New SISC Search Criteria

To help users identify the status of Sections and Activities, new search criteria has been added to the SISC Standard Section Search:

**Section Status**
- Complete – *Section details completed in SISC. At least one scheduled meeting*
- Incomplete – *No scheduled meetings in the section*
- Cancelled - *Section had students registered and then deleted*

C, N, Y will appear in the value column

**Activity Status**
- Arranged – *Arranged activity*
- Scheduled – *Scheduled in Scientia*
- Unscheduled – *Not scheduled in Scientia*

A, S, U will appear in the value column

Once a user runs a search, using the new criteria, the new columns will appear in the search results:
Section Incomplete

To change the status from incomplete to complete, go to SISC Section details screen Course > Courses > SISC Section Controls > Section Details

If a section is not complete the message below will appear, in red, in SISC

The details for this section are not complete. Meetings of this section are not complete.

To complete a section the following information below should be populated:
1. Section Type – check section type – this should auto-populate
2. Activity Level
3. Required Activities

**At least one of the meetings/activities has to be either scheduled or arranged**

The following fields should also be populated:
(Note: will not apply in every case)
4. Permit Students to Register flag
5. Publish Section flag
6. Published Notes - optional
7. Release Seats
8. Start Date / End Date - Always check after you make a change to a Scientia activity

It is also good practice to check the fields listed below:
- Term
- Start date and End Date
- Section Type
- Campus Location
- Publish Section
- Publish Meeting
- Publish Rooms