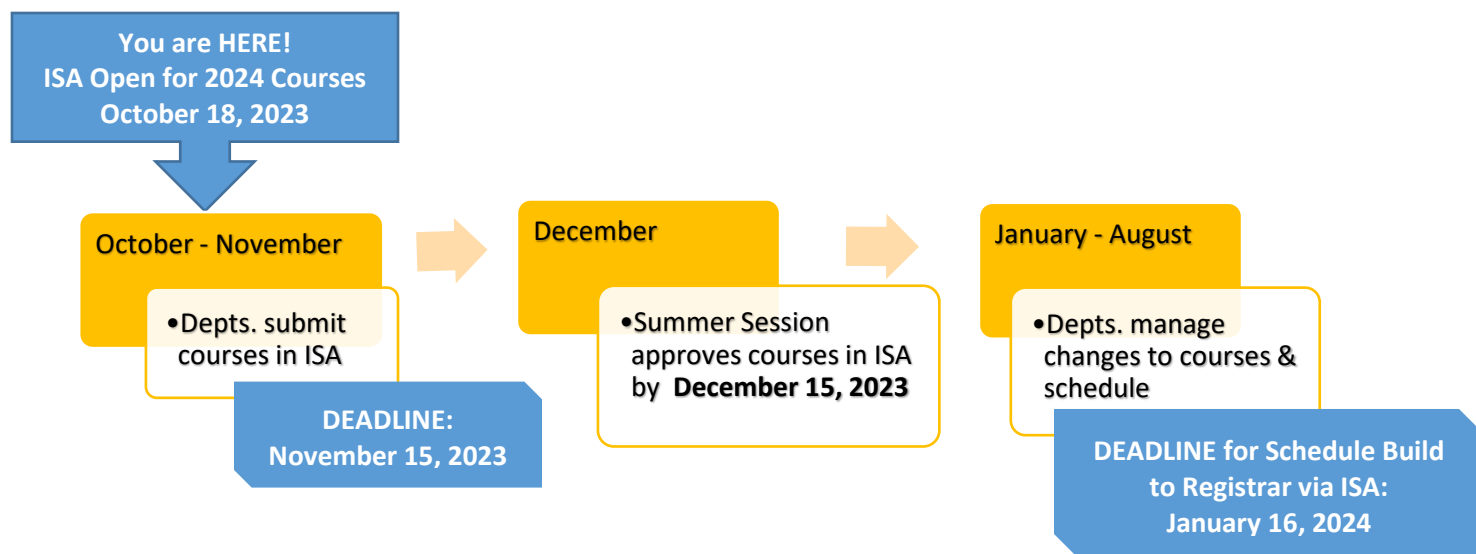


Summer Session 2024

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. If you used the “Copy schedule from a previous year” 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 from a previous year” function, your builder will be empty.
3. Begin creating your schedule.
 - a. Add your summer 2024 courses to the Summer Session Schedule Builder. Make sure they are listed in the correct session (Session 1, Session 2, or Special Session).
 - Note that days and times do not need to be scheduled in the ISA until the courses are approved by Summer Session in December.
 - b. If instructors have been identified, please include their names to begin the payroll eligibility process.
 - c. Please indicate if the course will be remote or in-person in the “Note to Summer Session” field.
 - A decision regarding remote modality for Summer Session 2024 is expected from Academic Senate by the end of October.
 - d. For courses that are not yet approved by Educational Policy Committee (EPC) – please create a temporary record.
 - From the ISA left navigation menu, under “Unit Maintenance,” select “Create New Course” to create a temporary entry. The temporary entry is for schedule planning purposes only. Once the course is approved by EPC and set up in the student information system, the record in ISA will be updated automatically.

4. Send your courses to Summer Session by **November 15, 2023**.
Once your schedule is complete, click the “Send to Summer Session” button
Statuses are PENDING until information is updated in December.
5. Summer Session will approve/deny courses in the ISA by **December 15, 2023**.
6. Begin building your schedule in the ISA. Be sure to use the standard Summer Session teaching times. [Refer to page 19 in the Summer Session Guidebook](#).
7. Submit your schedule to the Registrar’s Office by **January 16, 2024**.
Use the Schedule Submission Wizard in the ISA to submit your schedule to the Registrar’s office. [See the Knowledge Base Article](#) for details.

Tips for Success

- See [pages 15-22 in the Guidebook](#) for more details on Courses.
- “Topic” is 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:](#)
EXAMPLE For 3-week courses, the class dates must match one of the subterms below.
July 1 – July 20
July 22 – August 10
August 12 – August 31
- Courses with waitlists in Fall, Winter, and Spring quarters should be offered in Summer Session.
- Check the [5 Year Enrollment History Report](#) to see which courses have had high student interest.
 1. Log-in with your UC San Diego Active Directory credentials
 2. Use the filters at the top of the report to view enrollments for a specific department or course
 3. Note that this report is using Third-Week Census Data. Cross-listed courses are listed separately.
- For help with the ISA, refer to the [Knowledge Base Articles \(KBAs\) at support.ucsd.edu](#).

Contacts

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