

# Systems and Acronyms

Acronym	System Name	Who uses it	Description
<b>SISC</b>	Student Information Service Centre	Administrators	Primary student record system – transcripts, admission, registration, grades, fees, awards, emailing
<b>SSC</b>	Student Service Centre	Students	All of the above but from the student domain
<b>FSC</b>	Faculty Service Centre	Faculty members and unit assistants	Class list, grades, pre-requisite checking, emailing
<b>DN</b>	Degree Navigator	Students and Admin	System for students to track their progress through their degree requirements

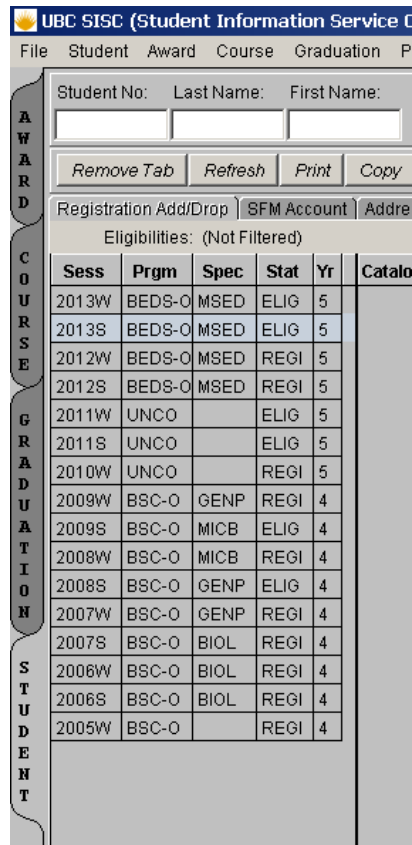
## SISC Navigation

Screens available to you in each domain will appear black in the drop down menus

The different domains you have access to will appear in tabs

You can navigate using the tabs more effectively once you have tab settings set up on each screen

**You MUST be in the right domain to get the applicable searches with your search button**

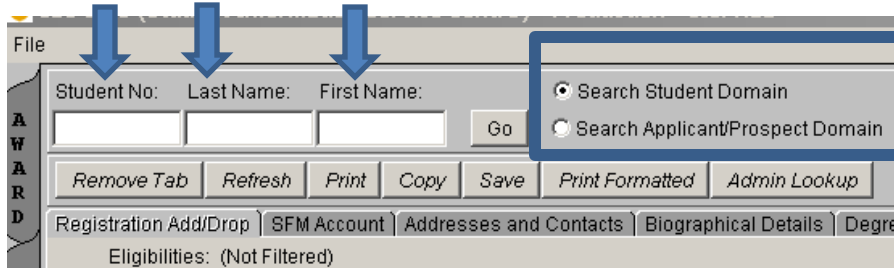


## SISC Basics

### Two domains to search in:

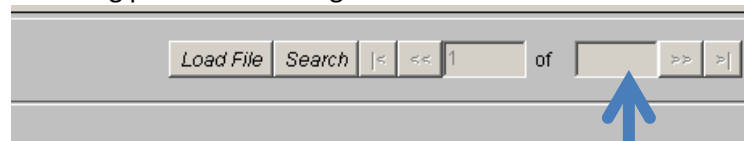
- Applicant/Prospect – students who have applied but are not yet admitted
- Student Domain – eligible, registered, continuing students

### Three entry options for entering information and finding student records



### Tips for finding people:

1. Use wildcards (\*), rather than exact names
  - EX. Last Name: SMITH, First Name: Rachel\*This will look for any person that may also have additional first names
2. Check each domain for the student if you are having problems locating them



**At the far right of the SISC screen, you will see the above load file, search buttons**

**Load File** = Loads student numbers into the SISC Student: Basic Search from a .txt file saved on your computer

**Search** = opens up the search window to select search queries to run

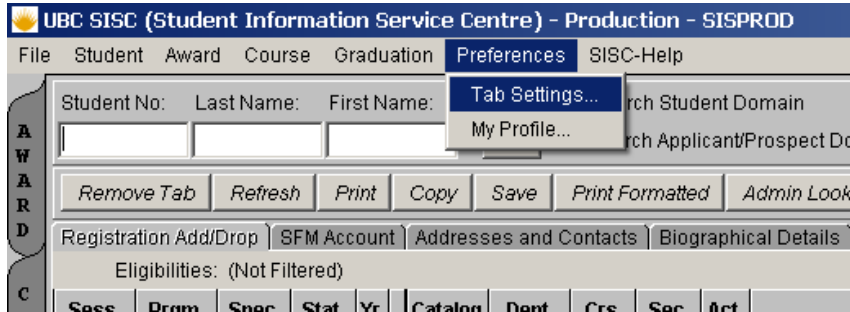
### **What are these fields?**

When your search results populate you will see the record number you are on out of the total records. Double click on the first line in your search results window and you will be able to use the arrows to move your way through the search results (without having to click back and forth between windows)

## SISC Set Up

Upon log in, under **Preferences** – select the **tabs settings** to set up your default view and info.

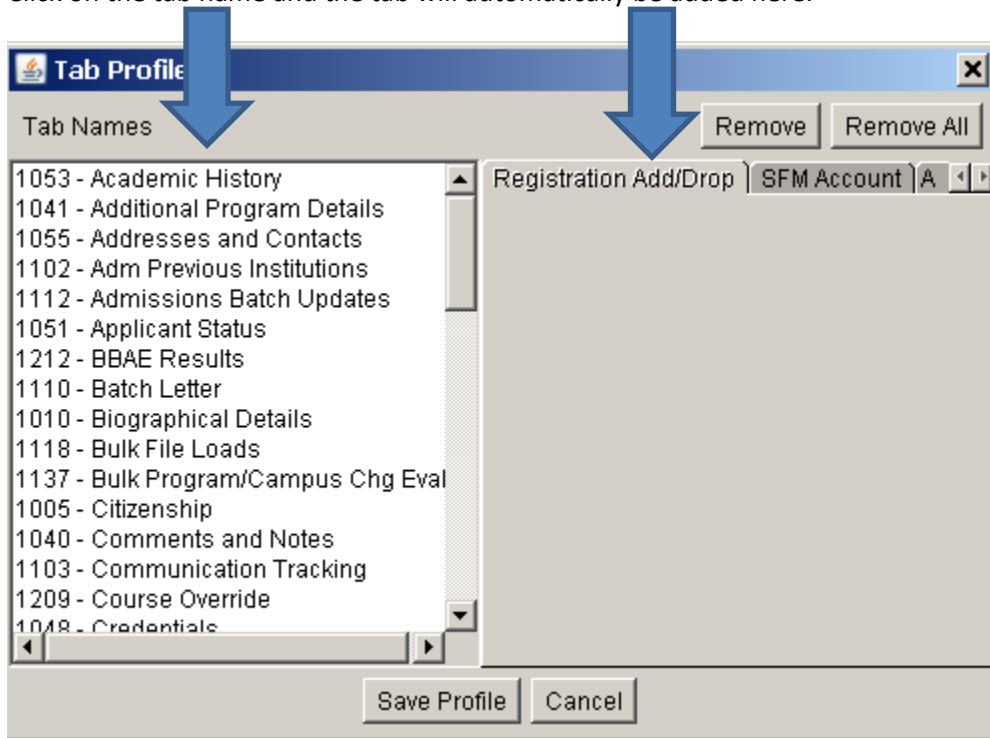
*Recommendation – only put as many tabs in your profile as fits on your screen view*



Select the screens you wish to see and save to your profile.

*Remember* – the order you click on the tab names is the order they will line up across your screen.

Click on the tab name and the tab will automatically be added here.





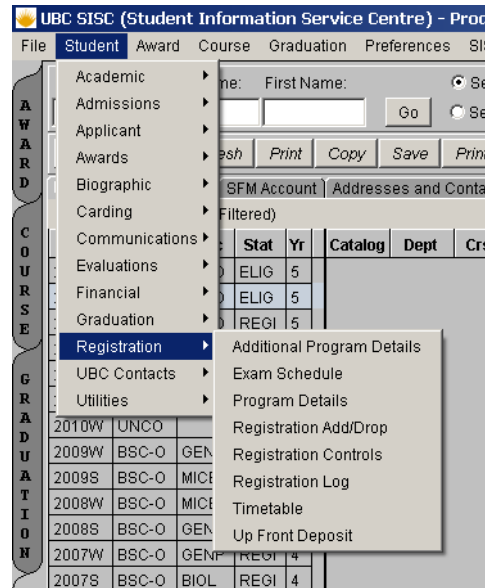
## SISC Functions and Groups

### REGISTRATION & ACADEMICS

#### Academic

Screen Name	When to use	What you need to know
<b>Academic History</b>	When you need to review a students history of courses, grades, academic standing, degrees conferred	This history should never be printed and given to a student by any SISC users
<b><u>Comments and Notes</u></b>	A place for admins to enter notes about actions taken on a student record  EX. Why an eligibility was created or removed, credits or courses changed	Comments and Notes is open to all users with SISC access – it should never contain personal or private information about a student (ex. Advising info, SIN)
<b>Credentials</b>	Shows past credentials earned	
<b><u>Degree Navigator</u></b>	To see how a student’s registered, completed courses and transfer credit is being used towards their degree requirements  Advanced access to change details – must be applied for and is only for specific Advising roles on campus	This is not the official record of a student’s eligibility for graduation – it is just a tool to help students and Advisors with degree planning.  Student can access through the SSC
<b>Documents</b>	Documents received by Admissions  Users who do not require access to the admissions docket but need to view previous course work documents	Permission is limited to specific groups.  If you do not have not this and feel it is necessary to complete your job function, please apply.
<b>Grades</b>	Only Enrolment Services staff within the Registrar’s office can enter or update grades in the SISC  All other users must use the FSC	
<b>High School Record</b>	For pre-requisite checking for a course that requires completion of a specific high school course	If grades are not entered that you require, please contact Admissions for more information
<b>Transfer Credit</b>	To review what transfer credit the student has been awarded by UBC and for what degree program  Includes any exclusions, preclusions, IB, AP, and university transfer work	Students see their transfer credit on the SSC – including the last updated date  Students can only use a max of 60 transfer credits towards their degree

# Registration



Screen Name	When to use	What you need to know
<b>Additional Program Details</b>	Not used by majority of users	Only used by Graduate Studies for entering information about the students Graduate degree and completion
<b>Exam Schedule</b>	Provides the details of a specific students exam schedule	Students have access to a personalized exam schedule on the SSC – they should always obtain information from the SSC
<b>Program Details</b>	To see the students Major, Minor, Honours specializations declared and the session they started these  Also shows some details from the Docket	
<b>Registration Add/Drop</b>	Screen used by most users as the first screen to determine: <ul style="list-style-type: none"> <li>• If the student is eligible to register</li> <li>• What the student’s registration status is</li> <li>• What the student’s eligible and registered program is</li> <li>• What courses and credits the student is in for a session or past session</li> <li>• Student year level</li> <li>• Confirm registration activity (who did it and when)</li> </ul>	
<b>Registration Controls</b>	To confirm the maximum number of credits a student is allowed to register in, to check if any advising or registration blocks exist,	
<b>Registration Log</b>	Logs all registration changes the student or admins have had in the session (Add, Drop, Force, Withdraw)	Effective date is the date the student is considered to have last attended – not the date entered
<b>Timetable</b>	To see the student’s timetable	Web format available

# REGISTRATION ADD/DROP SCREEN

Blue – student is okay  
 Red – student record is on hold  
 Green – Special Hold - Warning!

Registration Eligibilities, Session and Registration Status

**Prgm =**  
Degree Program

**Spec =**  
Specialization (Major, Hon Min) – see Program Details for more specifics

Student No: Last Name: First Name:      Search Student Domain  Search Applicant/Prospect Domain

33333333 Testing, History

Registration Add/Drop | SFM Account | Addresses and Contacts | Biographical Details | Degree Navigator | Academic History | Grades | Transfer Credit | Term Evaluation | Sessional Evaluations | Student Hold Administration

Eligibilities: (Not Filtered)

Sess	Prgm	Spec	Stat	Yr	Catalog	Dept	Crs	Sec	Act	Title	Term	Credits	Stt	Stt Num	Standing	CDF Grad	Date Entered	Time	
2013W	BFA-O	VISA	ELIG	4															
2013S	BA-O	GENP	ELIG	4															
2012W	BA-O	GENP	ELIG	4															
2012W	BSC-O	EEESC	ELTR	3															
2012W	MA-O	PSYC	ELIG	2															
2011W	BFA-O		ELIG	4															
2011W	BSC-O	CHEM	REGI	3															
2011W	ACEO		ELIG	1															
2011S	BSC-O	COSC	WTHD	3															
2010W	BSC-O	CHEM	REGI	3															
2009W	BSC-O	CHEM	ELIG	3															
2009W	BA-O	CULT	ELIG	2															
2009W	BSW-O	GENP	WTHD	2															
2009S	BSC-O		REGI	3															
2008W	BA-O		ELIG	2															
2007W	BA		ELIG	1															
2004W	BA	HIST	ELIG	3															
2004S	BA	HIST	ELIG	3															
2003W	BA	HIST	REGI	3															
2002S	BA	INTR	ELIG	3															
2001W	BA	INTR	REGI	3															
2001S	BA		ELIG	2															
2000W	BA		REGI	2															
1999W	BA		ELIG	2															

Course Registration for BSC-O 2013W Year 3 (0.0 credits):

Select Mode:  Add  Drop  Switch  Change Audit/Full

Selected Course/Section:

Campus:

Subject:  Stt:

Course No:  Stt. Cata:

Section No:  Standing:

Catalog No:  CDF:

New Course/Section:

Campus:

Subject:

Course No:

Section No:

STT Catalog No:

The body of the screen shows registered courses, term, credits, start date, end date and standing (ex. W for withdrawn)

Selection mode for adding, dropping, switching courses

ADD and SWITCH mode only, enter course info

The block button will be available to alert admin what blocks are preventing student from registering (ex. Unpaid deposit or fees)

Student registration and credit load summary

## Registration & Eligibilities

Acronym	Full Name	When is it set	Grad or Undergrad?
<b>ELIG</b>	Eligible to Register	At the time of admission or when sessional evaluations are completed and student is deemed eligible for the next session  If a student does not have an eligibility it could mean that they are not eligible to register in the session	Both
<b>REGI</b>	Registered	Registered in at least one course for the session  WARNING: When doing searches, be careful to identify if you want the Session REGI or the Term REGI status	Both
<b>CONT</b>	Continuing	Continuing in a thesis course – still considered a registered/active student	Graduate only
<b>NELG</b>	Not Eligible to Register	Set by an administrator to identify that the student is not eligible to continue – see comments and notes	Both
<b>ELTR</b>	Eligible to Return	Based on the Academic Leave policy – students can take a leave from their program for up to 12 months and still be eligible to return	Undergrad
<b>WTHD</b>	Withdrawn	Students has taken W standing in all courses in the session. Students must get Dean's office approval for a new ELIG	Both
<b>ONLY</b>	On Leave	On an approved leave from program – not considered an active student while on leave	Graduate

## Comments & Notes

### When to use:

Comments and notes are a very effective way to communicate with other units, Faculty and administrators about decision made regarding the student's program, standing, and eligibility.

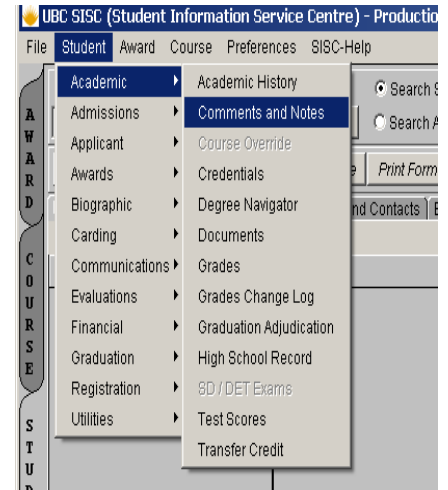
For example, Enrolment Services and Student Services use the comments and notes screen to document if a student request to lift a financial hold has been denied and why. Our staff log this decision so that other staff can see if the student is shopping around for a different answer.

### What you need to know

This screen does not have any privacy settings to prevent other users from seeing specific comments and the comments are not shared with the student via the SSC. This screen is best used for short administrative notes and decisions to be used internally.

### How to use

1. Click ADD at the bottom of the screen and the add comment pop up box will appear
2. You can select the session, however since this comment may be applicable for future session it may be best to leave it blank
3. You can select the program the comment applies to – or leave it blank for applies to all
4. Click Save. You should now see your comment posted to the screen.



Date	OpID	Session	Program	Comment	Time(24hr)	Award	Code
2012-02-07	DDYR	2011S	BSC-O	Specialization deleted for Program: BSC-O Session: 2011S	14:45:10		
2012-02-07	DDYR	2011S	BSC-O	Specialization changed for Program: BSC-O Session: 2011S	14:44:55		
2012-01-24	DDYR	2009W	BSC-O	Specialization changed for Program: BSC-O Session: 2009W	10:38:03		
2012-01-24	DDYR	2009W	BSC-O	Specialization changed for Program: BSC-O Session: 2009W	10:37:40		
2012-01-24	DDYR	2009W	BSC-O	Specialization added for Program: BSC-O Session: 2009W	10:37:08		
2012-01-24	DDYR			EDUC 200 Approved	10:38:00		
2012-01-20	MCAG	2009W	BSC-O	Session max credits changed from 36.0 to 2			
2012-01-20	MCAG	2009W	BSC-O	Term 2 MAX changed from 18.0 to 9.0			
2011-12-07	DDYR	2011W	BSC-O	Specialization deleted for Program: BSC-O S			
2011-12-07	DDYR	2011W	BSC-O	Specialization added for Program: BSC-O S			
2011-12-07	DDYR	2009W	BSC-O	NURS 500 withdrawal as per Sheila Epp			
2011-12-07	EPSH			preqs waived for N320			
2011-12-07	ARCK			NURS 100 withdrawal approved by Gord Bir			
2011-11-24	DDYR	2011W	BFA-O	thei si because			
2011-11-14	DDYR	2012W	MA-O	Added eligibility for MA-O PSYC			
2011-09-14	RO55	2011W	BFA-O	Session status changed from ELIG to REGI			
2011-09-14	RO55	2011W	BFA-O	Session flag changed from N to Y			
2011-09-14	RO55	2011W	BFA-O	S TT TYPE CHANGED FROM V TO O			
2011-09-14	RO55	2011W	BFA-O	REGISTRATION OPEN DATE CHANGED FR			
2011-09-14	RO55	2011W	BFA-O	PROGRAM YEAR LEVEL CHANGED FROM			
2011-09-14	RO55	2011W	BFA-O	PROGRAM 1 ADMISSION BASIS CHANGED			
2011-08-31	DDYR	2011W	ACEO	GIS A MAX CREDITS CHANGED FROM 6.0			
2011-08-31	DDYR	2011W	ACEO	PROGRAM VERSION CHANGED FROM CO			
2011-08-30	DDYR	2011W	ACEO	SESS MAX CREDITS CHANGED FROM 36.0			
2011-08-30	DDYR	2011W	ACEO	PROGRAM VERSION CHANGED FROM ACE			
2011-08-30	DDYR	2011W	ACEO	SESS MAX CREDITS CHANGED FROM 12.0			
2011-08-30	DDYR	2011W	ACEO	PROGRAM VERSION CHANGED FROM			



## **Degree Navigator**

### **What is Degree Navigator?**

The University of British Columbia's degree audit system is designed to help students make informed decisions regarding their academic programs and their progress through their degree. Every effort has been made to ensure that degree requirements are displayed as stated in The University of British Columbia Calendar.

Degree Navigator **assessments are not official statements** of eligibility to graduate, when a student applies to graduate a formal assessment will be completed by UBC.

### **How to correctly use Degree Navigator:**

Read the steps below or visit the Advising tip sheet for a more thorough walk through at [http://www.ubc.ca/okanagan/students/advising/\\_shared/assets/Degree\\_Navigator\\_Handout25148.pdf](http://www.ubc.ca/okanagan/students/advising/_shared/assets/Degree_Navigator_Handout25148.pdf)

- 1) Select the current degree from the right hand side of the screen
- 2) **DO NOT** change the Version. The version is set to the year the student started the degree.
- 3) Choose the correct report for the student's degree

**Arts Report:** Bachelor of Arts (BA) degrees only

**UBC Report:** All Bachelors degrees, except Bachelor of Arts (BA)

- 4) Review the Credit Requirement box at the top right of the screen AND the detailed course and credit requirements showing in the body the report

Students MUST have check marks showing in both the credit requirements box and all detailed requirements to be on track to meet your degree requirements

**NOTE: The credit requirement box is not a summary of the detailed requirements.**

Degree Navigator simply reflects courses from your academic record. You must go to the SSC to make registration changes.