

## DOWNLOADING COURSE SCHEDULE FROM SISC TO EXCEL

1. Log into **SISC** and select the **COURSE** tab.
2. Click on “**Search Screen**” box.
3. Under **Standard Queries**, highlight “**Standard Section Search**”.
4. In **Criteria** box below, select UBCO Campus, Session Year, Session Code, Term (default is “any”, or select Term 1, 2 or ALL). Enter subject code. If you want all subjects type in an asterisk (\*) but this will depend on your access. If you want only, BIOL, for example, type in BIOL in the Course Subject box and all BIOL sections will appear. If you want only a specific course number enter it. Click on **Search**. Unflag the “Unique Key” if there are multiple meeting times you want displayed for any given section.
5. When list is generated, **Select All, Copy**. In the **Options** screen use the default Tab (Excel) and click OK.
6. Check the columns you want to copy. The following ones probably are all that is needed and then some.
  - **Subject**
  - **Course**
  - **Det Cd**
  - **Sec No**
  - **Credits**
  - **Term**
  - **Act Type**
  - **Status**
  - **Days Met**
  - **Start Time**
  - **End Time**
  - **Capacity** (note: this is the capacity of the **room** the course is assigned to)
  - **Total Released Seats**
  - **Total Enrolment**
  - **STT Released** (if applicable)
  - **STT Enrolled Seats**
  - **Rest(riected) Released**
  - **Rest Enrolled Seats**
  - **Primary Instructor**
  - **Meeting Start**
  - **Meeting End**
  - **Short Title or Long Title or both**
  - **Building**
  - **Room**

Open blank Excel spreadsheet, paste (control v), edit columns as desired.