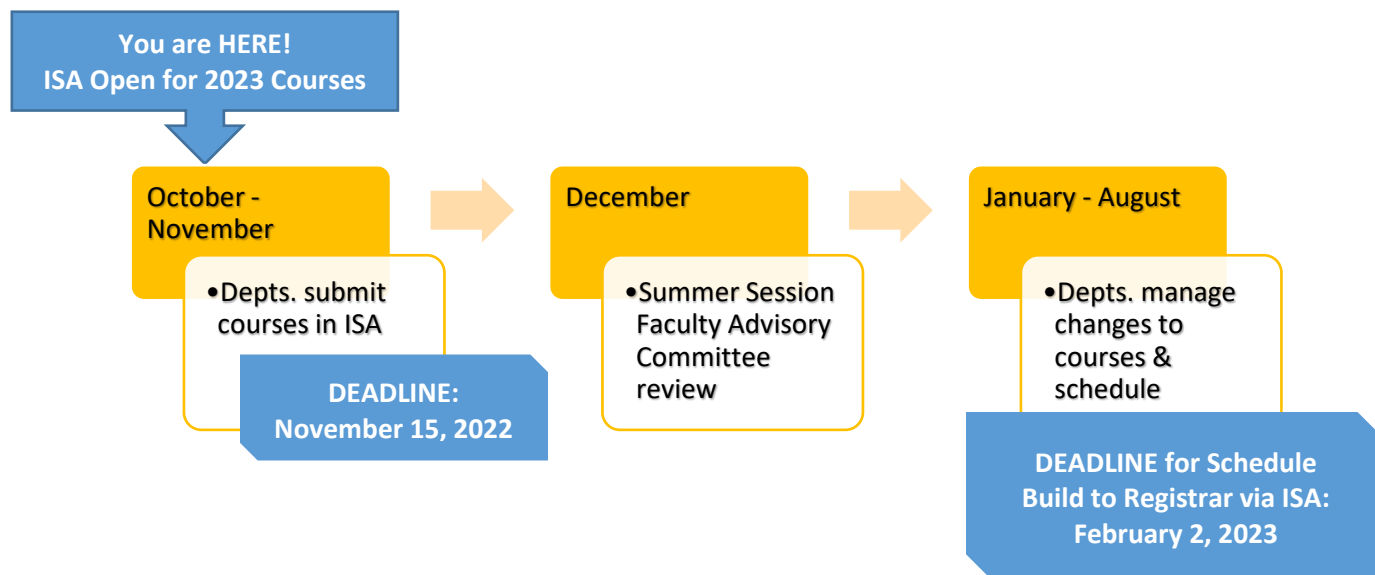


Summer Session 2023

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 2022? If so, and 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 building your schedule.
 - a. 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.
 - b. Note: If instructors have been identified, please include their names to activate payroll eligibility process.
4. Send to Summer Session by **November 15, 2022**.
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. Submit your schedule to the Registrar's Office by **February 2, 2023**. 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 13-20 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 3 – July 22
July 24 – August 12
August 14 – September 2
- 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.
- For help with the ISA, refer to the [Knowledge Base Articles \(KBAs\) at support.ucsd.edu](#).

Contacts

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