



# Summer Scoop

Week of  
January 21– January 25, 2019

## Summer Course Scheduling – Upcoming Deadline – 1/31/2019

Schedule Build Spreadsheet from ISA: (Send to Registrar and Summer Session)

To create your Schedule Build spreadsheet from the Instructional Scheduling Assistant (ISA), click “Export for Registrar” from within your Quarterly Schedule Builder (QSB). Please forward your schedule build spreadsheets to the Registrar’s Office at [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) and Summer Session at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) by next **Thursday, January 31, 2019**. Schedule build spreadsheets are sent to the Registrar’s Office by academic departments and programs only.

### Changes to Summer Session Course:

After Schedule build spreadsheets are sent to the Registrar’s Office and Summer Session...

When deciding where to email your updates to your summer courses, a simple rule of thumb is to ask yourself whether the change affects payroll. If a change affects payroll, send the email update to Summer Session at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu). If the change is regarding course scheduling information only such as meeting days, times, and location (classroom), send the email update to the Scheduling Office at [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu).

To identify how these items affect payroll; the session indicates the payday for the instructor teaching a course. Any changes to session, instructor, or course need to be sent by email to Summer Session.

ACTION CHANGES	If there is a change to....	Send your update to...
“Payroll items”	1. Session 2. Instructors 3. Course	<a href="mailto:summer-scheduling@ucsd.edu">summer-scheduling@ucsd.edu</a>
“Scheduling items”	1. Meeting Days 2. Meeting Times 3. Meeting Locations	<a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a>

After the export from ISA is sent from Academic departments to the Registrar’s Office and Summer Session, the ISA will not allow changes. The ISA will be closed for Summer 2019.

Summer Session will manually maintain an excel spreadsheet to track changes to the Schedule of Classes for payroll purposes. For questions on the process, please contact Matt Sapien at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) or x44744.

## Summer Session Annual Workflow

October	November	December	January (in progress)	February	March
Call for Course Proposals	Course Proposals Due	Advisory Committee Meeting	Preview of Classes posted  Approved Courses scheduled within ISA  Schedule Build Spreadsheets sent to Registrar	Classrooms Assigned  Faculty teaching Appointment Letters Sent out  Approved Courses set up in ISIS	Courses Available on TritonLink
April	May	June	July	August	September
Students Begin Enrollment	Enrollment Management of Waitlists  Student Fees Assessed	Session 1 Classes Begin  Fees Due	Students: Add/Drop Courses	Session 2 Classes Begin  Fees Due  Faculty Pay Date (Session 1)	Sessions End  Reporting Begins  Faculty Pay Date (Session 2)