THE UNIVERSITY OF BRITISH COLUMBIA

How to View STVC Course Version Details

Learning Objective

By the end of this training, Department Administrators should understand how to use the Special Topics and Variable Credit (STVC) application to review STVC course titles, and credit value.

Overview

The STVC Course Section Report can be used to view all STVC courses ever offered for a course (including historical records back to 2005W). This report can be exported to Microsoft Excel.

The report will show course sections that meet two criteria:

1. STVC course sections that have been created in Workday
2. Course sections that are in 'Open' or 'Published' status

The report can be used for the following purposes:

1. Identify and list all STVC courses by academic period (first period offered)
2. Identify and list all STVC courses associated to a course subject
3. Identify and list all STVC courses by Course Owner (academic unit or units owning the course)
4. Identify and list all STVC courses generated from a course version
5. Identify and list all STVC courses versions from one STVC course
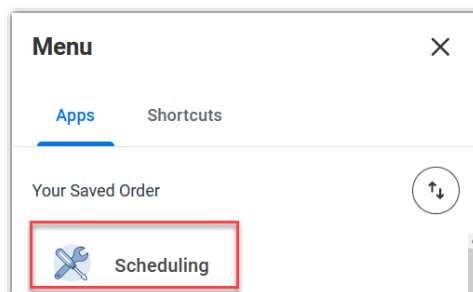6. Identify and list all special topic courses

Note: Only Scheduling Services can create new versions of STVC courses. Please contact Scheduling Services to request the creation of a new version.

Accessing the STVC Courses dashboard

STEP 1: Go to **Workday home page**
STEP 2: Select **Menu** at the top left corner of the page
STEP 3: Select **Scheduling** to access Scheduling dashboard

STEP 4: Select the **Course & Course Sections** tab

STEP 5: Click the link for **Special Topics & Variable Credit Courses**

STEP 6: Click on **Special Topics & Variable Courses** to open a submenu

View created versions of an individual course

STEP 1: On the main screen, select **Course View/Create**
STEP 2: In the search bar, type in the course code (ensure an "_O" is included)
STEP 3: Click the **Search** button
STEP 4: Select a course from the **Course Code** list

STEP 5: From the results, choose the effective date

STEP 6: Scroll down to find STVC course information

    a. Course owner

    b. academic level

    c. Title

    d. Max/min credits

∨Overview

Status	Approved	Course Owner	Department of Biology
Effective Date	📅 September 1, 2024	Academic Level	Undergraduate
First Available	📅 August 22, 2005		
Last Available	📅 August 31, 2024		

∨Course

Course Subject	BIOL_O	Minimum Credits	3
Course Listing	BIOL_O 420_Special Topics in Biology	Maximum Credits	9
Title	Special Topics in Biology	Description	With permission of the department head, this course may be taken more than once with a different topic. Credit will be granted for only one of BIOL 420 and BIOL 520 when the subject matter is of the same nature.
Abbreviated Title	Special Topics in Biology		
Special Topics	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z	Public Notes	
		Private Notes	{3-9}. D: Department determines Credit Value

STEP 7: Scroll down to STVC Course List to find

    a. Available course versions

    b. Abbreviated Title

    c. Credits

∨Special Topic Courses

STVC Course List

Topic Title	First Available	Last Available	Course Version Effective Date	Last Available Date	Abbreviated Title	Credits
C	2024-25 Winter Term 1 (UBC-O)		9/3/2024		ANIMAL BIOMEC	3
I	2024-25 Winter Term 1 (UBC-O)		9/3/2024		FUNC GLYCOSC	3
X	2024-25 Winter Term 1 (UBC-O)		9/3/2024		BIOL CONS FF FSH	3
Z	2024-25 Winter Term 1 (UBC-O)		9/3/2024		FIELD MYCOLOGY	3
V	2024-25 Winter Term 1 (UBC-O)		9/3/2024		BACTERIAL PHYS	3
B	2024-25 Winter Term 1 (UBC-O)		9/3/2024		CANCER	3
S	2024-25 Winter Term 1 (UBC-O)		9/3/2024		DYNMC MDLLNG	3
U	2024-25 Winter Term 1 (UBC-O)		9/3/2024		INSCT PHYSLGY	3
A	2024-25 Winter Term 1 (UBC-O)		9/3/2024		COVID-19 BIOL	3
E	2024-25 Winter Term 1 (UBC-O)		9/3/2024		ECOL RESTORATN	3

View all sections of an STVC course

STEP 1: On the main screen, select **Section Report**

STEP 2: Filter the report using either the search bar, or available filters

    a. Use one or a combination of the fields at the top of the report to filter the data on the report.

Use the **Manage Filters** option to save commonly used filter or clear filter.

All fields are multiselect – more than one option can be chosen. Available filters include:

- **Academic Period**
  Academic period in which the section begins, followed by the campus.
  Example: 2023-24 Winter Term 1 (UBC-O)
- **Course Subject**
  The short code for the course subject with campus initial attached.
  Example: BIOL_O
- **Course Ownership**
  Academic unit offering the course; they are Senate approved and defined in Senate policy. Example: Department of Biology
- **Special Topic**
  Version code of a Special Topics & Variable Credit course. One of A through Z.

STEP 3: Use the Columns to Sort

    a. Click the column title to sort the data alphanumerically.

STEP 4: Refresh the Report

    a. Use the **Refresh** option to refresh the current search.

STEP 5: Exporting the Report

    a. If needed the report can be exported to Excel. Click the **Export to Excel** option to export the current filtered list of records as an Excel file.