

# East Central WebAdvisor Search Instructions

## Overview

This search allows you to find course sections that meet your interests for a specific time term. The below instructions can assist you in filtering course offerings into a manageable list.

## Search for Sections

You must fill out **one** of the following:

- Term
- Starting On/After Date **and** Ending By Date (**Only use if you are looking for classes that are offered within a specific date range for a term**)

You must choose at least **one additional criteria** below to filter results:

\*Some fields have a drop-down list at the end of the field. Click on the down arrow to display the choices available.

- **Term:** Select the term you want from the drop-down list.
- **Starting On/After Date:** Enter the earliest starting date for the sections. Sections that start before this date will not be displayed.
- **Ending by Date:** Enter the date by which a section must end.
- **Subjects** Select the subject(s) you want from the drop-down list.
- **Course Number:** Enter the course number(s) you want displayed.
- **Section** Enter the section(s) you want displayed. This is optional, if no section is entered all offerings will be shown.
- **Sections Meeting After:** If you want sections that meet after a certain time, select that time from the drop-down list.
- **Sections Meeting Before:** If you want sections that meet before a certain time select that time from the drop-down list.
- **Mon, Tue, Wed, Thu, Fri, Sat, Sun:** If you want sections that meet on certain days click in the box after the day(s).
- **Course Title Keyword(s):** To search by one or more keywords, such as Physics or Math in the title of a section, enter the word(s) in the title.
- **Location:** Select a location from the drop down box for a listing of courses offered at that location for a term. For example, select **WEB** to see a listing of on-line courses for a term. If you do not want a course listing by location, just ignore this field.
- **Course Type:** Search sections that meet a course type criteria, such as, WRT, VAL, Communication CLO, etc.
- **Instructor's Last Name:** Enter only the last name of the instructor who teaches the section, without any prefix or suffix. For example, you want to find sections for Dr. Fatemeh Nichols. Enter Nichols. If there is more than one instructor with the last name of Nichols, all sections with an instructor of that last name will be displayed, along with their full name.

**Example 1:** You are interested in finding out what sections are available for Math 1403: College Algebra. You do the following:

- select a term **or** enter a date range(Starting On/After Date and Ending By Date)
- select MT (Mathematics) in the Subjects field
- enter 1403 in the Course Number field
- choose Main Campus (Union)

When you click Submit, all available sections are displayed for MT 1403 sections offered for the term you selected in Union (Main Campus).

**Example 2:** You want sections that meet Monday, Wednesday and Friday after 9:30 a.m. and before 10:20 a.m. You do the following:

- select the term **or** enter a date range (Starting On/After Date and Ending By Date)
- select 9:30 a.m. in the Sections Meeting After field
- select 10:30 a.m. in the Sections Meeting Before field
- click in the boxes after Mon, Wed, and Fri

When you click Submit, all available sections offered between those times will be displayed.

**Example 3:** You need a class that meets a Critical Thinking criteria in your degree. To display all sections that meet the criteria for the term. You do the following:

- select the term or enter a date range (Starting On/After Date and Ending By Date)
- Choose Critical Thinking CLO from the Course Types field

When you click Submit, all sections that meet the Critical Thinking CLO offered that term will be displayed.

## Search Results Page

The search results page will display all courses that meet your criteria. An example is listed below:

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	Method
15FA	Open	MT*0204*10 (2051) Introductory Algebra	Main Campus	08/17/2015-12/14/2015 Web Enhanced Monday, Wednesday, Friday 09:10AM - 10:20AM, Hansen Hall, Room 402	E. Lawrence	2 / 22 / 0	4.00	Web Enhanced
15FA	Open	MT*0204*13 (2052) Introductory Algebra	Main Campus	08/17/2015-12/14/2015 Web Enhanced Monday, Wednesday, Friday 10:10AM - 11:20AM, Hansen Hall, Room 403	S. Roberson	8 / 22 / 0	4.00	Web Enhanced
15FA	Open	MT*0204*15 (2053) Introductory Algebra	Main Campus	08/17/2015-12/14/2015 Web Enhanced Monday, Wednesday, Friday 12:10PM - 01:20PM, Hansen Hall, Room 403	T. Jobe	3 / 22 / 0	4.00	Web Enhanced
15FA	Open	MT*0204*17 (2054) Introductory Algebra	Main Campus	08/17/2015-12/14/2015 Web Enhanced Monday, Wednesday 01:30PM - 03:10PM, Hansen Hall, Room 403	Lewis, Shelley	1 / 22 / 0	4.00	Web Enhanced
15FA	Open	MT*0204*20 (2055) Introductory Algebra	Main Campus	08/18/2015-12/15/2015 Web Enhanced Tuesday, Thursday 08:30AM - 10:15AM, Hansen Hall, Room 403	L. Follis	8 / 22 / 0	4.00	Web Enhanced
15FA	Open	MT*0204*22 (2056) Introductory Algebra	Main Campus	08/18/2015-12/15/2015 Web Enhanced Tuesday, Thursday 11:35AM - 01:15PM, Hansen Hall, Room 403	K. Menos	2 / 22 / 0	4.00	Web Enhanced
15FA	Open	MT*0204*24 (2057) Introductory Algebra	Main Campus	08/18/2015-12/15/2015 Web Enhanced Tuesday, Thursday 01:30PM - 03:10PM, Hansen Hall, Room 403	M. McGhee	2 / 22 / 0	4.00	Web Enhanced
15FA	Closed	MT*0204*2058 Introductory Algebra	Main Campus	08/18/2015-12/15/2015 Web Enhanced Tuesday, Thursday 04:30PM - 06:10PM, Hansen Hall, Room 403	Staff	0 / 22 / 0	4.00	Web Enhanced

### Special notes to manage the search results easier:

- You may click on any one of the **headings** to sort the results:
  - Status: Sort results by open, closed, waitlisted
  - Section Name & Title: Sort results by subject, course number, section number
  - Location: Sort courses by location
  - Meeting Information: Sort by start date, day, time
  - Faculty: Sort by faculty last name
  - Availability: Sort by number of seats available
  - Credit: Sort by credit hours
  - Method: Sort by course method, example: Web, Hybrid, Studio, WebEnhanced, lecture
- **Color coding** is available to make it easier to search for open courses:
  - Black color: Course has open seats
  - Grey: Course is closed
- **Additional Information** about the course is available by clicking on the Section Name/Title/Synonym number:
  - Course Description: Summary of course
  - Pre/Co-Requisites: Some courses require successful completion of additional courses/tests before a student may register for the course or require registering for an additional course during the term.
  - Contact Information for the Instructor.
- **Course Notes:** Some sections require additional notes about the course provided by the department. This information is included below the meeting information column: Example: Orientation, Waitlisted Note, Lab Safety, special instructor permissions, etc.