

Find Course Sections

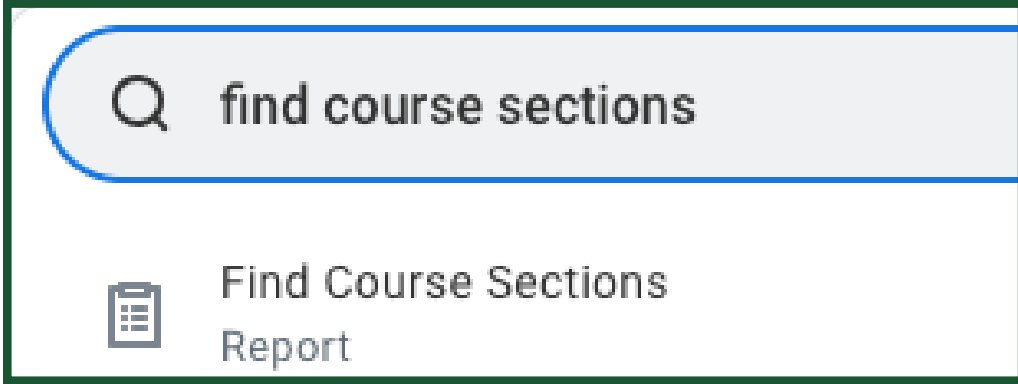


Overview

This quick reference guide will cover how to find course sections (classes) within a given Academic Period.

Process

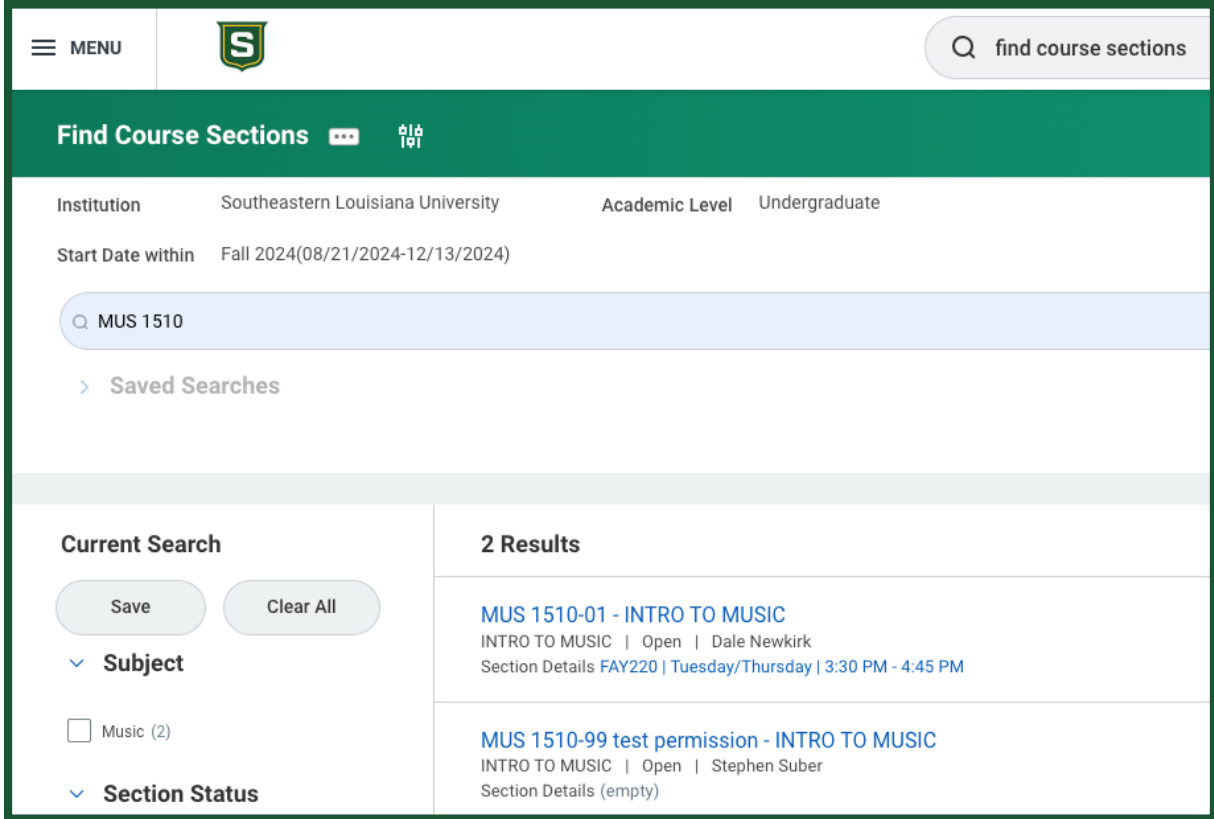
1. In the main **Search Bar** begin typing **Find Course Sections** and select the report.



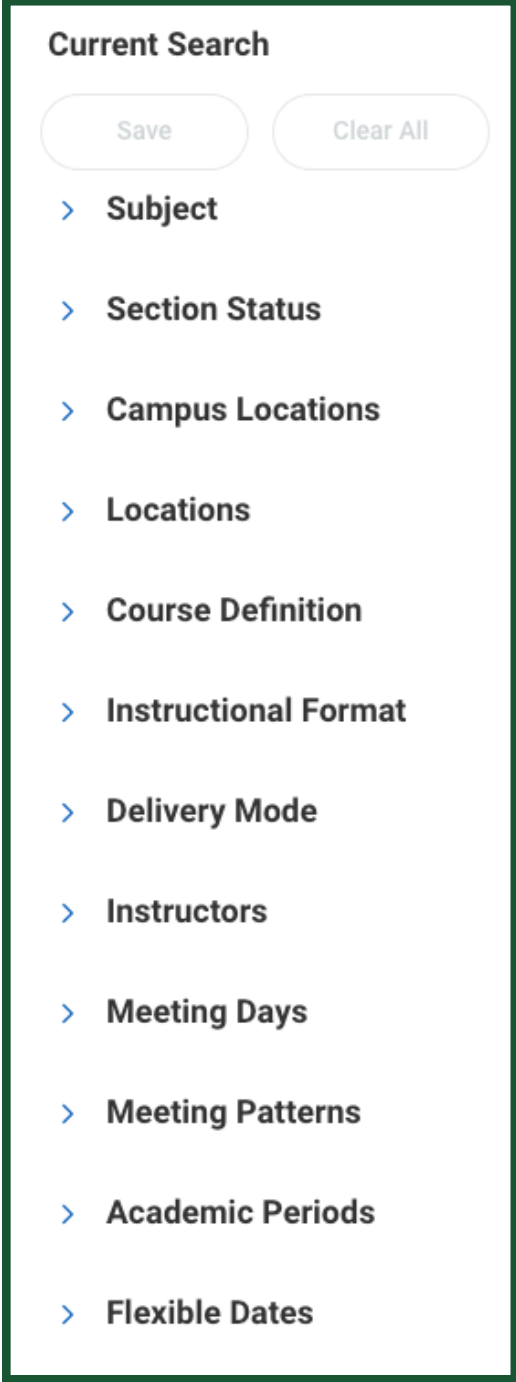
2. The Find Course Sections report displays all course sections scheduled for the academic period and academic level selected.

Course sections are listed alphabetically in the body of the report. Scrolling right allows you to see details for each course section.

3. If you are looking for a specific course section (e.g. MUS 1510), type the name of the course section in the Search Bar at the top of the report - not in the universal search bar. You will see a list of all relevant course sections for the academic period selected.

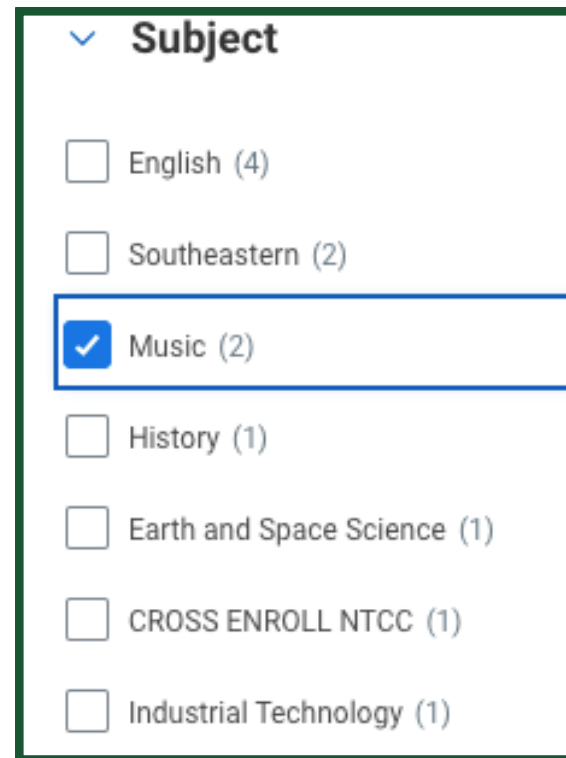


4. Search for desired course sections using the filters in the left column to narrow the list of course sections. Multiple filters can be chosen at the same time.



Find Course Sections

The left menu options can be displayed by clicking on the menu item. You can select from available options or type into the search bar.



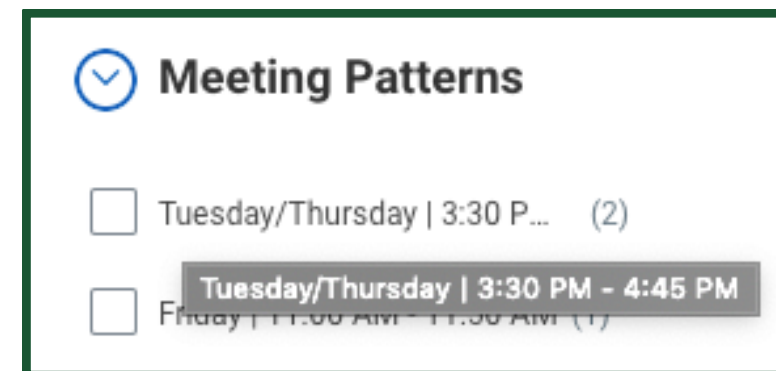
A screenshot of a filter menu titled "Subject" with a dropdown arrow. It lists several categories with checkboxes and counts: English (4), Southeastern (2), Music (2) (which is selected with a blue checkmark), History (1), Earth and Space Science (1), CROSS ENROLL NTCC (1), and Industrial Technology (1).

Each filter option is described below:

- **Subject:** Select the desired subject(s) or type it into the search bar. You can search for more than one subject at a time.
- **Section Status:** Look for open courses (those with seats available) by checking "Open".
- **Campus Locations:** Filter by the desired location (main campus or off-campus).
- **Locations:** Filter by the desired building of the course.
- **Course Definition:** Filter by the desired offerings in a specific semester.

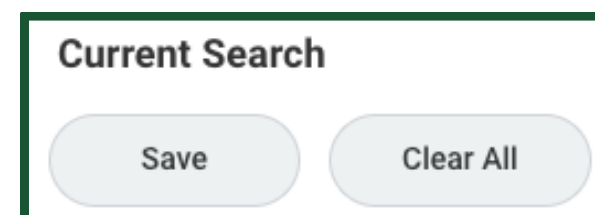
- **Instructional Format:** Filter by the desired instructional format
- **Delivery Mode:** Filter by the desired delivery mode (face-to-face, online, etc.)
- **Instructors:** Filter by the desired instructor.
- **Meeting Day:** Filters course sections by days they are scheduled.
- **Meeting Patterns:** Filters course sections by days and times they are scheduled.
- **Academic Periods:** Filter by the desired academic period (semester, term 1, etc.)
- **Flexible Dates:**

Note: Hover over anything that is not displayed fully to see the full name.



A screenshot of a filter menu titled "Meeting Patterns" with a dropdown arrow. It lists several options with checkboxes and counts: Tuesday/Thursday | 3:30 P... (2), Tuesday/Thursday | 3:30 PM - 4:45 PM (which is highlighted with a grey tooltip), and Friday | 11:00 AM - 11:00 AM (1).

NOTE: You can choose your filters on the left side menu and select Save to save them. Your saved searches will be available under the Saved Searches menu.



A screenshot of a "Current Search" box containing two buttons: "Save" and "Clear All".