.edu/>
2. In the left navigation bar, confirm the year below your unit.

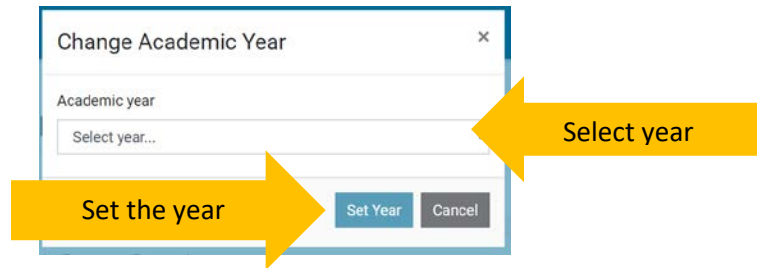


3. If it is incorrect, click on the year and the navigation will expand. Click on "Change Working Year"

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4. A pop up window will appear. From the drop down menu, select the 2021 academic year to edit Summer 2021. Once set, click "Set Year"



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How to make changes to our course offerings?

Follow the chart for the type of course changes:

Request Type	How to submit changes?
New course offering	<p>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</p>
Cancellation of Class <i>(see pg. 5 for step-by-step guide)</i>	<p>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</p> <p>***Note: If enrollment has already begun, depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation</p>
Change Session of Class	<p>Step 1: Follow the steps above for Cancellation of Class Step 2: Follow the steps above for New course offering</p>
Change instructor name <i>(see pg. 6 for step-by-step guide)</i>	<p>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</p>
Schedule Change (ex: days, times, location)	<p>Step 1: Dept. updates ISA. Step 2: Dept. emails changes to Registrar Scheduling registrar-scheduling@ucsd.edu</p>

Every weekday morning at 9am - Summer Session reviews changes in ISA that impact PAYROLL – Session, instructor name, add/cancel course. Departments will see status updated in ISA.

- NOTE: Does the course have a materials fee? If so, please mention that in the notes section of the ISA. Remote instruction for Summer Session 2021 has been approved per Academic Senate. The option for other modalities will be determined as we get closer to summer. Noting the materials fee in the ISA will help facilitate workflow between Summer Session and the Registrar Office to manually remove the materials fee, if needed.

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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 2021 classes. Find the class you wish to cancel, and select the “Request Cancellation” button to the right.

Course	Term	Instructor	Status	Time Submitted	
ANTH 1 Introduction to Culture	Sum Sess I 2021	Azarova, Mayya	Approved	11/4/20, 10:28 AM	<input type="checkbox"/> Request Cancellation

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.

Request Cancellation

Since this class has already been submitted to Summer Session, you can only request that it be canceled.

Are you sure you want to **request** that Summer Session cancel this class submission? This can not be undone.

ANTH1 - Introduction to Culture | Sum Sess I 2021
Instructors: Azarova, Mayya
Admin Note:

Reason for Cancellation:

I acknowledge that this is only a request to cancel the class and the class is not considered canceled until Summer Session approves the cancellation.

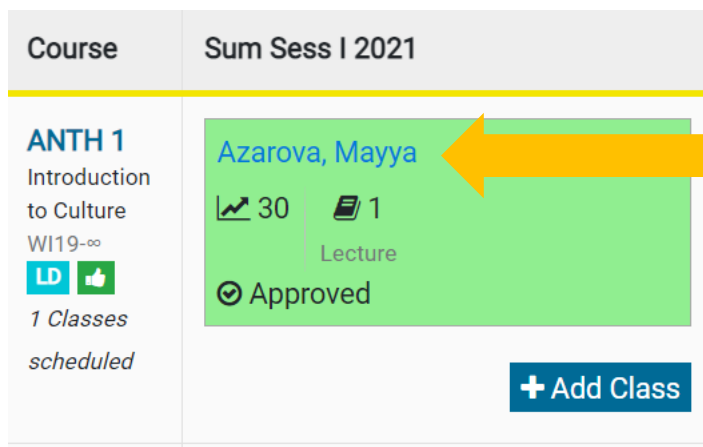
I acknowledge my academic unit's leadership team endorses this cancellation request.

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.

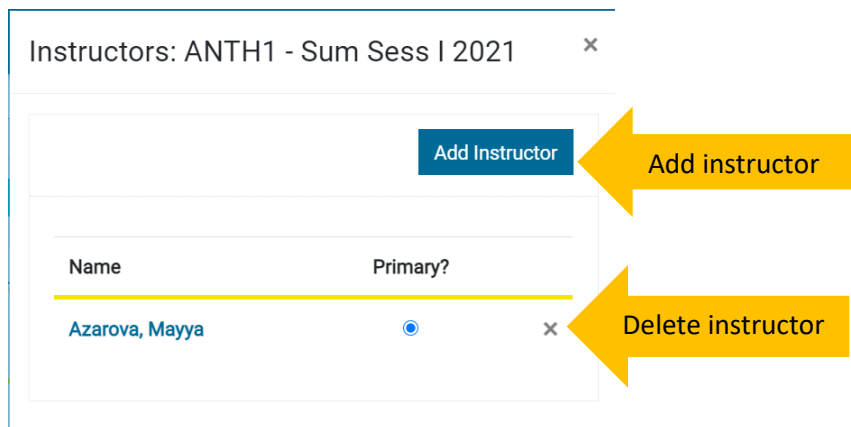
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How to change instructor?

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 2021 is part of the 2020-21 academic year)
4. Then on the right, you will see your Summer 2021 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.

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Instructors: ANTH1 - Sum Sess I 2021

Cancel Adding

Would you like to add a placeholder for an instructor that has not been decided on yet? NO

Instructor Search

Heads Up!

The instructor search now searches all instructors by default. Instructors that are part of your unit will have a ★ next to them, while inactive instructors will have a !.

The search list is limited to 50 results. If you do not see the instructor you are looking for, try a more specific search term.

Type at least 2 characters to search

Add instructor

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

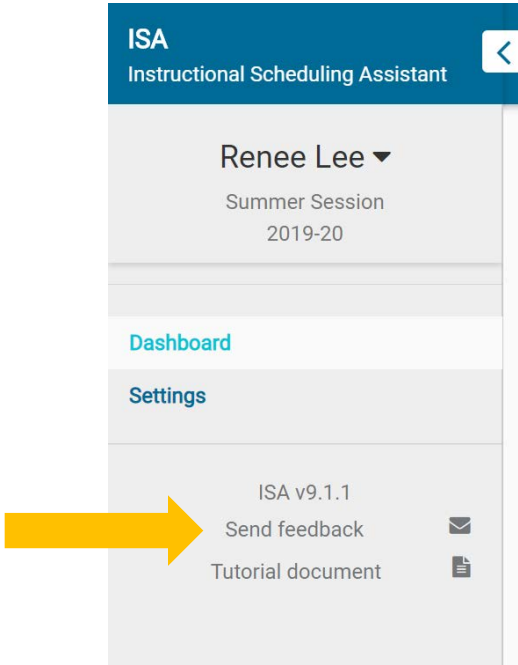
How to change the session that the class is offered in?

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

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.

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Thank you for making this transition to the new process of managing Summer Session course changes.
Feedback or questions? Email summer-scheduling@ucsd.edu or call 858-534-5258.