BLOCKING COURSES – 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.
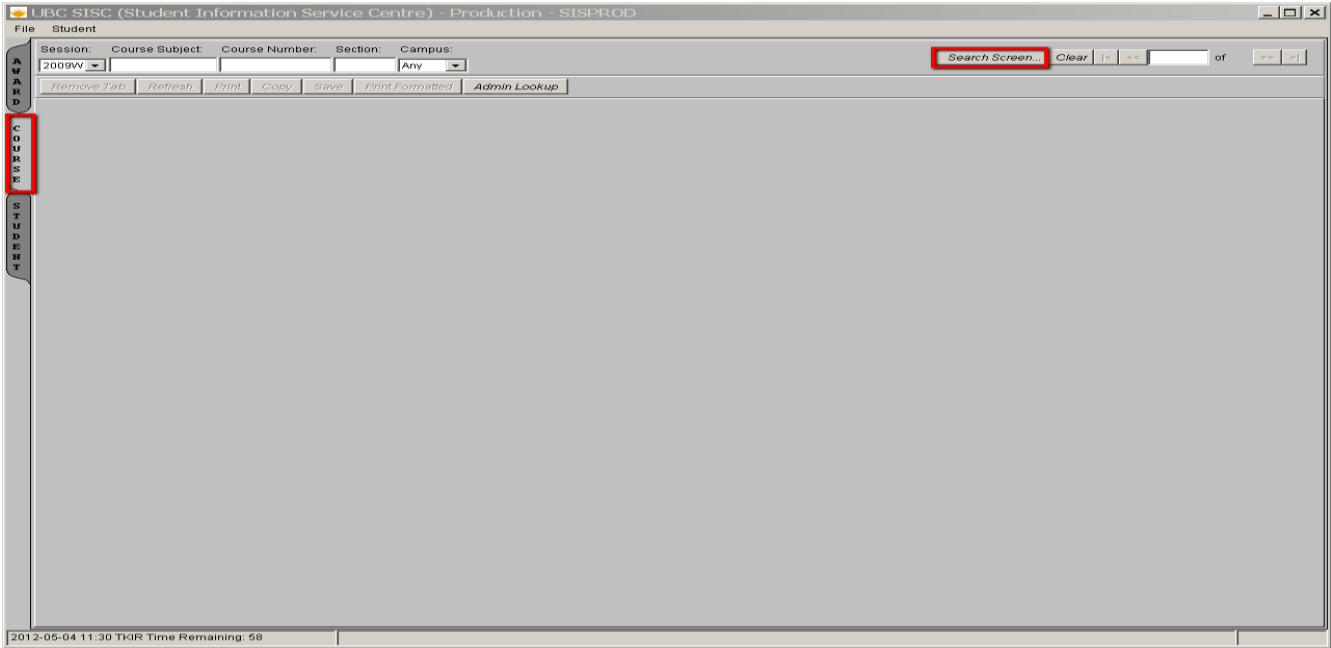
3. Click on the "**Search Screen**" button in the upper right-hand corner. Select the "**Standard Section Search**".
   "**Complete the required criteria**" in the applicable fields; i.e. to find all 2009W BIOL courses you would indicate
   Campus: UBCO, Session Year: 2009, Session Code: W, Course Subject: BIOL.
     a.   Note: 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".)
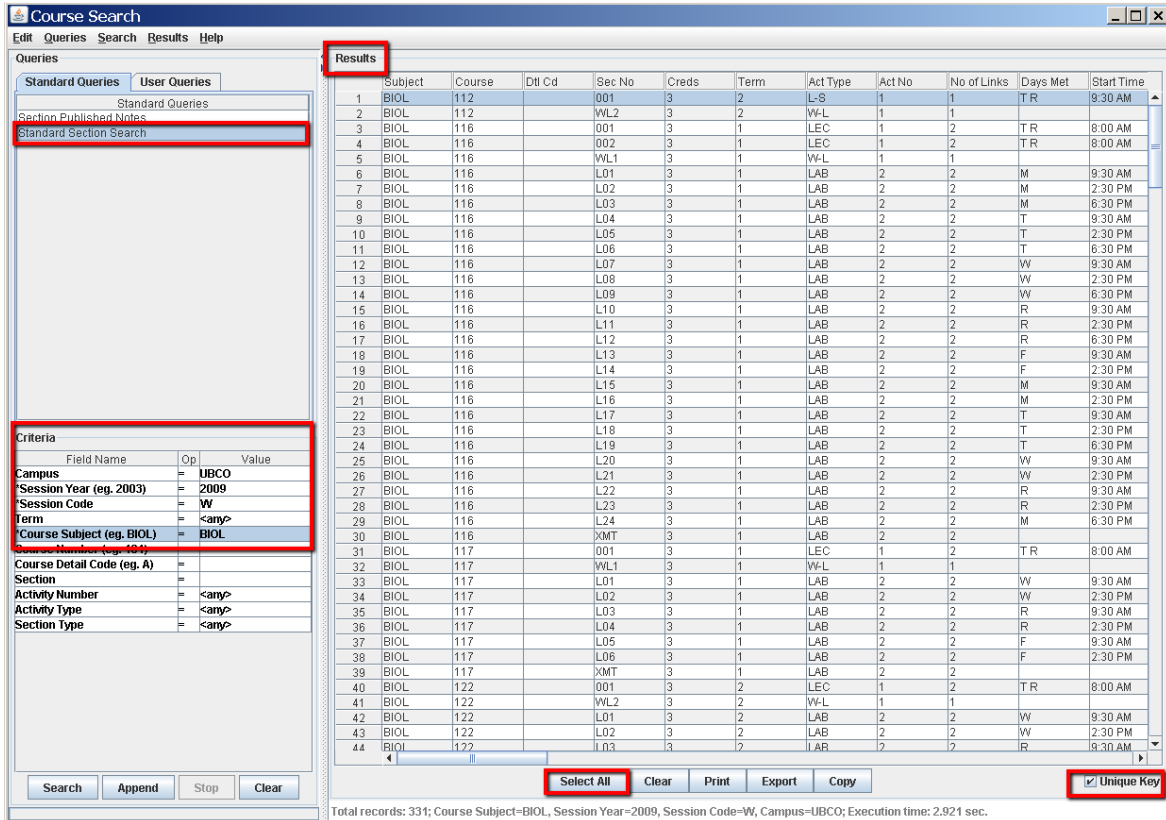
4. Click on the **Search** button. This will bring up the courses you requested in the Results side of the screen. (If you are checking multiple subject codes, i.e. BIOL and CHEM, and want all of the results listed together, then type in the next Course subject i.e. CHEM, and then click the **"Append"** button. The results from the CHEM search will now be 'added' to the BIOL results in the Results section.) 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.
5. 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'.
6. 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.
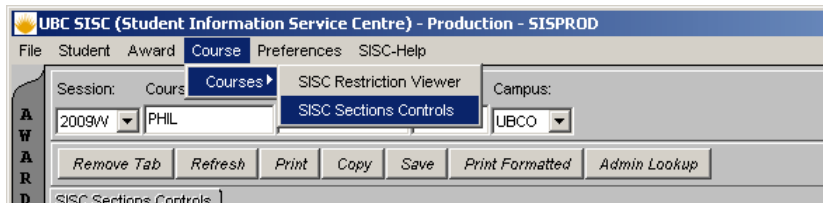
7. To block students from registering in a course (provided you are authorized to do so) click on the "**Edit**" button, then change "**Permit Students to Register**" flag to "**No**". (used to control registration)
8. Once the **"Permit Students to Register"** has been changed to "No" scroll down to the bottom of the screen and click on the **"Save"** button.