

ASSIST – Directions to Conduct Specialized Searches (not open to the public)

The user name and password provided below is for De Anza faculty use only and should not be shared with others.

Please direct all questions about this search feature to the Articulation Officer (AO). Do not contact ASSIST. (This new search feature was created in response to numerous requests from CCC AOs over the course of 7 years and should be considered experimental in nature. ASSIST is providing this special service with the understanding that their staff will not be responding to faculty inquiries).

1) Go to <http://info.assist.org>

2) Select “Database – ASSIST Maintenance Reports”

3) Select “click here to go to ASSIST Maintenance Reports”

Type in the following username/password: User Name: **DACFAC**

Password: **(request password from AO, or your Curriculum Committee representative)**

4) Request data by selecting appropriate link at far left column.

Note: “Course Search”, “OSCAR Outlines” and “Course Artic Summary” will help you with your research.

Select:

Course Versions – for basic history of courses going back to 1995 select institution

(select institution, click on “continue”; select prefix – “continue”)

Course History - (similar to Course Versions) - for basic history of course going back to 1995

(select institution, click on “continue”; select term – “continue”; type in course)

Active Courses – for active courses for specified term (along with start term)

(select institution, click on “continue”; select term – “continue”; select prefix – “continue”)

Course Changes – for technical course changes reported for specified term

(select institution, click on “continue”; select term – “continue”)

Prefixes and Depts. – for technical history of prefixes/departments

(select institution, select format preference, click on “continue”)

Course Search* – You have many parameters to choose from for this search, so it’s up to you to determine how specific the search should be. Parameters include:

- Institutions – all, all CCC, all CSU, all UC, specific campus
- Search in Course Title – Type words that may appear in a course title
- Search in the course prefix (department) long name
- Minimum/Maximum units
- Cross Listed
- Check to see if OSCAR outlines exist?
- Search by keywords in outline (caution: this search takes a while as it’s literally checking all outlines in the system)
- UC transfer
- CSU transfer
- IGETC

- CSUGE
- UC Transfer Admission Eligibility
- CSU American Ideal Areas
- LDTP
- CAN

(select parameters, click on “continue”)

- If “OSCAR PDF” is listed for a college that means a course outline is available. Caution: this search is pulling up outlines in various stages of development, so when the document appears, go to the question – “Is the data entry of this course outline complete? **Y = yes.** (only CCC input outlines into OSCAR)

* For explanation of terms used in search parameters please visit the De Anza’s Articulation Website or go to the main ASSIST page: www.assist.org

OSCAR Outlines – for all outlines available in the database

(select institution, “continue”, view all outlines available from that college – click on PDF link)

Note effective year of outline. Caution: this search is pulling up outlines in various stages of development, so when the document appears, go to the question – “Is the data entry of this course outline complete? **Y = yes.**

Course Artic Summary – for viewing how a particular course is articulated within your defined parameters

(select institution, “continue”; select term and prefix; select course; define institutions to be searched (all, CSU only, UC only, specific campus); select how you’d like to view this report – “continue”)

Don’t forget to log off.

Please alert the Articulation Officer if you see errors or discrepancies.

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