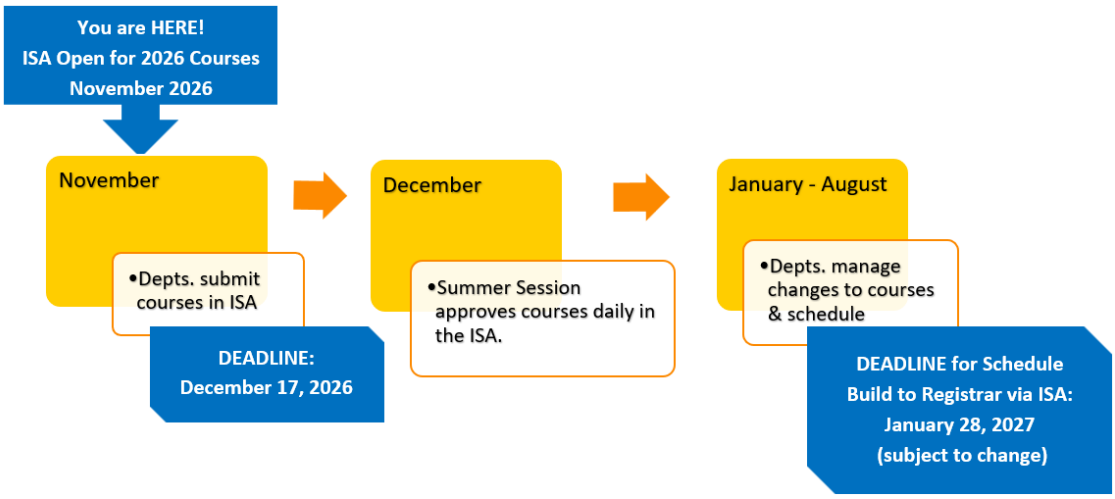
Summer Session 2027

Instructional Scheduling Assistant (ISA) Guide



How to Submit Summer Session Course Proposals in the ISA

1. **Log into the ISA** - https://instructionalscheduling.ucsd.edu (Use your Active Directory 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**

   Check the 5 Year Enrollment History Report to review courses with 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

   *Note that this report uses Third-Week Census Data. Cross-listed courses are listed separately.

   a. Add your summer 2027 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.

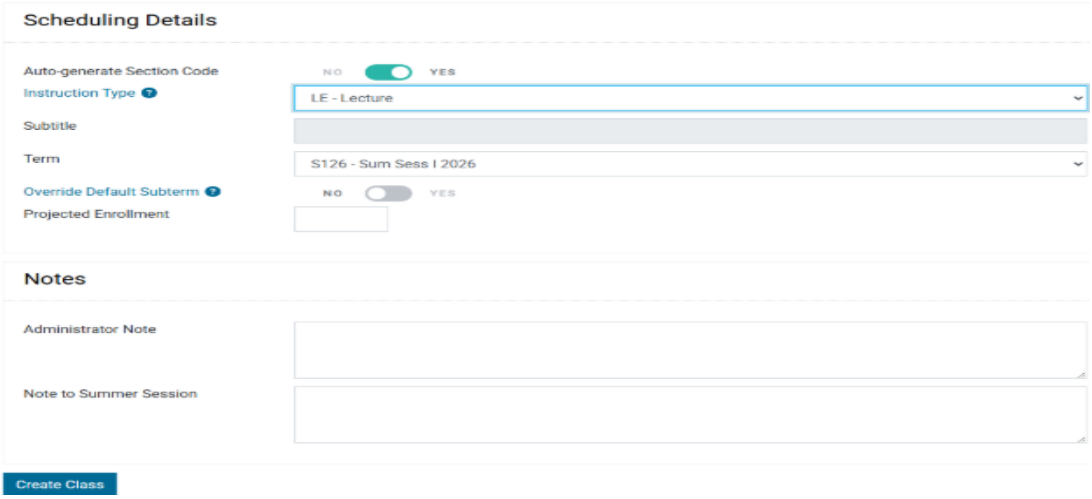
   b. If instructors have been identified, please include their names to begin the payroll eligibility process.

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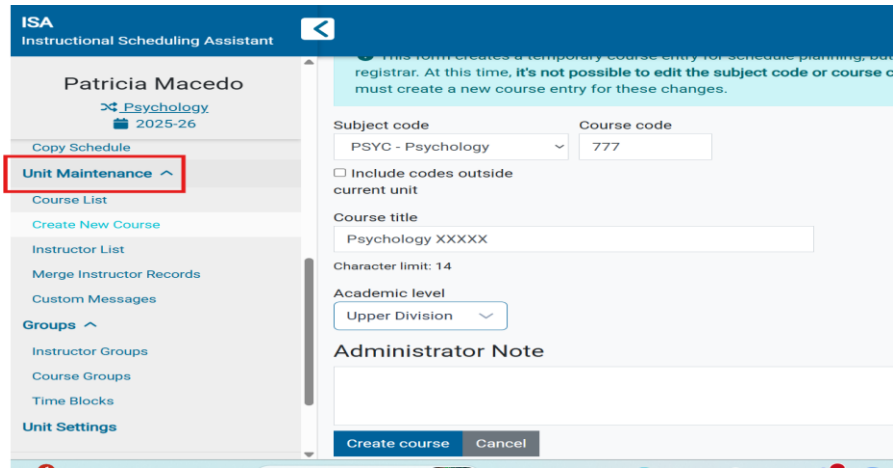
c. When creating a Class, please use the **Note to Summer Session** box to indicate the modality of the course *and if the instructor is a SGTS*:

- R-Course Proposal pending at Level XYZ in CourseLeaf
- Hybrid
- Modality TBD
- SGTS/ *<insert instructor's full name>*



d. For courses that are not yet approved by the Educational Policy Committee (EPC), please create a temporary record.

e. 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.



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4. **Send your course proposals to Summer Session by *December 17, 2026*.**
    a. When your courses are all in the ISA, click the **Send to Summer Session** button (this is the most skipped step)!
    b. Statuses are PENDING until Summer Session approves the courses.
5. **Summer Session will review and approve/deny course proposals in the ISA daily.**
6. **Begin building your schedule in the ISA**. Be sure to use the standard Summer Session teaching times. Standard teaching times are listed in the Summer Session 2027 Guidebook.
7. **Summer Session deadline to submit your schedule to the Registrar's Office is January 28, 2027.** Use the Schedule Submission Wizard in the ISA to submit your schedule to the Registrar's office.



Managing Summer Session Course Changes and Cancellations in the ISA

Summer Session uses the **ISA** 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 proposed courses daily in the ISA.
3. Department checks in ISA to see if the new course is approved.
4. Once the course is approved by Summer Session, the department verifies that the schedule in ISA is correct and submits a change request in ISA to the scheduling team. **Be sure to specify instruction modality**.

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 **January 28, 2027**.
4. **To make changes after you submit your schedule to the Registrar, follow the steps outlined on page 4-5.**

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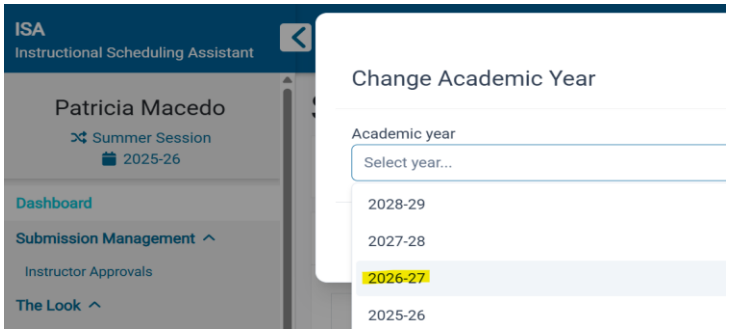
Quick note: Be sure you are in the **current academic year**

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 2026-2027 so you are editing the correct current Summer Term 2027.

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 2026-2027 to edit Summer 2027. Once selected, click Set Year.



Making 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?
New Course Offering	Step 1: Dept. submits a new proposed course in the ISA. Step 2: Summer Session reviews & approves new proposed course. Step 3: Once a new proposed course is approved, dept. adds a new class to the Schedule of Classes.
Cancellation of Class *(see pg. 5 for step-by-step guide)* ***NEW:** If Graduate or SGTS are assigned to teach, you must CANCEL the appointment in the IA System FIRST.*	Step 1: Dept. submits a Cancellation Request in ISA. Step 2: Summer Session reviews & approves cancellation. Step 3: Once cancellation is approved by summer session, department can submit a "change request" (to process a remove section request) via the ISA.

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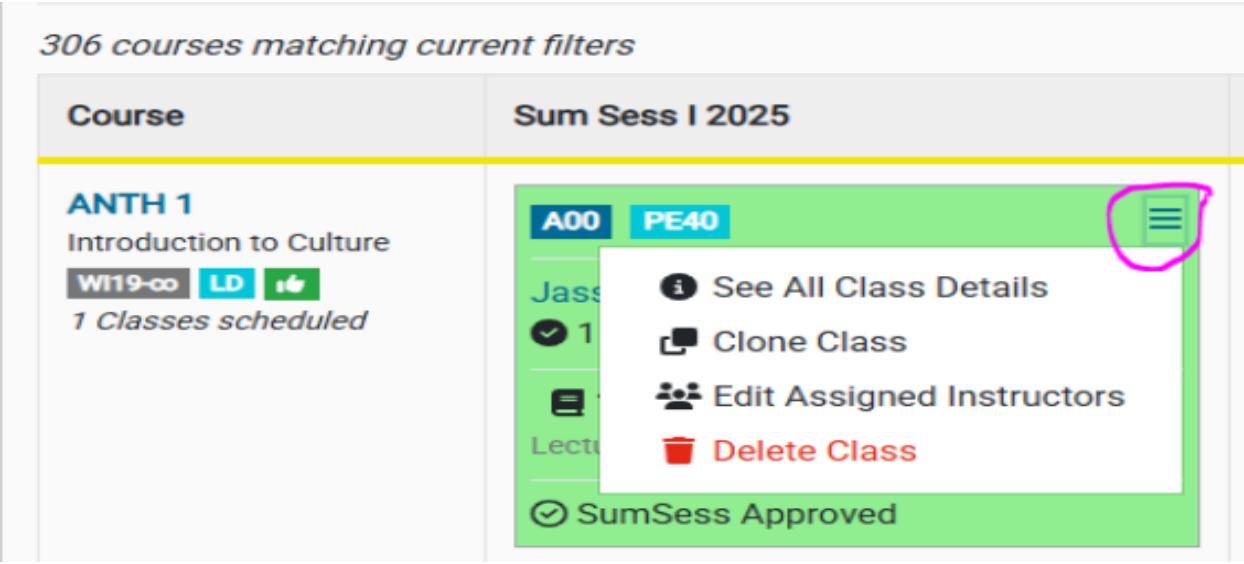
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Once it has been cancelled, you can submit the course cancellation in ISA.	***Note: If **enrollment** has already begun, depts must set the section to Waitlist Only and attest the students have been notified before they can submit the change request.
Change Session of Class	Step 1: Follow the steps above for Class Cancellation. Step 2: Follow the steps above for New Course Offering.
Change Instructor Name *(see pg. 6 for step-by-step guide)*	Step 1: Dept. updates the instructor's name in the ISA Step 2: Summer Session will manage payroll and appointment letter process for the new instructor and cancel appointment for the previous instructor (if applicable). Step 3: Once instructor has accepted appointment to teach and is "active" in the system and approved by Summer Session, department submits a change request for Registrar to update the instructor's name on the Schedule of Classes.
Schedule Change (ex: days, times, location)	Dept. department can submit change request via ISA.
Change Instruction Modality in-person ⟹ remote remote ⟹ in-person	If depts need to change modality, the course needs to be cancelled (and notify students). A new proposed course will need to be added for summer session approval. *Note: After enrollment begins, remote courses cannot be changed to in-person instruction.*

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

How to Request a Class Cancellation

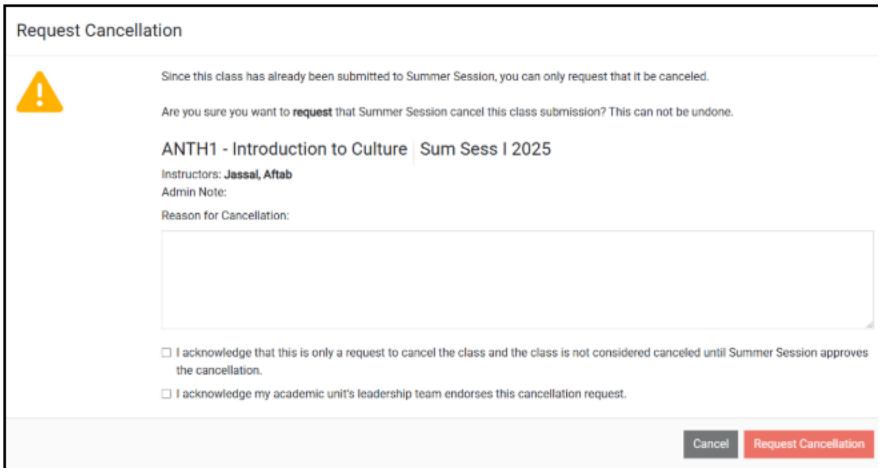
1. Log in to ISA https://instructionalscheduling.ucsd.edu/
2. In the left navigation bar, scroll to Summer Session Schedule Builder.
3. Find the class you want to cancel. Click the 3 lines in the upper right and select "Delete Class".



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4. 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 "Cancel" if this was selected by mistake.



5. Depts. will see the cancellation approved in the ISA.
6. Depts. will submit a Change Request to the Registrar via ISA to initiate the cancellation from the Schedule of Classes. (*Note: If **enrollment** has already begun, depts must set the section to Waitlist Only and attest the students have been notified before they can submit the change request.)
7. Registrar-Scheduling will process the cancellation.
8. Summer Session will manage all related payroll actions.

How to Change Instruction Modality (in-person vs. remote)

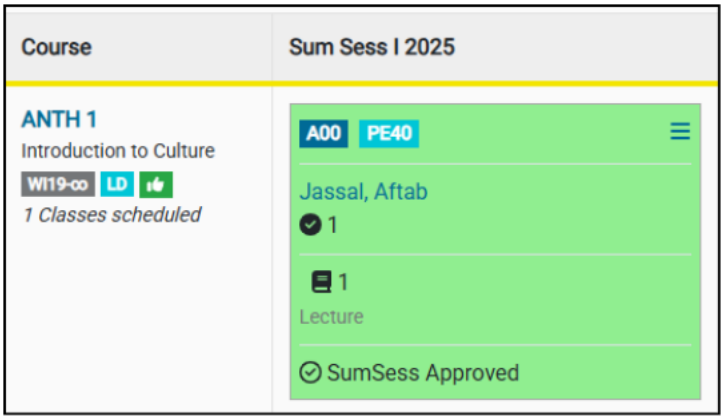
1. To change an in-person course to remote instruction, or a remote course to in-person instruction, you will need to cancel the course (and notify students). Once students have been notified, you can add the proposed course with the new modality in the ISA. Once summer session approves, you can then submit your schedule via ISA.
2. After student enrollment begins, remote courses can NOT be changed to in-person instruction.

How to Change an Instructor in the ISA

1. Log into the ISA https://instructionalscheduling.ucsd.edu/
2. In the left navigation bar, scroll to bottom for "Summer Session"
3. Select "Summer Session Schedule Build" (Be sure you are in the correct academic year for your Schedule Build). *Summer 2027 is part of the 2026-2027 academic year
4. Then on the right, you will see your Summer 2027 schedule build. Find the class for which you wish to change the instructor. Click on the instructor's name.

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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's name to add. Finish by clicking "Add Class Instructor" button at the bottom.





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

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Contacts

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

Paty Macedo, Program Affairs Manager

- Course scheduling questions, summer-courses@ucsd.edu

Erik Winter-Villaluz, ISA Project Manager, ewinterv@ucsd.edu

- Click **Send Feedback** link in the ISA (left navigation panel) to report ISA bugs/request enhancements

