THE UNIVERSITY OF BRITISH COLUMBIA

UBC Okanagan Scheduling Related Reports for Department Admin
NOTE: The security settings will limit users to the courses that they should have access to for these reports.

Report Name	Related Task	Report Description
Find Course Definition	Singular Course lookup **(Ex: ANTH 100)**	-**View Only:** find course Instructional Format, credits, STVC, Graded Format, prerequisites, equivalency.
Course Attributes - Central	All Course lookup (displayed in a tabular format and can be exported into excel)	-**View Only:** Find multi courses Instructional Format, credits, STVC, Graded Format, prerequisites, equivalency.
Find Course Sections Definitions – Central	Singular Course Section lookup **(Ex: ANTH 100 001)**	- Locate a course section to complete course section setup prior to registration.
Course Section Search – Central	All Course Section lookup (displayed in a tabular format and can be exported into excel)	- Locate multi course section list in an academic period, to complete course section setup prior to registration. *recommended for Draft Timetable Review*
STVC Course Section Report *ONLY accessible through Scheduling app	All STVC course lookup (can be exported into excel)	-Locate STVC courses to find and review dtl code, short title and credits.
Student Condition Rules for Reserved Capacity - Central	Eligible Student condition rules (seat pools)	-Find existing student condition rules that may be applied on a course section. -This report shows the detail and meaning of each existing rule. *New rules can be requested through Service Now.*
Location Search - Central	Room Size	- pull a list of teaching locations to identify the rooms size.
Course Sections with Missing Required Course Components – Central	Post Scheduling check	- Identify courses with missing instructional formats that will prevent students from completing registration.