



How to Review Course Section Details

Department Admin, at UBC Okanagan, who support the scheduling process can update additional course section details to help manage the registration process.

The ‘**Course Section Search – Central**’ report can be used to review course section details for accuracy:

Recommendation: This report displays in tabular format but it is recommended to exported into Excel or Worksheets.

Report: [Course Section Search – Central](#)

Course Section Search - Central

Academic Period * 2024-25 Winter Term 1 (UBC-O) ... 2024-25 Winter Term 2 (UBC-O) ...

Academic Unit

Special Topic Course (only)

Course Subject Biology (Okanagan) Mathematics (Okanagan) Art History and Visual Culture (Okanagan)

Course Number

Course Section

Section Status

Delivery Mode

Instructional Format

Student Registration Greater than or Equal

Course Section Overlap

1. type “Course Section Search – Central” in the search bar. Click on the report to bring up the criteria menu to refine the search.
 - a) **Academic Period (Required)**
Select each term individually, or multi-select to view more than one period at a time.
 - b) **Academic Unit (Optional)**
Select a specific Academic Department.



c) **Course Subject** (*Optional*)

Type in course code to refine results by course. This is a multi-selectable field.

Further refinement can be done using “Course number”, “Course Section”, “Delivery Mode”, “Instructional format”, and “Course section overlap”.

2. Click **“OK”** - The **“Course Section Search – Central”** report will populate.

For ease of review, we suggest you export the report into Excel or Worksheets. To validate each course section, Course Section Details for accuracy, we recommend retaining the following columns (other columns may be removed):

- Course Subject
- Course Number
- Special Topic (Detail code)
- Sections Number
- Section Status
- Section Title
- Academic Period
- Term
- Start/End Date
- **Hidden Course Section**
- **Eligibility Rules**
- **Reserved Capacity**
- **Section Capacity**
- Abbreviated Section Title
- **Wait List Capacity**
- **Public Notes**
- **Private Notes**
- Min Credits
- Max Credits
- Instructional Format
- **Delivery Mode**
- Instructor
- Meeting Pattern and Location