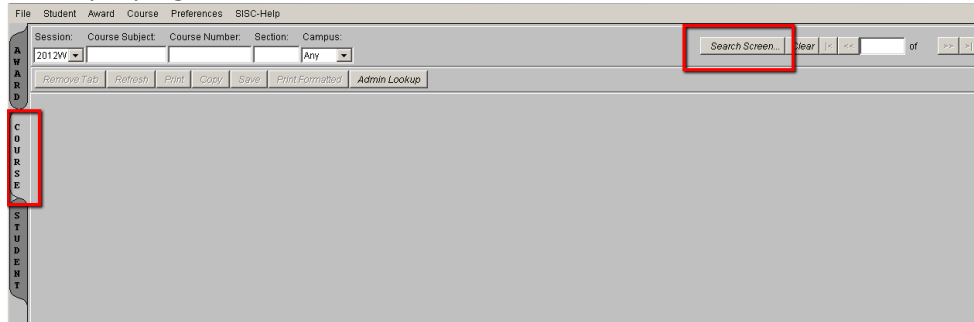


## Checking Room Cap Prior to Force Registering Students – Via SISC

WHEN: Follow the below steps if you are force registering a student into a course beyond the maximum number of released seats and beyond the capacity of the allocated rooms.

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 and then select the “Search Screen” tab located on the very top right hand side of the screen.



3. Once you have selected the “Search Screen” tab in the upper right-hand corner. Select the “Standard Section Search”. Complete the required “Criteria” in the applicable fields and then hit enter (i.e. Campus: UBCO, Session Year: 2016, Session Code: W, Course Subject: BIOL, Course Number: 200, and Section: if known.)
  - 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”.)

Field Name	Op	Value
Campus	=	UBCO
Session Year (eg. 2003)	=	2012
Session Code	=	W
Term	=	<any>
Course Subject (eg. BIOL)	=	BIOL
Course Number (eg. 101)	=	200
Course Detail Code (eg. A)	=	
Section	=	
Activity Number	=	<any>
Activity Type	=	<any>
Section Type	=	<any>

Search    Append    Stop    Clear

4. Once the search results appear you will want to use the horizontal scroll bar at the bottom of the screen to scroll across to where you will see Capacity, Total Released Seats and Total Enrolment.
  - a. Capacity = Room Capacity. Please ensure that the room capacity is large enough to accommodate an additional student before you proceed to force register into a course beyond the maximum number of released seats.

Act No	No of Links	Days Met	Start Time	End time	Capacity	Primary Instructor N.	Total Rele...	Total Enrol...
1	1	T F	2:00 PM	3:30 PM	302	Gegeris, Andis	200	
2	1						20	