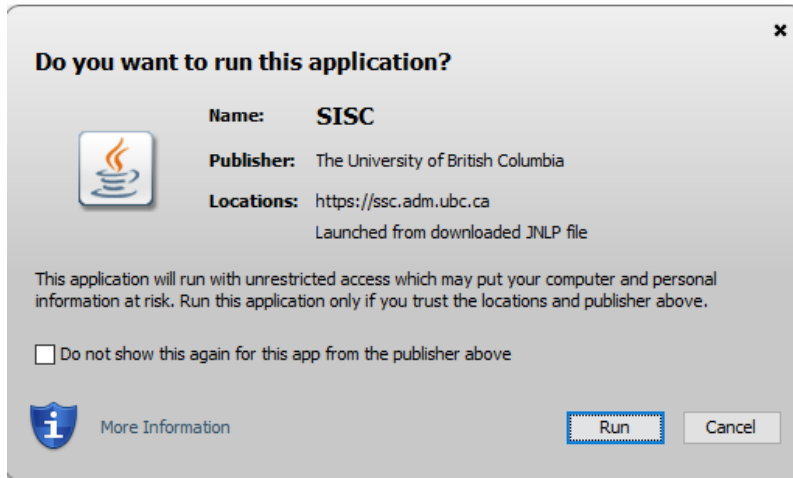
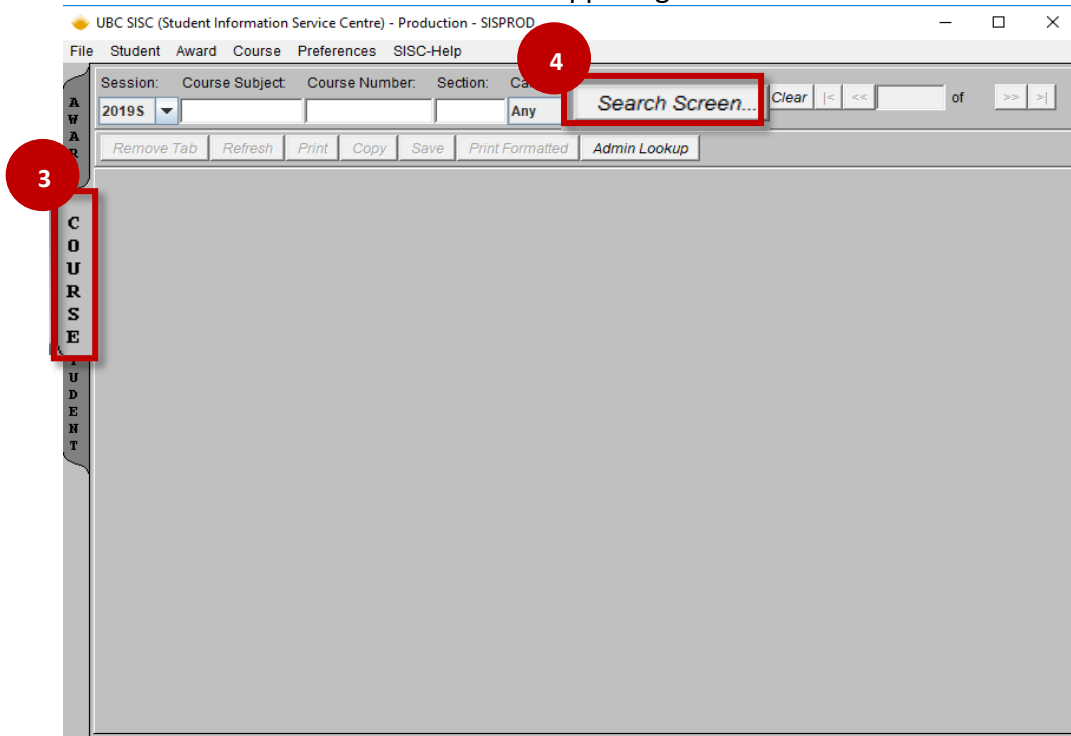


DOWNLOAD SISC COURSE SCHEDULE

1. Login to the SISC with your CWL credentials at <https://ssc.adm.ubc.ca/siscapp/install.htm>
2. Download and run SISC application



3. Select the “**Course**” tab located on the very left-hand side of the screen. The Course screen will appear.
4. Click on the ‘**Search Screen**’ button in the upper right corner.



5. A separate page will pop up called “Course Search”
6. Select “**Standard Section Search**” under the ‘Standard Queries Tab’
7. Complete the **criteria** in the applicable fields. The following fields must have a value:
 - Campus: UBCO
 - Session Year

- Session Code
 - Course Subject
- Click **'Search'** in the lower left corner. Results will show on the right hand side.
Note: execution times (how long a search takes) vary depending on the amount of data being pulled
 - Once the search is complete, uncheck the **"Unique Key"** field in the lower right corner of the form and hit the **'Search'** button again.
By default the SISC only shows the first meet of the week for a given course. This step ensures the full meeting details for shown

The screenshot shows the 'Course Search' application window. On the left, the 'Queries' pane has 'Standard Course Search' selected (marked with a red circle 6). Below it, the 'Criteria' table is visible (marked with a red circle 7):

Field Name	Op	Value
Campus	=	UBCO
* Session Year (eg. 2003)	=	2019
* Session Code	=	W
Term	=	<any>
* Course Subject (eg. BIOL)	=	APSC
Course Number (eg. 101)	=	110
Course Detail Code (eg. A)	=	
Section	=	
Activity Number	=	<any>
Activity Type	=	<any>
Section Type	=	<any>
Section Status	=	<any>
Activity Status	=	<any>

At the bottom left, the 'Search' button is highlighted with a red circle 8. On the right, the 'Results' table shows 6 records (marked with a red circle 9):

	Subject	Course	Dtl Cd	Sec No	Creds	Term
1	APSC	110		71C	6	1
2	APSC	110		71E	6	1
3	APSC	110		71M	6	1
4	APSC	110		72C	6	2
5	APSC	110		72E	6	2
6	APSC	110		72M	6	2

At the bottom right, the 'Unique Key' checkbox is unchecked (marked with a red circle 9). Below the results table, the status bar reads: 'Total records: 6; Campus=UBCO, Session Code=W, Session Year=2019, Course Number=110, Course Subject=APSC; Execution time: 0.736 sec.'

- Multiple Subject Search: If you are searching multiple subject codes, i.e. APSC and ENGR, and want all of the results listed together, follow the steps below:
 1. Execute the first subject search using steps 7-9.
 2. Once the first search is complete, enter the next subject code/criteria
 3. Select **'Append'** in the lower left corner. Both course subjects will show in the Results Section

Course Search

Edit Queries Search Results Help

Queries

Standard Queries User Queries

Standard Queries

Interval Section Search
 Section Assignment Exists
 Section Published Notes
 Standard Assignments Search
 Standard Course Search
 Standard Section Search

Criteria

Field Name	Op	Value
Campus	=	UBCO
*Session Year (eg. 2003)	=	2019
*Session Code	=	W
Term	=	<any>
*Course Subject (eg. BIOL)	=	ENGR
Course Number (eg. 101)	=	465
Course Detail Code (eg. A)	=	
Section	=	
Activity Number	=	<any>
Activity Type	=	<any>
Section Type	=	<any>
Section Status	=	<any>
Activity Status	=	<any>

1 Search 2 Append 3 Stop Clear

Results

	Subject	Course	Dtl Cd	Sec No	Creds	Term
1	APSC	110		71C	6	1
2	APSC	110		71E	6	1
3	APSC	110		71M	6	1
4	APSC	110		72C	6	2
5	APSC	110		72E	6	2
6	APSC	110		72M	6	2
7	ENGR	465		201	3	2

Select All Clear Print Export Copy Unique Key

Total records: 7; (Campus=UBCO, Session Code=W, Session Year=2019, Course Number=110, Course Subject=APSC) and (Campus=UBCO, Session Code=W, Session Year=2019, Course Number=345, Course Subject=ENGR) and (Campus=UBCO, Session Code=W, Session Year=2019, Course Number=465, Course Subject=ENGR); Execution time: 0.409 sec.

- Search Course by Year Level: If you want a year level specific course list (ie only 1st year CRWR courses), in the “**Course Number**” field enter a number followed by an “*” then hit search

The screenshot shows the 'Course Search' application window. On the left, the 'Criteria' section is populated with the following values:

Field Name	Op	Value
Campus	=	UBCO
*Session Year (eg. 2003)	=	2019
*Session Code	=	W
Term	=	<any>
*Course Subject (eg. BIOL)	=	CRWR
Course Number (eg. 101)	=	1*
Course Detail Code (eg. A)	=	
Section	=	
Activity Number	=	<any>
Activity Type	=	<any>
Section Type	=	<any>
Section Status	=	<any>
Activity Status	=	<any>

The 'Results' table on the right displays the following data:

	Subject	Course	Dtl Cd	Sec No	Creds	Term
1	CRWR	150		001	3	1
2	CRWR	150		002	3	2
3	CRWR	160		001	3	1
4	CRWR	160		101	3	2

Buttons at the bottom include 'Select All', 'Clear', 'Print', 'Export', 'Copy', and 'Unique Key'. A status bar at the bottom reads: 'Total records: 4; Campus=UBCO, Session Code=W, Session Year=2019, Course Number=1*, Course Subject=CRWR; Execution time: 1.0 sec.'

- Multiple Session Search: A list of the different sessions a specific course was offered can be generated by entering an “*” in the “**Session Year**” field.

The screenshot shows the 'Course Search' application window. On the left, the 'Criteria' section is populated with the following values:

Field Name	Op	Value
Campus	=	UBCO
*Session Year (eg. 2003)	=	*
*Session Code	=	W
Term	=	<any>
*Course Subject (eg. BIOL)	=	CRWR
Course Number (eg. 101)	=	150
Course Detail Code (eg. A)	=	
Section	=	
Activity Number	=	<any>
Activity Type	=	<any>
Section Type	=	<any>
Section Status	=	<any>
Activity Status	=	<any>

The 'Results' table on the right displays the following data:

	Subject	Course	Dtl Cd	Sec No	Session...	Creds	Term
1	CRWR	150		001	2013	3	1
2	CRWR	150		002	2013	3	2
3	CRWR	150		001	2014	3	1
4	CRWR	150		002	2014	3	2
5	CRWR	150		001	2015	3	1
6	CRWR	150		002	2015	3	2
7	CRWR	150		001	2016	3	1
8	CRWR	150		002	2016	3	2
9	CRWR	150		001	2017	3	1
10	CRWR	150		002	2017	3	2
11	CRWR	150		001	2018	3	1
12	CRWR	150		002	2018	3	2
13	CRWR	150		001	2019	3	1
14	CRWR	150		002	2019	3	2

Buttons at the bottom include 'Select All', 'Clear', 'Print', 'Export', 'Copy', and 'Unique Key'. A status bar at the bottom reads: 'Total records: 14; Campus=UBCO, Session Code=W, Session Year=*, Course Number=150, Course Subject=CRWR; Execution time: 2.9 sec.'

10. When the results list is generated, hit **'Select All'** this highlights the whole list. Then select **'Copy'**.

The screenshot shows the 'Course Search' application window. On the left, there are 'Queries' and 'Criteria' sections. The 'Criteria' section contains a table with the following data:

Field Name	Op	Value
Campus	=	UBCO
*Session Year (eg. 2003)	=	2019
*Session Code	=	W
Term	=	<any>
*Course Subject (eg. BIOL)	=	CRWR
Course Number (eg. 101)	=	
Course Detail Code (eg. A)	=	
Section	=	
Activity Number	=	<any>
Activity Type	=	<any>
Section Type	=	<any>
Section Status	=	<any>
Activity Status	=	<any>

The 'Results' section on the right displays a table with 18 rows and 10 columns: Subject, Course, Dtl Cd, Sec No, Creds, Term, Act Type, Act No, and No of L. The table is highlighted in blue. At the bottom of the window, a toolbar contains buttons for 'Select All', 'Clear', 'Print', 'Export', and 'Copy'. A red circle with the number 10 highlights the 'Select All' button.

Total records: 18; Campus=UBCO, Session Code=W, Session Year=2019, Course Subject=CRWR; Execution time: 3.061 sec.

11. Pop up will appear. Under the **Options** screen use the default **"Tab (Excel)"** and click OK.

The screenshot shows an 'Input Needed' dialog box with the following text: 'Please Select the column delimiter:'. Under the 'Options' section, there are three radio buttons: 'Tab (Excel)', 'Space', and 'Comma'. The 'Tab (Excel)' option is selected. At the bottom, there are 'OK' and 'Cancel' buttons. A red circle with the number 11 highlights the 'Tab (Excel)' option.

12. A list of column options to copy will appear. Check the appropriate columns.
We recommend checking the following columns:

12 Input Needed

Please select the columns to Copy Table Results:

Options

<input checked="" type="checkbox"/> Subject	<input checked="" type="checkbox"/> Course
<input checked="" type="checkbox"/> Dtl Cd	<input checked="" type="checkbox"/> Sec No
<input checked="" type="checkbox"/> Creds	<input checked="" type="checkbox"/> Term
<input checked="" type="checkbox"/> Act Type	<input type="checkbox"/> Act No
<input type="checkbox"/> No of Links	<input checked="" type="checkbox"/> Days Met
<input checked="" type="checkbox"/> Start Time	<input checked="" type="checkbox"/> End time
<input checked="" type="checkbox"/> Meeting Start Date	<input checked="" type="checkbox"/> Meeting End Date
<input type="checkbox"/> Display Meetings	<input checked="" type="checkbox"/> Total Released Seats
<input checked="" type="checkbox"/> Total Enrolment	<input type="checkbox"/> Max Enrolment
<input type="checkbox"/> Gen Released Seats	<input type="checkbox"/> Gen Enrolled Seats
<input checked="" type="checkbox"/> STT Released Seats	<input checked="" type="checkbox"/> STT Enrolled Seats
<input checked="" type="checkbox"/> Rest Released Seats	<input checked="" type="checkbox"/> Instructor Names
<input checked="" type="checkbox"/> Rest Enrolled Seats	<input type="checkbox"/> Gen Projected Seats
<input type="checkbox"/> STT Projected Seats	<input type="checkbox"/> STT Reserved Seats
<input type="checkbox"/> Section	<input type="checkbox"/> Gen Seats Remaining
<input type="checkbox"/> STT Seats Remaining	<input type="checkbox"/> Rest Seats Remaining
<input type="checkbox"/> TA Names	<input type="checkbox"/> Sec Start Date
<input type="checkbox"/> Sec End Date	<input checked="" type="checkbox"/> Short Title
<input checked="" type="checkbox"/> Long Title	<input checked="" type="checkbox"/> Building
<input checked="" type="checkbox"/> Room	<input type="checkbox"/> Is Parent Meeting
<input checked="" type="checkbox"/> Capacity	<input type="checkbox"/> Publish Flag
<input type="checkbox"/> Hard Check PreReq	<input type="checkbox"/> Session Year
<input type="checkbox"/> Session Code	<input type="checkbox"/> Campus
<input type="checkbox"/> Location	<input type="checkbox"/> Sec Type
<input type="checkbox"/> Section1	<input type="checkbox"/> Registration Status
<input checked="" type="checkbox"/> Section Status	<input checked="" type="checkbox"/> Activity Status
<input type="checkbox"/> Cross Listed	

Select All Select First

OK Cancel

- ✓ **Subject**
- ✓ **Course**
- ✓ **Dtl Cd – Detail Code**
- ✓ **Sec No**
- ✓ **Credits**
- ✓ **Term**
- ✓ **Act Type – Activity type (LEC, LAB, TUT, SEM, etc)**
- ✓ **Days Met**
- ✓ **Start Time**
- ✓ **End Time**
- ✓ **Meeting Start Date**
- ✓ **Meeting End Date**
- ✓ **Total Released Seats**
- ✓ **Total Enrolment**
- ✓ **STT Released (if applicable)**
- ✓ **STT Enrolled Seats**
- ✓ **Rest(ri)cted Released**
- ✓ **Rest(ri)cted Enrolled Seats**
- ✓ **Instructor Names**
- ✓ **Short Title or Long Title or both**
- ✓ **Building**
- ✓ **Room**
- ✓ **Capacity (note: this is the capacity of the room the course is assigned to)**
- ✓ **Section/Activity Status**

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