Summer Session 2025
Instructional Scheduling Assistant (ISA) – Quick Start

You are HERE!
ISA Open for 2025 Courses
October 18, 2024

October - November
- Depts. submit courses in ISA

DEADLINE:
November 14, 2024

December
- Summer Session approves courses in ISA by **December 18, 2024**

January - August
- Depts. manage changes to courses & schedule

DEADLINE for Schedule Build to Registrar via ISA:
January 24, 2025
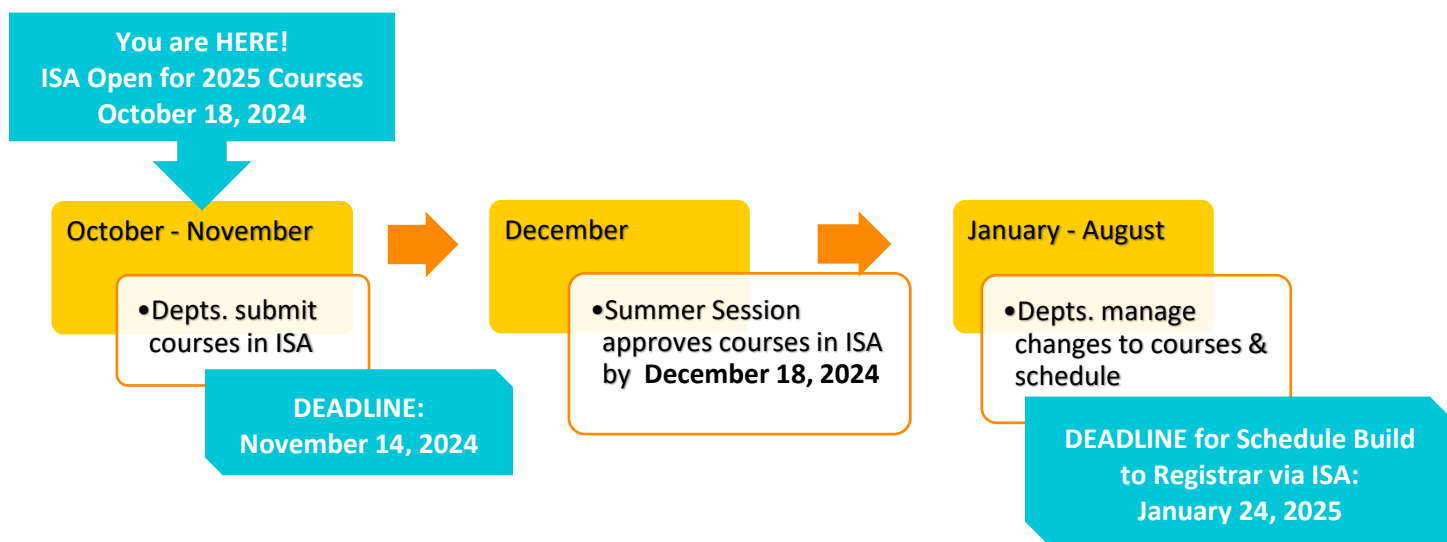
How to Submit Summer Session Classes in the ISA.

1. Log into the ISA - https://instructionalscheduling.ucsd.edu
   Use your Business Systems SSO.

2. Select Summer Session Schedule Builder
   a. If 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 entering your proposed courses.
   a. Add your summer 2025 courses to the Summer Session Schedule Builder. Make sure they are listed in the correct session (Session 1, Session 2, or Special Session).
      - Note that days and times do not need to be scheduled in the ISA until after the courses are approved by Summer Session in December.
   b. If instructors have been identified, please include their names to begin the payroll eligibility process.
   c. When creating a Class, please use the **Note to Summer Session** box to indicate the modality of the course:
      - Remote
      - In-Person
      - Hybrid
      - Modality TBD

Scheduling Details

Auto-generate Section Code — [YES]

Instruction Type ❓ — Select instruction type...

Subtitle —

Term — S125 - Sum Sess I 2025

Override Default Subterm ❓ — [NO]

Projected Enrollment —

Notes

Administrator Note —

Note to Summer Session —

> Enter a note about modality here:
> - **Remote**
> - **In-Person**
> - **Hybrid**
> - **Modality TBD**

[Create Class]

    d. For 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, until the course is approved by Academic Senate.

4. Send your courses to Summer Session by **November 14, 2024**.
    a. When your courses are all in the ISA, click the **Send to Summer Session** button
    b. Statuses are PENDING until information is updated in December.

5. Summer Session will approve/deny courses in the ISA by **December 18, 2024**.

6. Begin building your schedule in the ISA. Be sure to use the standard Summer Session teaching times. Refer to page 17 in the Summer Session Guidebook.

7. Summer Session deadline to submit your schedule to the Regsitrar's Office is **January 24, 2025**.
Use the Schedule Submission Wizard in the ISA to submit your schedule to the Registrar's office.

Tips for Success

- See The Summer Session 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 8-week courses, select [22] 8 weeks: 6/30/2025 – 8/22/2025

- 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.

1. Log-in with your UC San Diego Active Directory credentials
2. Use the filters at the top of the report to view enrollments for a specific department or course
3. Note that this report is using Third-Week Census Data. Cross-listed courses are listed separately.

- For help with the ISA, refer to the [Knowledge Base Articles (KBAs) at support.ucsd.edu](support.ucsd.edu).

Contacts

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- Course scheduling questions, summer-courses@ucsd.edu
- Faculty eligibility & payroll questions, summer-payroll@ucsd.edu

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Click the **Send Feedback** link in the ISA left navigation panel to report ISA bugs and request enhancements.

ISA v19.3.0
Send Feedback ✉
User Documentation 📄