Manage Summer Session 2020 Course Changes

NEW Process Improvement! Summer Session has RE-OPENED ISA (Instructional Scheduling Assistant https://instructionalscheduling.ucsd.edu/) to track and manage changes to courses in one master database for PAYROLL and transition to UCPath.

You are here!
ISA RE-OPEN for changes

October - November	December	January - August
•Depts. submit courses in ISA	•ISA closed for Summer Session Advisory Committee review	•ISA re-opened •Depts. manage changes to courses & schedule

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 to reduce workload
✓	ESR Effort – support campus transition to UCPath	Manage changes that impact payroll in one master database during transition to UCPath.

How?

1. Follow the chart for the type of course changes:

Request Type	How to submit changes?
New class	ISA
Cancellation of Course	ISA
Change Session of Course	ISA
Change instructor name	ISA
Schedule Change (ex: days, times, location)	Email to Registrar Scheduling registrar-scheduling@ucsd.edu

2. 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 & receive email from Summer Session as to Approved, Denied, or Cancelled.
3. Department emails changes to Registrar-Scheduling after Summer Session notification to dept.
4. Registrar-Scheduling make schedule changes.

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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 2020 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

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.