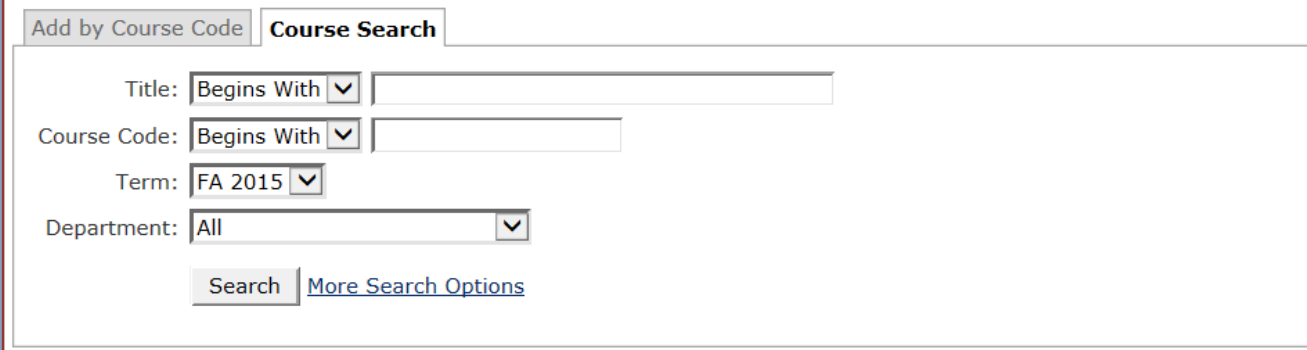


## Students-Search for Courses/Drop Courses

### Search for Courses

If you are not sure of the Course Code, you can search for the course by Title. Other search options are also available through the Course Search tab.

- ✦ Click the **Course Search** tab next to the **Add by Course Code** tab.
- ✦ The **Course Search** window will display (see illustration below).



The screenshot shows a web interface for searching courses. It features two tabs: "Add by Course Code" and "Course Search". The "Course Search" tab is selected. Below the tabs, there are four search criteria, each with a dropdown menu and a text input box: "Title" (dropdown: "Begins With", text box: empty), "Course Code" (dropdown: "Begins With", text box: empty), "Term" (dropdown: "FA 2015", text box: empty), and "Department" (dropdown: "All", text box: empty). At the bottom of the search area, there is a "Search" button and a link for "More Search Options".

- ✦ Input information into the appropriate box for the search.
- ✦ The Title and Course Code have four options available for the search. These are:
  - ✦ **Begins with** - The course Title or Course Code must begin with the specified text. For instance, under Course Code you could input EDU.
  - ✦ **Ends with** - The course Title or Course Code must end with the specified information, such as 421.
  - ✦ **Exact Match** - The text input into the box must match exactly the Title or Course Code.
  - ✦ **Contains** - The Title or Course Code information must contain the specified data.
- ✦ Click the **Search** button.
- ✦ Click the **More Search Options** link to apply additional search criteria.
- ✦ Information about the course will appear in the **Results** window.
- ✦ Click the **Add/Drop Courses** link to return to the **Add/Drop Courses** window.
- ✦ Input the **Course Code** into the **Course Code** box to specify the course that is to be added.

### Drop Courses

- ✦ Click the check box next to the course that is to be dropped.
- ✦ Click the **Drop Selected Courses** button (see illustration below).
- ✦ The course will be removed from the list.

**NOTE:** Multiple courses may be removed at one time by clicking the check box next to each course before clicking the Drop Selected Courses button.