STUDENTS   **STAFF**   **FACULTY**

Find Course Sections

This job aid provides students, staff, and faculty with instructions on how to use **Find Course Sections**, including how to search, save frequent searches, and filter results. For details on registering for courses from this page, refer to the *Register for Courses* job aid.

JOB AID CONTENTS:

HOW TO ACCESS FIND COURSE SECTIONS

From the Search at the top of the Home page:

1. Enter and select **Find Course Sections**. The Find Course Section form displays.

2. Complete the following fields:

   a. **Start Date within**: Select ☰ to browse options for the registration semester by category or begin typing the semester details (e.g., 2024 Fall) and select **Enter** to populate the field.

Find Course Sections Form with Standard Academic Calendar highlighted in Start Date within field

Note: Calendars that display include those specific to Professional Schools, along with the Standard Academic Calendar. If you do not belong to one of the professional schools listed, select **Standard Academic Calendar**.
If typing the semester (e.g., 2024 Fall), options for Professional Schools display with the name of that school. The Standard Academic Calendar option includes only the semester, year, and date range.

   b. **Academic Level**: Select required current Academic Level from the options of **Undergraduate**, **Graduate**, and **Professional**.

   c. **Campus Locations**: (Optional) select the required Campus Location(s) for registration from the drop down.

3. Click **OK**.

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A range of course sections that meet the criteria display.
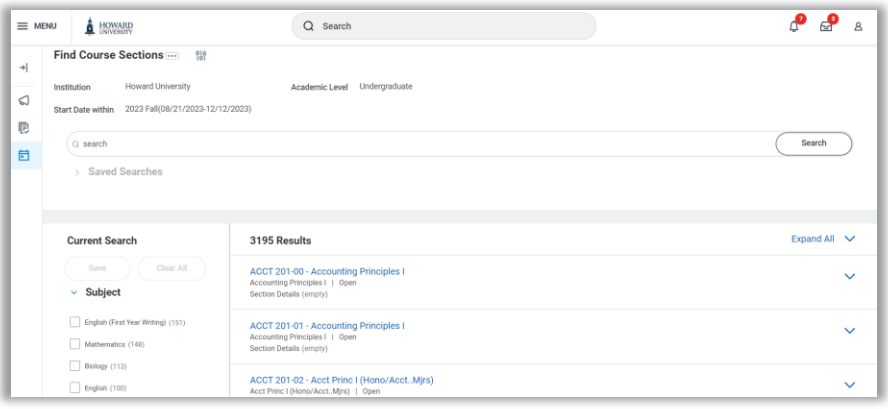
Find Course Sections search results

SEARCH WITHIN FIND COURSE SECTIONS

This option may be used when looking for a course that meets specific criteria, such as a course name, subject, or instructor.

From within **Find Course Sections**.

1. Enter a search term in the **search** field at the top of the page, such as a subject or instructor name.

2. Click **Search** or press enter to update the results pane. All courses containing the search term display.

FILTER RESULTS IN FIND COURSE SECTIONS

Use this option to immediately narrow search results and browse through only course sections that meet filtered criteria. Filters may

also be used after searching within **Find Course Sections** to meet very specific criteria.

FILTER OPTIONS

On the left panel, select from the following filters:

- Subject
- Section Status
- Campus Locations
- Locations (Building, Room)
- Course Definition
- Course Tags
- Instructional Format
- Delivery Mode
- Meeting Days
- Meeting Patterns
- Academic Periods
- Flexible Dates

## SELECTING FILTERS AND EXPANDING FILTER OPTIONS

Click the down arrow ⌄ next to the filter name to expand the selection for a filter. Some filters may have only a few selections available. Users may select multiple options within a single filter.

For filters having more than five options, users may see ⊕ More or a form field, depending on how many options are available in that filter.

- For filters with ⊕ More, click to expand the selection options to view the remainder of the list.
- For filters with a form field, click ☰ to browse additional options. This field displays when there are too many options to

include in the list. Users can begin typing to narrow results within the selection field as depicted in the image below.
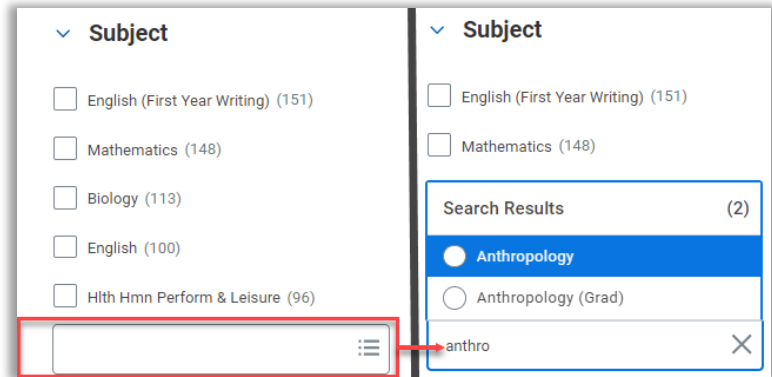
*Subject filter and example search for Anthropology showing two results*

SAVE FILTERS AND/OR SEARCHES IN FIND COURSE SECTIONS

Users can save commonly used searches and filters at any time in Find Course Sections.

### SAVE FILTER AND/OR SEARCH CRITERIA

Follow these steps to save frequently used searches and/or filters.

1. After following the steps to complete a search, add a filter, or both, click **Save** on top of the left filter panel. A Save Search dialog box displays.
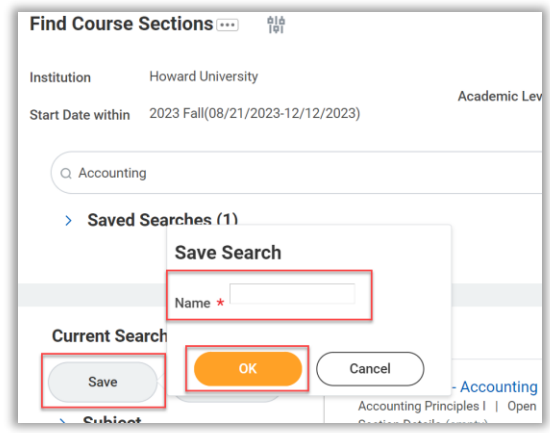
Save Current Search on Find Course Sections with pop-ups highlighted

2. Enter a name for the search/filter

3. Click **OK.** The Search is saved.

4. Access the saved search and/or filtered criteria within the **Find Course Sections** page by clicking **Saved Searches**, then clicking on the name of the saved search previously created.
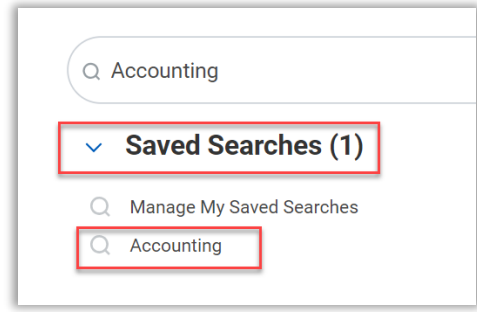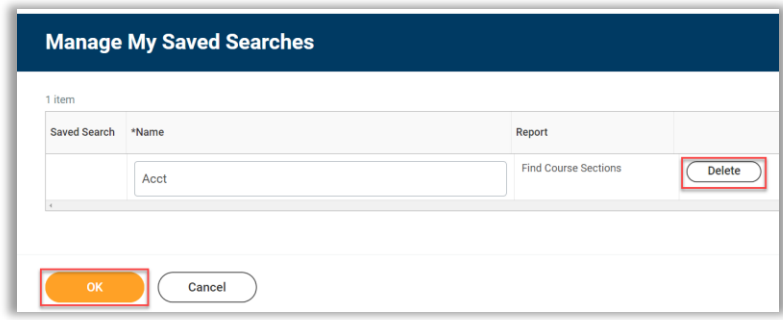

Filter for Saved Searches

DELETE SAVED FILTERS/SEARCHES

Follow these steps to delete a previously saved search or filter setting.

1. From the **Find Course Sections** page, click **Saved Searches**

2. Select **Manage My Saved Searches**. The **Manage My Saved Searches** page displays.

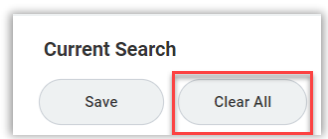*Manage My Saved Searches screen with Delete and OK highlighted*

3. Click **Delete**.

4. Click **OK**.

The saved search/filter has been deleted.

CLEAR FILTER AND/OR SEARCH CRITERIA

1. Follow these steps to clear a filter or search criteria.

   Click **Clear All** from the top of the filter list.

Clear All highlighted for Current Search

This resets the criteria.

For information on registering from **Find Course Sections**, refer to the **Register for Courses** job aid.