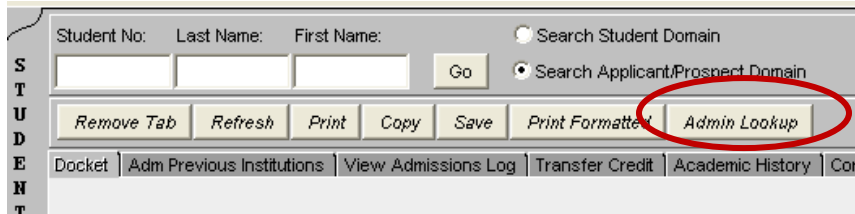
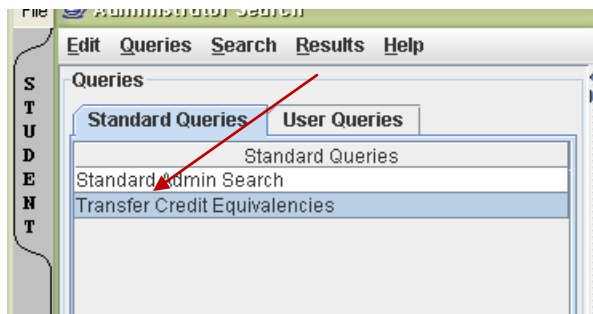


# SISC Transfer Credit Search and Institution Codes

1. At the top centre area of the SISC screen (any tab), select “Admin Lookup”



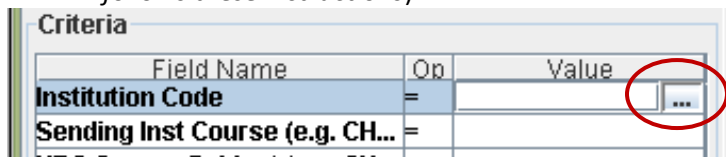
2. A new “Administrator Search” screen will open. Depending on your access, you may have a variety of searches available to you under the “Standard Queries” tab. Select the “Transfer Credit Equivalencies” search option.



3. You will now need to input your search criteria. You have two options for searching:

a) You can search for UBC transfer credit details by limiting your search to the sending institution (non-UBC institution where the course was completed) information

- You will need to know the specific sending institution course code. To find the correct code, conduct a search by clicking the field indicated below (**Note:** a list of common institution codes follows these instructions):



- A new search screen will appear. The best way to conduct a search is to enter all or part of the institution’s name in the “name” field. If entering a portion of the name only, remember to place an asterisk \* at the beginning and end of your text in order to perform a wider search.
- Select the appropriate institution within the search results at the right of the screen. Post-secondary institutions should always have an ‘alpha’ code (i.e. DOUG = Douglas College). Select “OK” to input your institution’s code into the main transfer credit equivalencies search.

## SISC Transfer Credit Search and Institution Codes

The screenshot shows the SISC Transfer Credit Search interface. On the left, the 'Criteria' section has a table with the following data:

Field Name	Op	Value
Code	=	
Name	=	douglas*
EzRecruit ID	=	
EzRecruit Accepted	=	
Type	=	<any>
Level	=	<any>

On the right, the 'Results' section shows a table with the following data:

	InstiCode	ezRecruitID	Description	ezRecruit A...	Level
1	010285	9988	David Douglas High School	Y	SEC
2	E10087	24321	Douglas Academy	Y	SEC
3	DOUG	488	Douglas College	Y	PSEC
4	006835	10289	Douglas County High School	Y	SEC
5	006868	10290	Douglas Freeman High School	Y	SEC
6	077300	37781	Douglas High School	Y	SEC
7	013546	10292	Douglas High School	Y	SEC
8	A00345	10293	Douglas High School	Y	SEC
9	013389	10291	Douglas High School	Y	SEC
10	A01154	10294	Douglas High School	Y	SEC
11	077429	37913	Douglas MacArthur High School	Y	SEC
12	MAUS	10296	Douglas MASON Institute	Y	PSEC
13	A00282	10293	Douglas County High School	Y	SEC
14	003998	5135	General Douglas MacArthur HS	Y	SEC
15	A00640	11796	Juneau Douglas High School	Y	SEC
16	021778	13702	Marjory Stoneman Douglas High School	Y	SEC
17	00274	1535	Mount Douglas Secondary School	Y	SEC

- Now input the sending institution's course code and course number and conduct a search. Note that these two components should be entered as one value (i.e. with no space between).

Field Name	Op	Value
Institution Code	=	DOUG
Sending Inst Course (e.g. CH...)	=	HIST1105

- b) You can also search for sending institution course information by limiting your search to a UBC course or subject area:
- Input the UBC course details into the search criteria fields. Note that the UBC course subject code and course number are separated into two fields, unlike the sending institution course information. You may wish to include a non-UBC institution code to limit your results further. In this example we are looking for the course at SFU that receives credit for UBC ENGL 112:

The screenshot shows the SISC Transfer Credit Search interface. On the left, the 'Criteria' section has a table with the following data:

Field Name	Op	Value
Institution Code	=	SFU
Sending Inst Course (e.g. CH...)	=	
UBC Course Subject (e.g. CH...)	=	ENGL
UBC Course Number (e.g. 101)	=	112
Campus	=	<any>
Start Date	=	

On the right, the 'Results' section shows a table with the following data:

Date Start	Date End
1986/09/01	2004/08/31
2004/09/01	2999/12/31

### A few notes:

- You can also limit your results to a UBC campus.
- The far right end of your search results will show a start and end date for the transfer agreement. This is the date range within which the course must have been completed in order for the transfer credit agreement to be applied.
- The information in this table is mainly limited to colleges and universities across Canada. If an institution or course is not listed here, transfer credit may still be granted to a student depending on the nature of the institution, credential and course.
- The results in this table are not complete and are subject to change at any time.

2

Questions? Nicole McDonald, Transfer Credit Coordinator  
[nicole.mcdonald@ubc.ca](mailto:nicole.mcdonald@ubc.ca) 604-822-2382

Last updated: May 2012

## SISC Transfer Credit Search and Institution Codes

### Common Canadian Institution Codes

<b><i>Name of Institution</i></b>	<b><i>Institution Code</i></b>
Alexander College	<b>AXCO</b>
Athabasca University	<b>ATHA</b>
Camosun College	<b>CAMO</b>
College of New Caledonia	<b>CNC</b>
College of the Rockies	<b>COTR</b>
Capilano University	<b>CAP</b>
Carleton University	<b>CARL</b>
Columbia College	<b>COLU</b>
Concordia University	<b>CONU</b>
Coquitlam College	<b>COQU</b>
Corpus Christi College	<b>CPCT</b>
Dalhousie University	<b>DALH</b>
Douglas College	<b>DOUG</b>
Emily Carr University of Art & Design	<b>EMIL</b>
Grande Prairie College	<b>GRPR</b>
Grant MacEwan University	<b>GRAN</b>
Institute of Indigenous Government	<b>IOIG</b>
Kwantlen Polytechnic University	<b>KWAN</b>
Langara College	<b>LANG</b>
McGill University	<b>MCGI</b>
Mount Royal University	<b>MTRL</b>
Nicola Valley Institute of Technology	<b>NVIT</b>
Northern Lights College	<b>NOLI</b>
North Island College	<b>NOIS</b>
Northwest Community College	<b>NOWE</b>
Okanagan University College	<b>OKAN</b>
Okanagan College	<b>OKCO</b>
Queen's University	<b>QUEE</b>
Red Deer College	<b>REDD</b>
Selkirk College	<b>SELK</b>
Simon Fraser University	<b>SFU</b>

Questions? Nicole McDonald, Transfer Credit Coordinator  
[nicole.mcdonald@ubc.ca](mailto:nicole.mcdonald@ubc.ca) 604-822-2382

*Last updated: May 2012*

## SISC Transfer Credit Search and Institution Codes

Thompson Rivers University (&Open Learning)	<b>TROU</b>
Trinity Western University	<b>TWU</b>
University of Alberta	<b>UOFA</b>
University of British Columbia – Okanagan	<b>UBCO</b>
University of British Columbia – Vancouver	<b>UBCV</b>
University of Calgary	<b>UOFC</b>
University of the Fraser Valley	<b>FRAS</b>
University College of the Cariboo	<b>CARI</b>
University of Guelph	<b>GUEL</b>
University of Lethbridge	<b>LETH</b>
University of Manitoba	<b>UOFM</b>
University of Northern British Columbia	<b>UNBC</b>
University of Ottawa	<b>OTTA</b>
University of Regina	<b>REGI</b>
University of Saskatchewan	<b>UOFS</b>
University of Toronto	<b>TORO</b>
University of Victoria	<b>UVIC</b>
University of Waterloo	<b>WATE</b>
University of Western Ontario	<b>WEST</b>
Vancouver Community College	<b>VCC</b>
Vancouver Island University	<b>MALA</b>
York University	<b>YORK</b>
Yukon College	<b>YUKO</b>

**\*Notes:**

- This institution list is not exhaustive. Please refer to the instructions above to search for an institution not included in this list.
- Transfer credit rules included in the database are not exhaustive and represent only the courses that have been reviewed to date. Transfer credit is assigned for courses not included in the database per Undergraduate Admissions policies and procedures.
- Transfer credit information for BC Transfer System institutions should be identical to that published in the BC Transfer Guide ([www.bctransferguide.ca](http://www.bctransferguide.ca)).
- If you notice any discrepancies or information that you feel should be listed in the database, please contact the Transfer Credit Coordinator.