Manage Summer Session 2021 Course Changes

Summer Session has **RE-OPENED COURSE SUBMISSIONS on ISA** (Instructional Scheduling Assistant [https://instructionalscheduling.ucsd.edu/](https://instructionalscheduling.ucsd.edu/)) to track and manage changes to courses in one master database for PAYROLL and UCPath.

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**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.

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**Next Steps - ISA is now re-opened!**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>I already emailed <a href="mailto:summer-scheduling@ucsd.edu">summer-scheduling@ucsd.edu</a> with changes to my Summer 2020 offerings.</td>
<td>Enter changes in ISA</td>
</tr>
<tr>
<td>We contacted Summer Session about our classes</td>
<td>Enter changes in ISA</td>
</tr>
<tr>
<td>My MSO already spoke with Summer Session staff about our changes</td>
<td>Enter changes in ISA</td>
</tr>
<tr>
<td>I already submitted my schedule to Registrar, but I need to change the day/time/location.</td>
<td>Email <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a> directly</td>
</tr>
</tbody>
</table>
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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 2020-21 so you are editing the correct current Summer Term 2021.

1. Log in to ISA https://instructionalscheduling.ucsd.edu/
2. In the left navigation bar, confirm the year below your unit.
3. If it is incorrect, click on the year and the navigation will expand. Click on “Change Working Year”
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4. A pop up window will appear. From the drop down menu, select the 2021 academic year to edit Summer 2021. Once set, click “Set Year”

![Change Academic Year](image)

How to submit a new class?

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

<table>
<thead>
<tr>
<th>Request Type</th>
<th>How to submit changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New class</td>
<td>ISA</td>
</tr>
<tr>
<td>Cancellation of Course</td>
<td>ISA</td>
</tr>
<tr>
<td>Change Session of Course</td>
<td>ISA</td>
</tr>
<tr>
<td>Change instructor name</td>
<td>ISA</td>
</tr>
<tr>
<td>Schedule Change (ex: days, times, location)</td>
<td>Email to Registrar Scheduling <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a></td>
</tr>
</tbody>
</table>

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.
   • NOTE: Does the course have a materials fee? If so, please mention that in the notes section of the ISA. Remote instruction for Summer Session 2021 has been approved per Academic Senate. The option for other 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.

3. Department emails changes to Registrar-Scheduling after Summer Session notification to dept.
4. Registrar-Scheduling make schedule changes.

How to request a class cancellation?

1. Log in to ISA [https://instructionalscheduling.ucsd.edu/](https://instructionalscheduling.ucsd.edu/)
2. In the left navigation bar, scroll to bottom for “Summer Session”
3. Select “Class Approval Statuses”
4. Then on the right, you will see your list of Summer 2021 classes. Find the class you wish to cancel, and select the “Request Cancellation” button to the right.
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5. A 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.

6. Summer Session will review the cancellation request and notify departments of the decision.

How to change instructor?

1. Log in to ISA https://instructionalscheduling.ucsd.edu/
2. In the left navigation bar, scroll to bottom for “Summer Session”
3. Select “Summer Session Schedule Build” (tip: be sure you are in the correct academic year for your Schedule Build. Summer 2021 is part of the 2020-21 academic year)
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4. Then on the right, you will see your Summer 2021 schedule build. Find the class for which you wish to change instructor. Click on the instructor name.

5. A pop up window will appear. Click the “X” to delete the current instructor. Click on “Add an instructor” to add the new instructor.

6. A pop-up window will appear after clicking on “Add an instructor”. You can search for the instructor name to add. Finish by clicking “Add instructor” button at the bottom.
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7. 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 3 - How to request a class cancellation?
2. Then follow the steps on page 3 - How to submit a new class?

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.
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.