

# Manage Summer Session 2023 Course Changes

Summer Session is using the **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. **AFTER The Look is released on March 15<sup>th</sup>** - Department emails Registrar Scheduling at [registrar-scheduling@ucsd.edu](mailto: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.

**Be sure to specify instruction modality.** Use RCLAS as the building code for remote instruction.

The chart on page 5 outlines the steps for each type of Summer Session change - when to update the ISA, and when to email Registrar Scheduling.



## Timeline & Tasks for the Summer Session Schedule 2023 of Classes

Students begin enrolling on April 17, 2023

| DATES           | DEPARTMENTS  | REGISTRAR   | SUMMER SESSION  |
|-----------------|--|---|---|
| FEB 2           | Submit schedule build to Registrar via ISA   | Not working on summer scheduling, yet   | Continue approving new courses & course cancellations in the ISA.   |
| FEB 3 to MAR 14 | Continue to enter course, session, and instructor information in the ISA Summer Session Builder, so Summer Session can send faculty appointment letters.   | Begin work on summer schedule, including room assignments, outside of the ISA.<br><br>No schedule changes are processed during this time. | Continue approving new courses and course cancellations in the ISA.<br><br>Use ISA information to send faculty appointment letters. |
| MAR 15          | Review <b>The Look</b> . Email changes to <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a><br><br>Continue to enter course, session, and instructor information in the ISA Summer Session Builder, so Summer Session can send faculty appointment letters. | Send <b>The Look</b> to departments for review  | Continue approving new courses and course cancellations in the ISA.<br><br>Use ISA information to send faculty appointment letters. |

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|  |  |  |  |
|--|--|--|--|
| <p><b>MAR 17</b></p>                                     | <p>Deadline to return edited <b>The Look</b> to <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a></p> <p>Continue to enter course, session, and instructor information in the ISA Summer Session Builder, so Summer Session can send faculty appointment letters.</p> | <p>Process schedule edits from departments.</p>                              | <p>Continue approving new courses and course cancellations in the ISA.</p> <p>Use ISA information to send faculty appointment letters.</p> |
| <p><b>MAR 23</b></p>                                     | <p>Summer Session 2023 Schedule of Classes is available online.</p>  |  |  |
| <p><b>MAR 24 to 1 week Before Instruction Begins</b></p> | <p>Email schedule changes to <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a></p> <p>Continue to enter course, session, and instructor information in the ISA Summer Session Builder, so Summer Session can send faculty appointment letters.</p>                    | <p>Process changes to the Schedule of Classes as emailed by departments.</p> | <p>Continue approving new courses and course cancellations in the ISA.</p> <p>Use ISA information to send faculty appointment letters.</p> |

## 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

1. Schedule your approved Summer Session courses in the ISA.
2. Enter any changes to your approved summer courses into the ISA.
3. Submit your schedule to Registrar using the Schedule Submission Wizard in the ISA – firm deadline is **February 2, 2023**. [See the Knowledge Base article for more information](#).
4. To make changes after you submit your schedule to the Registrar, follow the steps outlined on page 5.
5. Note that requests to change instruction modality (in-person vs. remote) should be emailed to [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) after March 15, 2023.

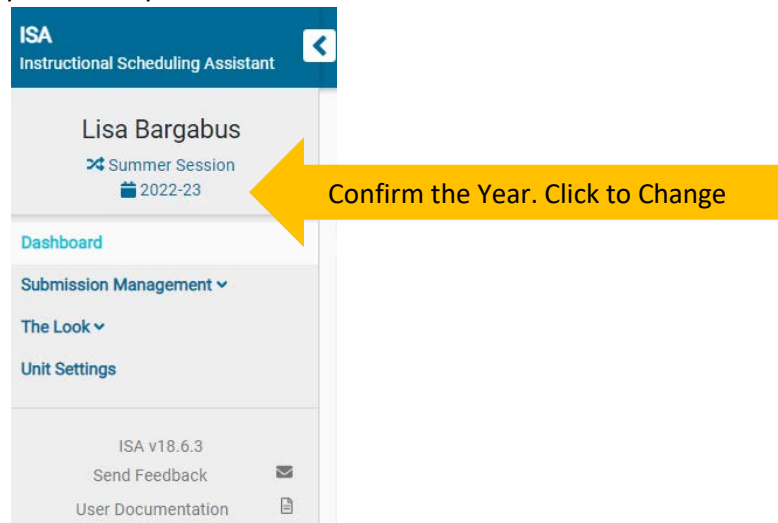
| Scenario   | What to do?  |
|--|--|
| I already emailed <a href="mailto:summer-courses@ucsd.edu">summer-courses@ucsd.edu</a> with changes to my Summer 2023 offerings. | Enter changes in ISA   |
| We contacted Summer Session about our classes  | Enter changes in ISA   |
| My CAO already spoke with Summer 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 <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a> directly after March 15th |
| I want to change the instruction modality of a course (in-person vs. remote)   | Email <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a> directly after March 15th |

# Manage Summer Session 2023 Course Changes

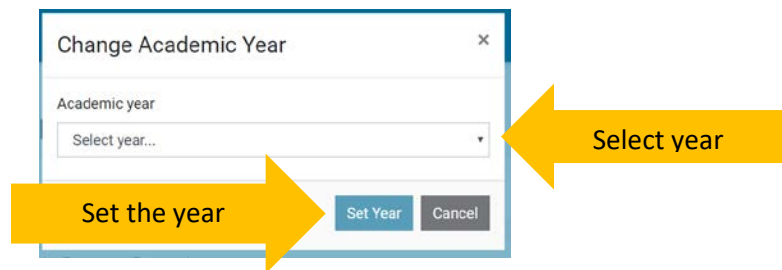
Quick note: Be sure you are in the **current academic year**

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 2022-23 so you are editing the correct current Summer Term 2023.

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



3. To change the working year, click on the year and a pop-up window will appear. From the drop-down menu, select 2022-2023 to edit Summer 2023. Once set, click “Set Year”



# Manage Summer Session 2023 Course Changes

## How to make changes to course offerings after schedule is submitted to Registrar?

Follow the chart for the type of course changes:

| Request Type                   | How to submit changes?  |
|--------------------------------|---|
| <p><b>Modality Change</b></p>  | <p><b>If No Students are Enrolled</b></p> <p>Dept. emails <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a> after March 15<sup>th</sup> to change from in-person to remote, or vice versa.</p> <p><b>If Students are Enrolled</b></p> <p>A. Changing from in-person to remote</p> <p>Step 1: Dept. Notifies enrolled students of the modality change from in-person to remote.</p> <p>Step 2: Dept. emails <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a> to change modality from in-person to remote.</p> <p>B. Changing from remote to in-person (not recommended) – requires cancellation</p> <p>Step 1: Dept. submits Cancellation Request for the remote course in ISA.</p> <p>Step 2: Dept. submits new in-person course in the ISA.</p> <p>Step 3: Summer Session reviews &amp; approves cancellation of remote course</p> <p>Step 4: Summer Session reviews &amp; approves new in-person course in ISA</p> <p>Step 5: After Summer Session approvals, dept. notifies students that the remote class is being canceled and replaced with an in-person class.</p> <p>Step 6: Dept. emails <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a> to cancel the remote class and add the new in-person class to the Schedule of Classes</p> |
| <p><b>Add a New Course</b></p> | <p>Step 1: Dept. submits new course in the ISA.</p> <p>Step 2: Summer Session reviews &amp; approves new course.</p>  |

# Manage Summer Session 2023 Course Changes

|  |   |
|--|---|
|  | <p>Step 3: Once new course is approved, dept. emails <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a> after March 15<sup>th</sup> to add new class to Schedule of Classes</p>   |
| <p><b>Cancellation of Class</b><br/><i>(see pg. 7 for step-by-step guide)</i></p>  | <p>Step 1: <a href="#">Dept. submits Cancellation Request in ISA.</a></p> <p>Step 2: Summer Session reviews &amp; approves cancellation. (In your Summer Session Schedule Builder, when Summer Session approves the cancellation, the course will display as pink and say “Cancelled” at the bottom.)</p> <p>Step 3: Once cancellation is approved, dept. emails <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a> after March 15<sup>th</sup> to cancel the class</p> <p>Step 4: Summer Session will cancel teaching appointment.</p> <p>***Note: If <b>enrollment</b> has already begun, depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation</p> |
| <p><b>Change Session of Class</b></p>  | <p>Step 1: Follow the steps above for Cancellation of Class<br/>Step 2: Follow the steps above for New course offering</p>  |
| <p><b>Change Instructor Name</b><br/><i>(see pg. 8 for step-by-step guide)</i></p> | <p>Step 1: <a href="#">Dept. updates the instructor name in the ISA</a></p> <p>Step 2: Summer Session will manage payroll and appointment letter process for the new instructor, and cancel appointment for the previous instructor (if applicable)</p> <p>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>   |
| <p><b>Schedule Change (ex: days, times, location)</b></p>                          | <p>Step 1: Dept. updates ISA.<br/>Step 2: Dept. emails changes to Registrar Scheduling <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a> after March 15<sup>th</sup>.</p>  |

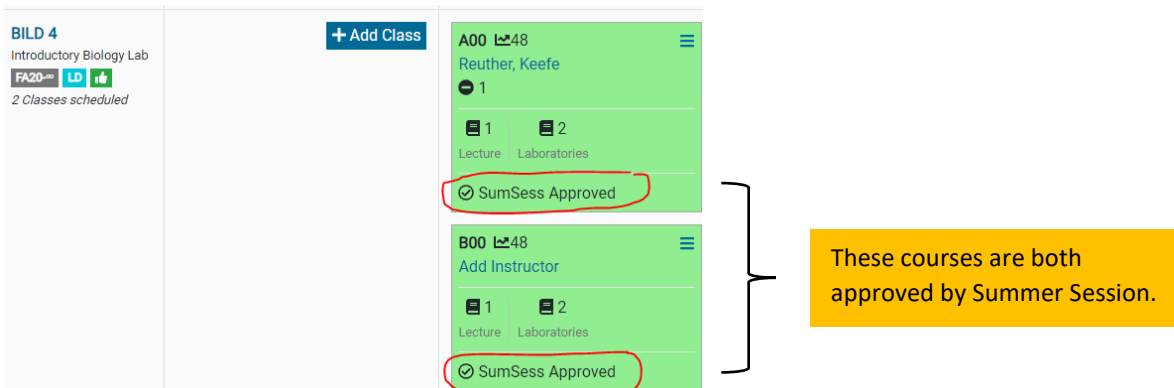
Every weekday morning at 9am - Summer Session reviews changes in ISA that impact PAYROLL – Session, instructor name, add/cancel course. Departments will see status updated in ISA.

NOTE: Does the course have a materials fee? If so, please mention that in the notes section of the ISA. The option for 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.

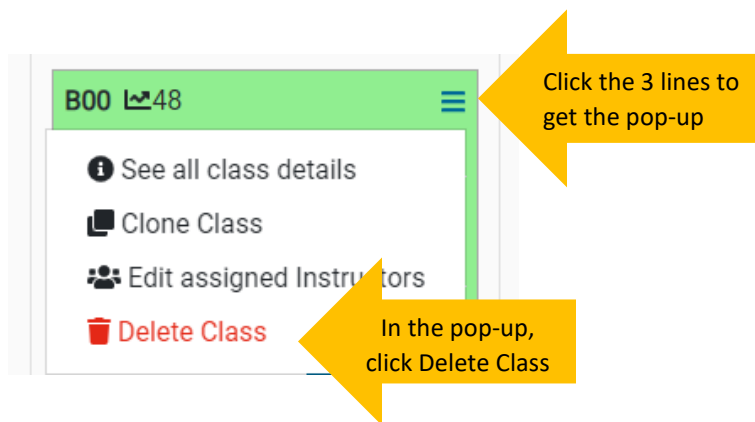
# Manage Summer Session 2023 Course Changes

## How to request a class cancellation?

1. Log in to ISA <https://instructionalscheduling.ucsd.edu/>
2. In the left navigation bar, select “Summer Session” under **Schedule Builders**. (tip: be sure you are in the correct academic year for your Schedule Build. Summer 2023 is part of the 2022-23 academic year)
3. Your Summer 2023 classes are displayed in the table below. The Summer Session approval status is listed at the bottom of each course.



4. Find the class you wish to cancel, and click the 3 lines in the upper right corner. Then select “Delete Class” in the pop-up.



5. A second 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.

# Manage Summer Session 2023 Course Changes

**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.

**BILD4 - Introductory Biology Lab | Sum Ses II 2023**

Instructors:  
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.

**Nevermind** **Request Cancellation**

6. Depts. will see the cancellation approved in ISA
7. Depts. will email [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) after March 15<sup>th</sup> 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.

## How to change instruction modality (in-person vs. remote)?

1. Email [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) after March 15<sup>th</sup> to change an in-person course to remote instruction, or a remote course to in-person instruction.
2. After student enrollment begins, it is not recommended to change remote courses to in-person instruction. Changing a remote course to in-person would require cancelling the remote course and adding an in-person course. (see page 5)

## How to change instructor?

10. Log in to ISA <https://instructionalscheduling.ucsd.edu/>
11. In the left navigation bar, select "Summer Session" under **Schedule Builders**. (tip: be sure you are in the correct academic year for your Schedule Build. Summer 2023 is part of the 2022-23 academic year)
12. Your Summer 2023 classes will be listed in the chart below. Find the class for which you wish to change instructor. Click on the instructor name.





# Manage Summer Session 2023 Course Changes

13. A pop-up window will appear. Click the “X” to delete the current instructor. Click on “Add Class Instructor” to add the new instructor.

| Name           | PID          | Primary?                         | SS Approval |
|----------------|--------------|----------------------------------|-------------|
| Reuther, Keefe | A [REDACTED] | <input checked="" type="radio"/> | Pending     |

14. A pop-up window will appear after clicking on “Add Class Instructor”. You can search for the instructor name to add. Finish by clicking “Add instructor” button at the bottom.

! This instructor will be added as the primary instructor, but you will be able to change the primary instructor after.

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

Instructor Search

Type at least 2 characters to search

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

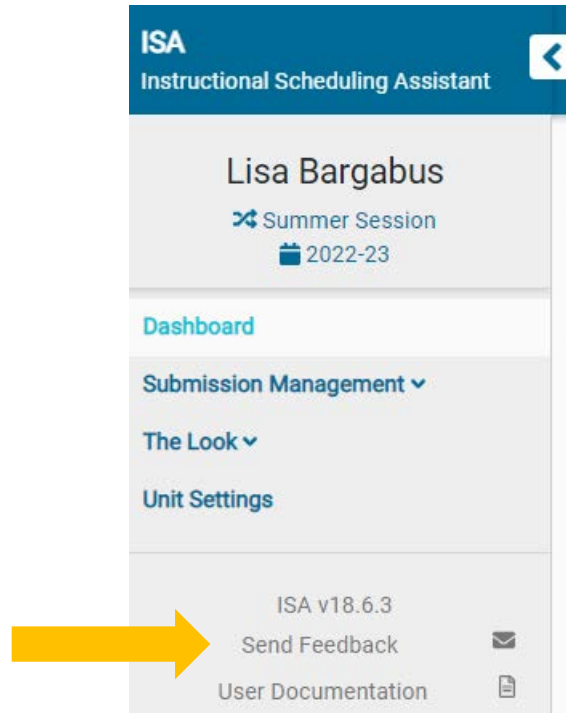
## How to change the session that the class is offered in?

1. Follow the steps on page 7 - [How to request a class cancellation?](#)
2. Then follow the steps on page 5 – [New Course Offering](#)

# Manage Summer Session 2023 Course Changes

## 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.



Feedback or questions? Email [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).