

## View Course Section Details

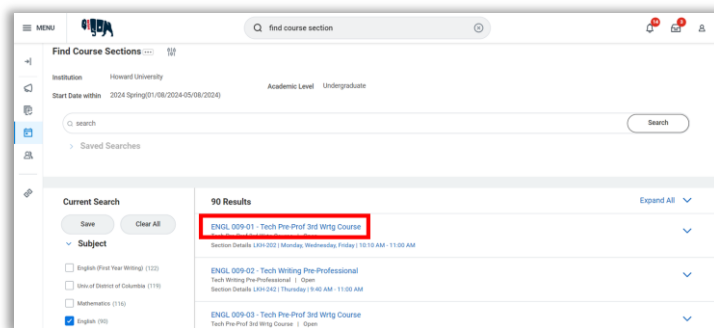
This job aid provides Students, Faculty, and Staff with instructions on how to **View Course Section Details** from **Find Course Sections**.

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:

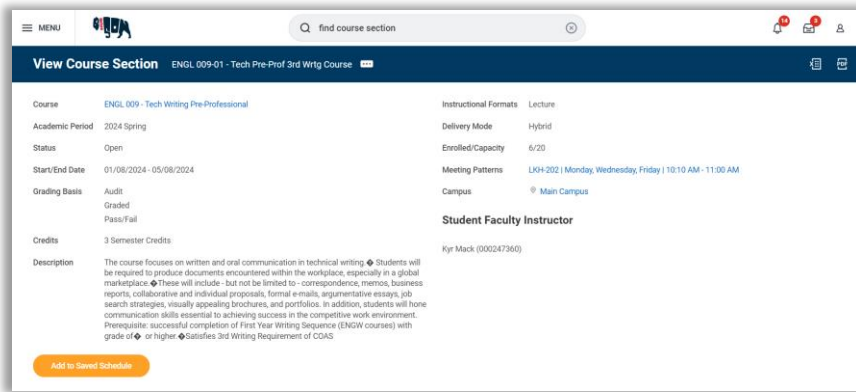
1. Search for and select the **Find Course Sections** report, entering required data for Start Date (Academic Calendar) and Academic Level.
2. Review the list of courses that meet the search criteria in **Find Course Sections**.
3. Click on the required course number and name to **View Course Section**.



*Find Course Sections* search results with first course section result highlighted

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

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

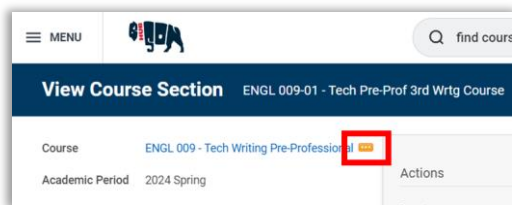


View Course Sections page

## VIEW COURSE SECTION DETAILS

From the **View Course Section** page:

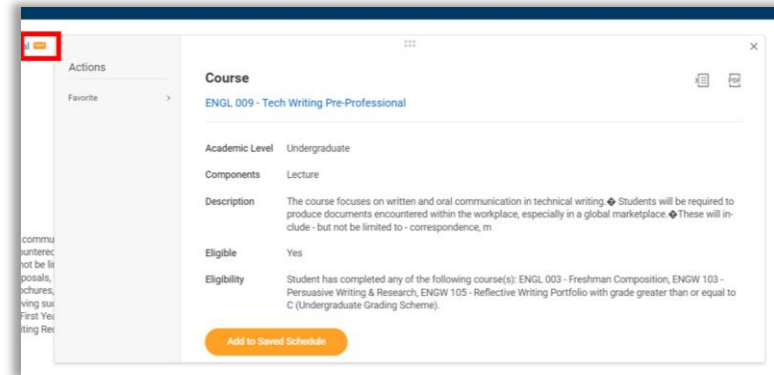
1. Hover over the required course name.
2. Click **Related Actions** for the course.



Top left of View Course Section page with Related Actions icon highlighted

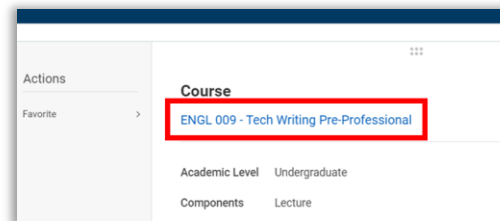
3. Course details display with the following information, if available:
  - a. **Academic Level:** Undergraduate, Graduate, or Professional
  - b. **Components:** Type of class meetings (lecture, laboratory, etc.)

- c. **Description:** Course description
- d. **Eligible:** States whether the eligibility criteria have been met
- e. **Eligibility:** Displays the course section eligibility criteria



Course details card

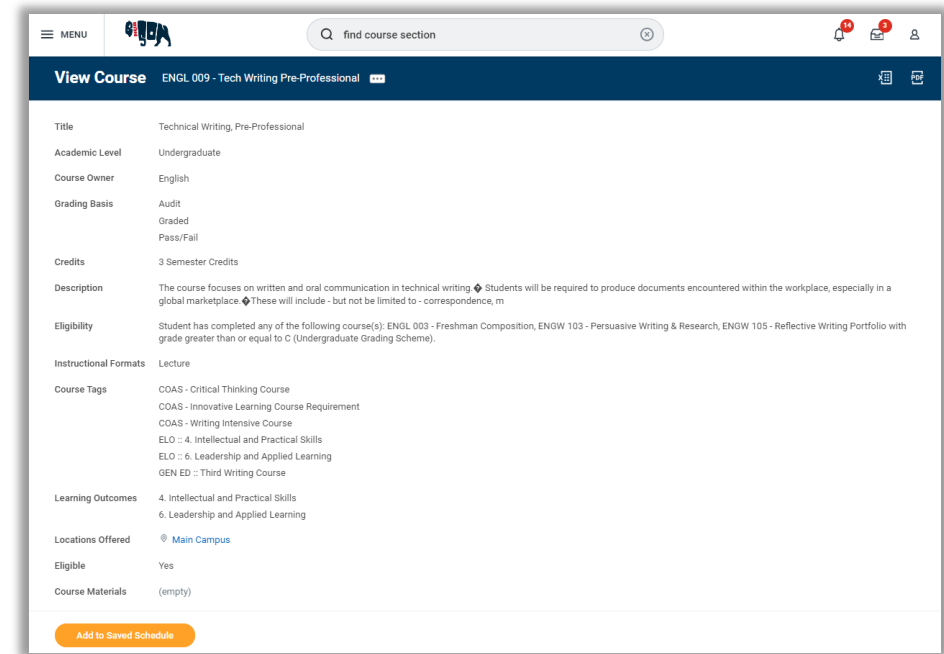
4. Click the course name.



Course details card with course name highlighted

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



View Course ENGL 009 - Tech Writing Pre-Professional	
Title	Technical Writing, Pre-Professional
Academic Level	Undergraduate
Course Owner	English
Grading Basis	Audit Graded Pass/Fail
Credits	3 Semester Credits
Description	The course focuses on written and oral communication in technical writing. Students will be required to produce documents encountered within the workplace, especially in a global marketplace. These will include - but not be limited to - correspondence, m
Eligibility	Student has completed any of the following course(s): ENGL 003 - Freshman Composition, ENGW 103 - Persuasive Writing & Research, ENGW 105 - Reflective Writing Portfolio with grade greater than or equal to C (Undergraduate Grading Scheme).
Instructional Formats	Lecture
Course Tags	COAS - Critical Thinking Course COAS - Innovative Learning Course Requirement COAS - Writing Intensive Course ELO :: 4. Intellectual and Practical Skills ELO :: 6. Leadership and Applied Learning GEN ED :: Third Writing Course
Learning Outcomes	4. Intellectual and Practical Skills 6. Leadership and Applied Learning
Locations Offered	Main Campus
Eligible	Yes
Course Materials	(empty)

*View Course page with full course section details*



**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.