In the **Registration** category, click **Available Courses**.

The **Course Availability** window will display (see illustration below).

- Fill in one or more of the fields in the window.
- Click the **Terms** list arrow and select the term in which to search such as Fall 2015.
- Click the **Department** list arrow and select a department from the list, such as Business Administration.
- To select a range of course numbers, click the **Course Number Range** list arrows. Leaving the option at **All** will display every course on the schedule for the selected **Term**.
- Click the **Title** list arrow and select one of the options.
  - **Begins With** – The title of the course begins with the information that is input into the second Title box.
  - **Ends With** – The title of the course ends with the information that is input into the second Title box.
Exact Match – The title for the course contains the exact information that is input into the second Title box.

Contains – The title for the course contains the information that is input into the second Title box. The title doesn’t necessarily begin or end with the information.

Input the text from the title in the second Title box.

Click the Course Code box list arrow and select from one of the four options.

Begins With – The course code begins with the letters that are input into the second Course Code box.

Ends With - The course code ends with the letters that are input into the second Course Code box.

Exact Match – The course code matches exactly the information that is input into the second Course Code box.

Contains - The course code contains the information that is input into the second Course Code box. The course code doesn’t necessarily begin or end with the information.

In the second box for this option, input the code for the course. An example of a course code is ENG101.

In the Program list, select from one of the options below.

All – All the courses in the schedule that match the previous search options will display.

Graduate – Only the graduate courses that match the previous search options will display.

Undergraduate – Only the undergraduate courses that match the previous search options will display.

In the Teaching Format list, select from one of the options. These are:

All - When this option is selected, all the available courses will display that match the previous search options.

Classroom – All of the instruction is held in the classroom. The course may be Web Enhanced, but the instruction takes place in the classroom.

Blended – The course instruction will take place in both the classroom and online.

Online – The course instruction will take place totally online. Students will not meet in a classroom situation or will meet only a couple of times during the semester.

To search for a class that meets at a specific time:

Click the Time list arrow to select the beginning time for a course as shown in the illustration on the next page.

Click the To list arrow to select the ending time for a course.

In the Time section, select from the following options.

Meets on any day(s) – Click this option button to display all the classes that meet during the specified times.
Meets only on the selected days – This button should be clicked to search by specific days of the week.

To search for courses by a specific faculty member, click the Faculty list arrow and then select the faculty member’s name.

Click the Campus list arrow to select the campus where the course is being offered.

To select from the following options, click the Section Status list arrow.

- Open and Full – When this option is selected, all the classes in the schedule will display that meet the other specified criteria.
- Open – Select this option if only the classes that have open seats should be displayed.
- Full – To display only classes that are full, choose this option.

Fill in the Min/Max Hours boxes to search by number of hours for a course.

When all the information has been specified, click the Search button.

A list of courses matching the selected criteria will display.

To reset all the options, click the Reset button.