

SCHEDULE OF CLASSES SEARCH

OVERVIEW

This guide details the search options used when you *Browse Classes*, *Register for Classes*, or use the search feature in *Plan Ahead*. A detailed explanation of all search options is provided at the end of this document.

PROCEDURE

1. Navigate to the *Student* tab, scroll to the *Students - Registration* header and select the *Browse Classes* icon.

The screenshot shows the MyAccess portal for Georgetown University. At the top, there is a navigation bar with the university name and 'MyAccess' logo, along with a settings gear and a user profile icon. Below this is a main heading 'Welcome to MyAccess!' and a row of tabs: 'All Users', 'Students' (highlighted with a green box), 'Financial Aid', and 'Faculty and Advisors'. Under the 'Students' tab, there are two main sections: 'Students' and 'Students - Registration'. The 'Students' section contains three cards: 'Personal Information', 'Next of Kin', and 'Student Profile'. The 'Students - Registration' section contains six cards: 'Register for Classes', 'Browse Classes' (highlighted with a green box), 'Browse Course Catalog', 'View Registration Information', 'Prepare for Registration', and 'Plan Ahead'. Each card includes an icon and a brief description of the service.

2. Select a term using the drop down menu.
 - a. You can enter one or many subjects by typing the name in the automatic populated text box.
 - b. Title searches for the exact title and keyword searches all course information for the word or partial word
 - c. Attribute will bring back all sections with the selected attribute(s)
 - d. *Open Sections Only* will return only sections with seats available when checked
 - e. When you are ready, click *Search*
 - f. To expand your search options, select advanced search.

Browse Classes

Enter Your Search Criteria

Term: Fall 2022

a Subject

Course Number

b Title

Keyword

Instructor

Part Of Term

c Attribute

Open Sections Only **d**

e **f**

3. Review the *Browse Classes* page to review your search results

Browse Classes

Search Results — 12 Classes

Term: Fall 2022 Subject and Course Number: AMST382 American Studies, BIOL103 Biology, ECON101 Economics

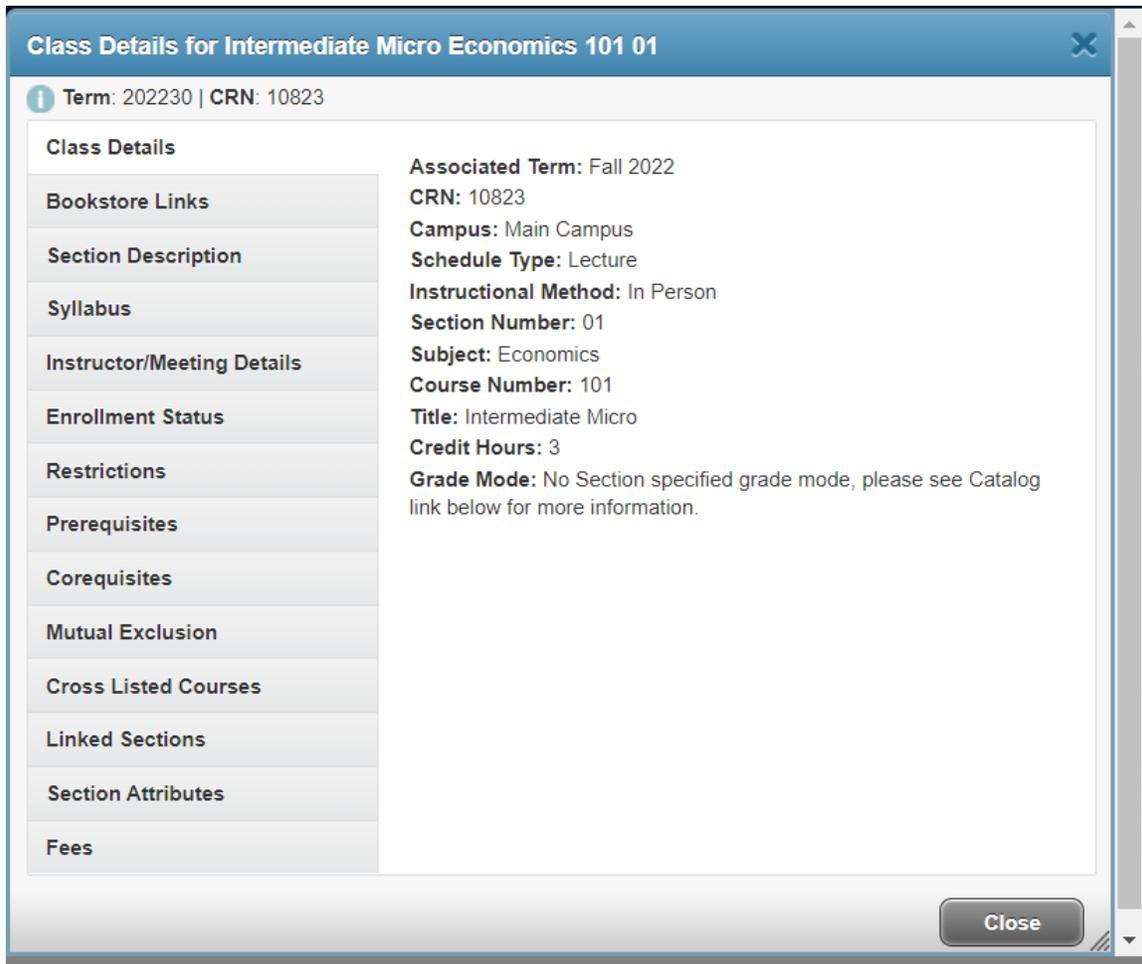
a Title	Subject	Course	Section	CRN	Credit	Instructor	Meeting Details b	Campus	Instructional Me c	Enrollment Status	Reserved S	Attribute	Linked Sections f
Intermediate Micro	ECON	101	01	10823	3	Solow...	S M T W T F S 12:30	Main ...	In Person	65 of 75 seat... 25 of 25 ...		Mean Gr...	
Foundations in B...	BIOL	103	01	21899	5	Elmend... Chan... Bennett... Chapm...	S M T W T F S 08:30	Main ...	In Person	244 of 259 se... LINKED		Core: Sci... SFS/STI... Mean Gr... SCIS - S...	e <input type="button" value="View Linked"/>
Recitation for Le...	BIOL	103	02	21902	0	Elmend... Chan... Bennett... Chapm...	S M T W T F S 09:00	Main ...	In Person	64 of 64 seat... 32 of 32 waiti... LINKED	d 20 of 2... 25 of 2... 44 of 4... 7 of 7 r...	Core: Sci... SFS/STI... Mean Gr... SCIS - S...	<input type="button" value="View Linked"/>

- a. Click the hyperlinked title to navigate to the Class Details Pop-up and view more information
- b. Meeting time can be expanded to view course dates and meeting location

- c. Enrollment status will display seats available and
- d. Reserved seats will display if any exist
- e. Linked sections will include a hyperlink to the required linked section
 - i. For questions about linked sections, see the Linked Sections page on the OUR website.
- f. Use the filter to customize your view and add or remove field options.

Note: The Browse Classes Search Results page may require you to expand the columns for more details. For example: Meeting Times Column displays Days, Times, Schedule Type, Building, Room, Start Date and End Date.

- 4. If you click on the course title in the first column, the Class Details pop-up will appear and list more detailed information about the course including the section description, prerequisites and restrictions.



DETAILED SEARCH OPTIONS

Advanced Search Detailed Guide

Subject	Enter one or more subjects to search. Start typing or click the text box to view all options.
Course Number	One course number at a time may be entered. You may use the % as a wildcard.
Title:	This field searches for an exact match unless the % is used.
Keyword:	Enter one or more words (partial words allowed). The search uses AND logic to return classes that contain the word(s) or partial words entered.
Instructor	The faculty member(s) who teaches the section.
Part of Term	A part of term is a date range within the academic semester (Fall/Spring/Summer), in which a course is scheduled to occur.
Attribute	The class attribute specifies one or more class names for an element.
Open Sections Only	This check box will return only sections with available seats or open seats on the waitlist.
Schedule Type:	The Schedule Type is set up according to the way the course was approved for the course catalog and exists for the purposes of identifying and reporting information regarding the academic schedule (i.e., Lecture, Seminar, Discussion, Laboratory).
Instructional Methods:	The Instructional Method is the term that refers to the teaching method, in addition to general principles, pedagogy and management strategies.
Credit Hour Range	College credit hours are a numerical measurement system used to determine how much a course is worth. (i.e., 3 Credits).
Campus	The area of which the class is being held.
Level	The differentiation between lower and upper division courses.
College	The college in which the course/section is housed under (i.e., BIOL is under Georgetown College)
Subject and Course Number	Subject is the course subject, identified with a three- or four-letter prefix. Course Number is identified with three or four numbers. This is useful when searching for a handful of specific courses.
Buildings	The place where the teaching activities take place (i.e., classrooms, library, laboratories, and computer rooms)
Start Time/ End Time	The beginning and end duration of a section. Results will display courses that fall within this time period.
Meeting Days	The day(s) that a section is being taught. Selecting one day will return courses that only have meeting on that day, not courses that meet that day and an additional day.

Advanced Search Detailed Guide

Course Number Range	The first number entered refers to the first number wanted in the search; the last number entered refers to the last number wanted in the search (i.e., 200-399)
Keyword (With All Words)	Finds all words in any order or exact phrases located anywhere in the record
Keyword (With Any Words)	A keyword is any word or phrase entered.
Keyword (Exact Phrase)	Finds the precise keyword in the prescribed order.
Keyword (Without the Word)	A keyword is any word or phrase entered the text search that helps describe what content is about.

QUESTIONS?

Contact your academic advisor or lawreg@georgetown.edu

