

Registration-Course Availability

- ✚ In the **Registration** category, click **Available Courses**.
- ✚ The **Course Availability** window will display (see illustration below).

Course Availability

Course Search

Term:

Department:

Course Number Range: to

Title:

Course Code:

Course Program:

Teaching Format: (Teaching format - Classroom, Blended or Online)

Course Area

Time: From: To:

Meets on any day(s)
 Meets only on the selected days

Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Faculty:

Campus: (For a list of all Totally Online courses, please use Teaching Format)

Building:

Section Status:

Min/Max Hours: to

- ✚ 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.

Time: From: To:

Meets on any day(s)
 Meets only on the selected days

Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

- ✦ 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.

Faculty: ▼

Campus: ▼ (For a list of all Totally Online courses, please use Teaching Format)

Building: ▼

Section Status: ▼

Min/Max Hours: to

- ✦ 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.