



## Searching for Courses:

You do not need a Username and Password to do a course search.

- Select 'Course Search'; then
- Choose the Term you would like to search i.e. if you are looking for courses being offered for the Fall 2013 semester you would choose 'Academic Year 2013-2014 Fall'; then
- Choose the Department of the course/s you would like to view, keep Division at 'All'; then
- Hit the 'Search' button

For best results, do not enter in any information in the 'Title' or 'Course Code' areas on the Course Search page. All of the courses will be displayed for the 'Department' chosen; i.e. by choosing the Biology department all of the course offerings within the Biology department will be available to view. When the course search is complete and courses are displayed, more detailed information can be obtained by clicking on the 'Course Code'; i.e. BUS101 001 01.

Other information on the 'Search Results' page includes the Status of a course (O=Open, F=Full), Seat Open (10/32 means there are 10 seats open out of a maximum of 32), and the Days, Time, and location of a course. Please note that 'R' for days represents Thursday so if a course meets on TR that course meets on both Tuesdays and Thursdays. To return to the Course Search page click 'Search Again'.

## Search Criteria:

A more Advanced Course Search is available by clicking on 'More Search Options'

- **Title:** To search by partial title; you may use the % as a wildcard to search a partial title i.e. to search for courses with the word anatomy, enter in 'Contains' and %anatomy% and all the courses with the word anatomy in the title will be displayed
- **Days:** To search by day; click in the 'Meets only on the selected days' and choose the days you would like to search
- **Time:** To search by time; click on the time 'From' and the 'To', courses will then be displayed that are in that time range i.e. if 'From' 10:00am 'To' 2:00pm is chosen, courses that meet within that time frame will be displayed
- **Status:** To search for 'Open' courses only; choose 'Open' in 'Section Status'



- **Online:** To search for Online courses; click on 'Meets only on the selected days' however do not choose any days. Online courses along with a few courses that do not have set days will be displayed.

Be patient while the system searches for your criteria. Sometimes if you try to narrow your search too much the system will not understand what you are looking for and you will receive the error message "There was no data for the specified criteria". If this occurs, clear your search and begin again.