View Course Section Details

This job aid provides Students, Faculty, and Staff with instructions on how to View Course Section Details from Find Course Sections. For details on how to access and use Find Course Sections, please refer to the Find Course Sections job aid.

VIEW COURSE SECTION

From Search on the Home page:

1. Search for and select the Find Course Sections report, entering required data for Start Date (Academic Calendar) and Academic Level.

2. Review the list of courses that meet the search criteria in Find Course Sections.

3. Click on the required course number and name to View Course Section.

4. The View Course Section page for that course will load and display the following information, if available:

   a. Course: Course Name and Number
   b. Academic Period: Academic Period in which this course section is offered
   c. Status: Displays if the course is open for registration
   d. Start/End Date: Beginning and ending dates for the course section
   e. Grading Basis: How the course section will be graded (audit, graded, or pass/fail)
   f. Credits: Number of semester credits for the course section
   g. Description: Course description
   h. Instructional Formats: The format for the course section (lecture, laboratory, etc.)
   i. Delivery Mode: How the course section will be delivered (hybrid, in-person, virtual)
   j. Enrolled/Capacity: Number of enrolled students and total course section capacity
   k. Meeting Patterns: Course section building and room number, meeting days, and meeting times
   l. Campus: Campus where the course section is held
   m. Student Faculty Instructor: Name of the student faculty instructor for the course section, if available

Find Course Sections search results with first course section result highlighted
From the **View Course Section** page:

1. Hover over the required course name.
2. Click **Related Actions** for the course.
3. Course details display with the following information, if available:
   a. **Academic Level**: Undergraduate, Graduate, or Professional
   b. **Components**: Type of class meetings (lecture, laboratory, etc.)
4. Click the course name.
5. The **View Course** page will appear and include more **Course Section Details**, including:
   a. **Title**: Course section title
   b. **Academic Level**: Undergraduate, Graduate, or Professional
   c. **Course Owner**: Department that owns the course section
d. **Grading Basis**: How the course section will be graded (audit, graded, or pass/fail)

e. **Credits**: Number of semester credits for the course section

f. **Description**: Course description

g. **Eligibility**: Displays the course section eligibility criteria

h. **Instructional Formats**: The format for the course section (lecture, laboratory, etc.)

i. **Course Tags**: Key words and phrases to describe the course section

j. **Learning Outcomes**: Desired outcomes for those enrolled in this course section

k. **Locations Offered**: Campus where the course section is held

l. **Eligible**: States whether or not the eligibility criteria have been met

m. **Course Materials**: Relevant materials for the course section, if added by the instructor

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**Note**: For instructions on how to add this course section to your saved schedule or register for this course section, refer to the [Add to Saved Schedule] and [Register for Courses] job aids.