Does your Dept want to offer more courses this summer? Enter it directly into the ISA!
The Instructional Scheduling Application (ISA) is open to accept NEWLY ADDED courses for Summer Session. The best time to double check the schedule of classes is now. If changes to days, times, or to the calendar, are required, making the changes today will require less work than after students begin enrolling in courses.

Helpful Tip! Summer Session created this document to help guide departments on Next Steps in Course Change Management. On a daily basis, Summer Session reviews the courses in the ISA to determine if a course is approved or cancelled.

For more information, Contact Renee Lee at summer-scheduling@ucsd.edu or (858)534-8277.

GUIDE on Managing Course Changes
Thank you to our department partners for all your work getting the summer Schedule of Classes published for students.
We know there are lots of changes to the schedule between now and start of summer, so we updated the GUIDE on Managing Course Changes on the Summer Session website. This guide has useful information as you navigate changing instructor names, changing the session of a class, adding new classes, cancellations, etc.

Payroll questions? Email summer-payroll@ucsd.edu
Courses questions: Email summer-scheduling@ucsd.edu
Need to change dates & times of a class? Email registrar-scheduling@ucsd.edu

Summer Session Appointment Letters
Summer Session 2021 appointment letters are located in your department folder on One Drive at this link:

https://go.ucsd.edu/3cPRUEF

If you have trouble logging in, or need to add a new user from your unit, please contact Lisa Bargabus at summer-payroll@ucsd.edu or (858) 822-5064.
Courses – in-person vs. remote instruction
The Schedule of Classes went live on Thursday, March 18, 2021. The campus is offering both types of instruction, in-person and remote, for Summer Session 2021.

The Schedule of Classes has courses mostly identified as RCLAS for remote, and a few courses are listed in a room on campus. Note: Courses can move from in-person to remote if required for safety.

Monday, April 12, 2021  Enrollment for continuing students begins
Monday, April 19, 2021  Enrollment for new students and visiting students begins

• For questions, contact Summer Session at summer-scheduling@ucsd.edu or (858) 534-5258.
### Summer Session Annual Workflow

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March (in progress)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Course Proposals</td>
<td>Course Proposals Due – November 12</td>
<td>How to Hire Summer Session Instructors Training</td>
<td>Approved Courses scheduled within ISA</td>
<td>Classroom Assignments as needed</td>
<td>Schedule of Classes Available on TritonLink beginning March 18</td>
</tr>
<tr>
<td></td>
<td>Summer Session Kickoff Meeting – November 19</td>
<td>Summer Session Advisory Committee Meeting</td>
<td>Schedule Build Spreadsheets due to Registrar – January 28</td>
<td>Faculty teaching Appointment Letters Sent out</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Premiere of Classes posted</td>
<td>Approved Courses set up in ISIS</td>
<td>Approved Courses set up in ISIS</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>May</td>
<td>June</td>
<td>July</td>
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</tr>
<tr>
<td>Students Begin Enrollment</td>
<td>Enrollment Management of Waitlists</td>
<td>Session 1 Classes Begin Fees Due</td>
<td>Students: Add/Drop Courses</td>
<td>Session 2 Classes Begin Fees Due</td>
<td>Sessions End Reporting Begins</td>
</tr>
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<td>Faculty Pay Date (Session 1)</td>
<td>Faculty Pay Date (Session 2)</td>
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</tbody>
</table>

### Resources for Summer Session Faculty

The 2021 Guidebook contains policies and procedures pertaining to Summer Session instruction. All Summer Session instructors are eligible for services at the Engaged Teaching Hub at the Teaching + Learning Commons.

Need more information? Visit us online at: [http://summersession.ucsd.edu](http://summersession.ucsd.edu), or email us at summer@ucsd.edu.

Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619