ADDING HARD PREREQS – VIA SISC

1. Login to the SISC **https://ssc.adm.ubc.ca/siscapp/install.htm**
2. Select the "**Course" tab** located on the very left-hand side of the screen. The Course screen will appear.
3. Click on the "**Search Screen**" button in the upper right-hand corner.
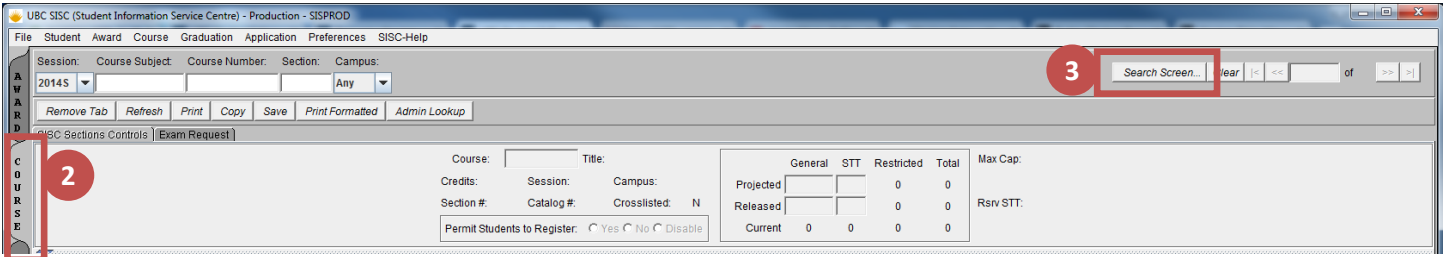
4. Select the "**Standard Section Search**".
5. Complete the **required criteria** in the applicable fields

TIP 1 *You can save this query if you plan to run it often.*
To save the query, select "Queries" in the top left corner, then "Save User Query".
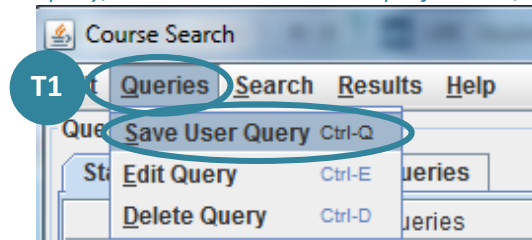
6. Click on the **Search** button. Results show on the right side of the screen.

TIP 2 If you are checking multiple subject codes, i.e. BIOL and CHEM, and want all of the results listed together, then type in the next Course subject i.e. CHEM, and then click the **"Append"** button. The results from the CHEM search will now be 'added' to the BIOL results in the Results section.

TIP 3 If courses have multiple meeting times, i.e. Mon 12:30-2:00 and Wed 12:30-2:00 vs Tues & Thurs 12:30-2:00, and you wish to see all results, un-tick the **"Unique Key"** button.
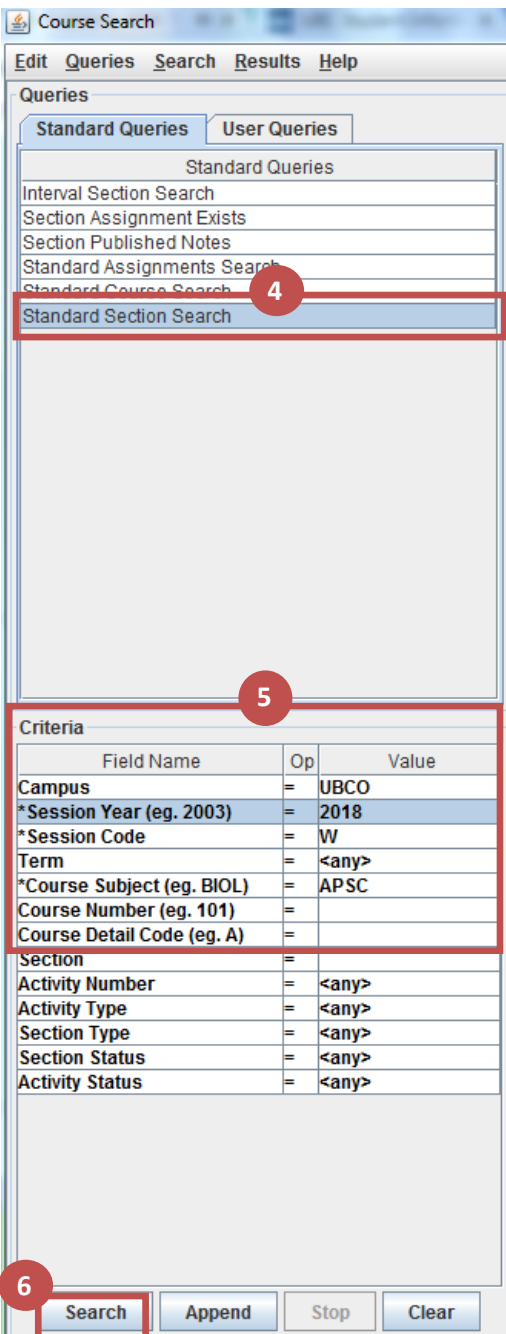
7. To view every course listed in the results double click on the first result and minimize the Search screen so that the **main SISC screen** is now in front of you. The main screen will show that you are on result '1' of 'X'.
8. On the top left-hand taskbar click on "**Course**", then "**Courses**", then "**SISC Section Controls**". The SISC Section Controls screen will appear in the area below, and confirms the course number, title, seats released, and various tabs for Section Detail, Seat pool, and Exam information.

9. To set Hard Prereqs (provided you are authorized to do so) click on the "**Edit**" button and then click on the **"Prereq Options"** button.
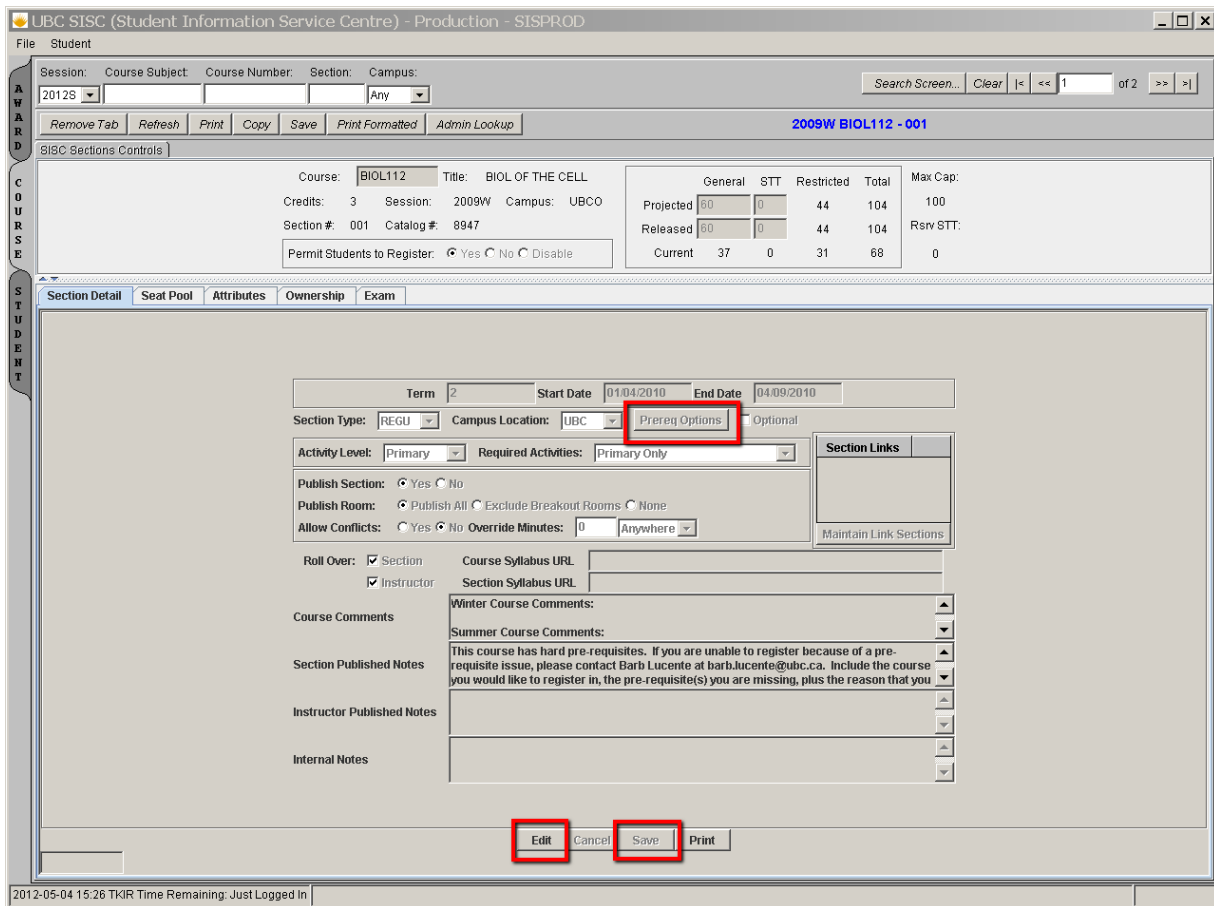
10. To set a Hard Prereq check click the

- Tick "**Hard Prereq Check**" box
- You can either **enter an original message or use the Defaults messages** from the drop down menu (example: BIOL 112 has hard prerequisites. If you are unable to register please contact…)
- Click OK

Warning: if a course has Senate approved prereqs but the **"Hard Prereq Check"** box has not been turned on then the prereqs are considered to be soft prereqs. This means that the system will bring up a message warning students that they do not appear to have the required prereqs but the system will still allow them to register in the course. It is then the Unit Heads/ Instructors/Assistants responsibility to review and drop students lacking the appropriate prereqs from the class lists (Note: students will not be stopped from re-registering in the course).

By turning the "hard pre-req check" on, the system will then stop the majority of students that appear to be missing prereqs from registering in the course. However, it recommended that Unit Heads/Instructors/Assistants continue to check the class list for students missing prereqs once the hard prereq check has been turned on as the system cannot tell if prereqs are in progress or if they have been completed. This means that the system has a back door and that it will allow students to register for both the prereqs and course X at the same time.

Note: It is not recommended to set hard prereq checking on first and second year courses—first year because high school grades are processed from the Ministry after registration and both years because of various transfer credits and waivers granted to these students, etc. This may also apply to year 3 and 4 students although to a lesser extent. It is also important that a student who is requesting a waiver can contact the instructor/designate while seats are available. Note that students will need to be force registered by the Unit if permission to enrol is given.