

CHANGING RELEASED SEATS

Purpose: To edit the number of seats released for student registration.

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.

The screenshot shows the UBC SISC (Student Information Service Centre) - Production - SISPROD interface. The top navigation bar includes File, Student, Award, Course, Graduation, Application, Preferences, and SISC-Help. The main window is titled "Course Search" and contains several sections:

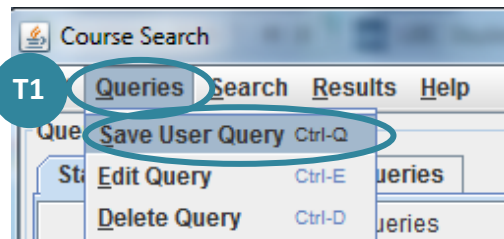
- Search Criteria:** A table with columns for Field Name, Op, and Value. The criteria are:

Field Name	Op	Value
Campus	=	UBCO
*Session Year (eg. 2003)	=	2017
*Session Code	=	W
Term	=	<any>
*Course Subject (eg. BIOL)	=	engr
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>
- Search Buttons:** Search, Append, Stop, and Clear buttons are located at the bottom left.
- Results Table:** A table showing search results with columns for course details and meeting times. The results are:

35	APSC	171		101	3	1	LEC	1	2	TR
36	APSC	171		102	3	1	LEC	1	2	WF
37	APSC	171		T1A	3	1	TUT	2	2	
38	APSC	171		T1B	3	1	TUT	2	2	
39	APSC	171		T1C	3	1	TUT	2	2	
40	APSC	171		T1D	3	1	TUT	2	2	
41	APSC	171		T1E	3	1	TUT	2	2	
42	APSC	171		T1F	3	1	TUT	2	2	
43	APSC	171		T1G	3	1	TUT	2	2	
44	APSC	171		T1H	3	1	TUT	2	2	
45	APSC	171		T1J	3	1	TUT	2	2	

4. Select the “Standard Section Search”.
5. Complete the **required** criteria in the applicable fields

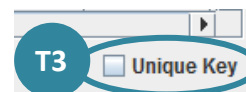
TIP 1 You can save this query if you plan to run it often. To save the query, select “Queries” in the top left corner, then “Save User Query”.



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. APSC and ENGR, and want all of the results listed together, then type in the next Course subject i.e. ENGR, and then click the “Append” button. Both APSC and ENGR course subjects will show in the Results Section

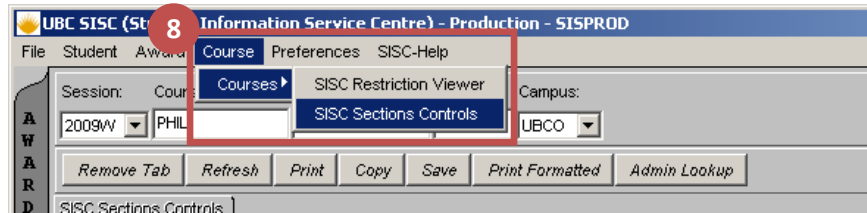
TIP 3 If courses have multiple meeting times, i.e. Mon 12:30-2:00 and Wed 12:30-2:00 vs Tues & Thurs 12:30-2:00, and you wish to see all results, un-tick the “Unique Key” button located on the bottom right corner.



35	APSC	171		101	3	1	LEC	1	2	TR
36	APSC	171		102	3	1	LEC	1	2	WF
37	APSC	171		T1A	3	1	TUT	2	2	
38	APSC	171		T1B	3	1	TUT	2	2	
39	APSC	171		T1C	3	1	TUT	2	2	
40	APSC	171		T1D	3	1	TUT	2	2	
41	APSC	171		T1E	3	1	TUT	2	2	
42	APSC	171		T1F	3	1	TUT	2	2	
43	APSC	171		T1G	3	1	TUT	2	2	
44	APSC	171		T1H	3	1	TUT	2	2	
45	APSC	171		T1J	3	1	TUT	2	2	

At the bottom of the results table, there are buttons for "Select All", "Clear", "Print", "Export", and "Copy".

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 edit seats released field, click on the "**Edit**" button.
 - a. Under the General **Released** section, update the number of released seats
10. Click on the "**Save**" button.

