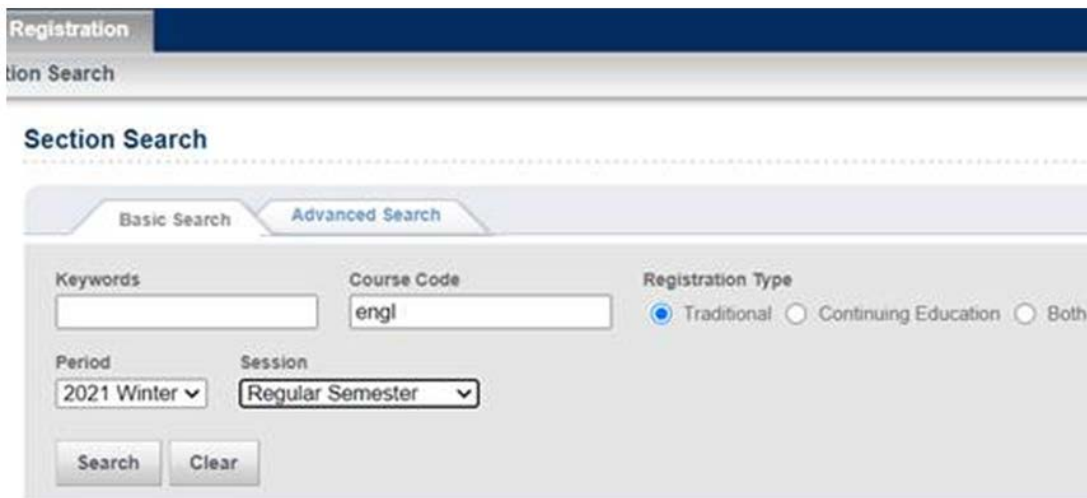


## Tips for Searching for Courses on Self Service

When searching for specific courses on Self Service, there are a few things that will make your search more accurate.

1. To narrow the search down to a specific semester (or term), choose it from the drop-down list in the **Period** field.
2. Only search for the first few letters in the course code.

Example: If you are searching for English 104, type ENGL in the **Keywords** field.



The screenshot shows the 'Registration Search' interface. At the top, there is a 'Registration Search' header. Below it, the 'Section Search' section is visible. The search form is divided into two tabs: 'Basic Search' and 'Advanced Search'. The 'Basic Search' tab is active. The form contains the following fields and options:

- Keywords:** An empty text input field.
- Course Code:** A text input field containing the text 'engl'.
- Registration Type:** Three radio button options: 'Traditional' (selected), 'Continuing Education', and 'Both'.
- Period:** A dropdown menu showing '2021 Winter'.
- Session:** A dropdown menu showing 'Regular Semester'.
- Buttons:** 'Search' and 'Clear' buttons.

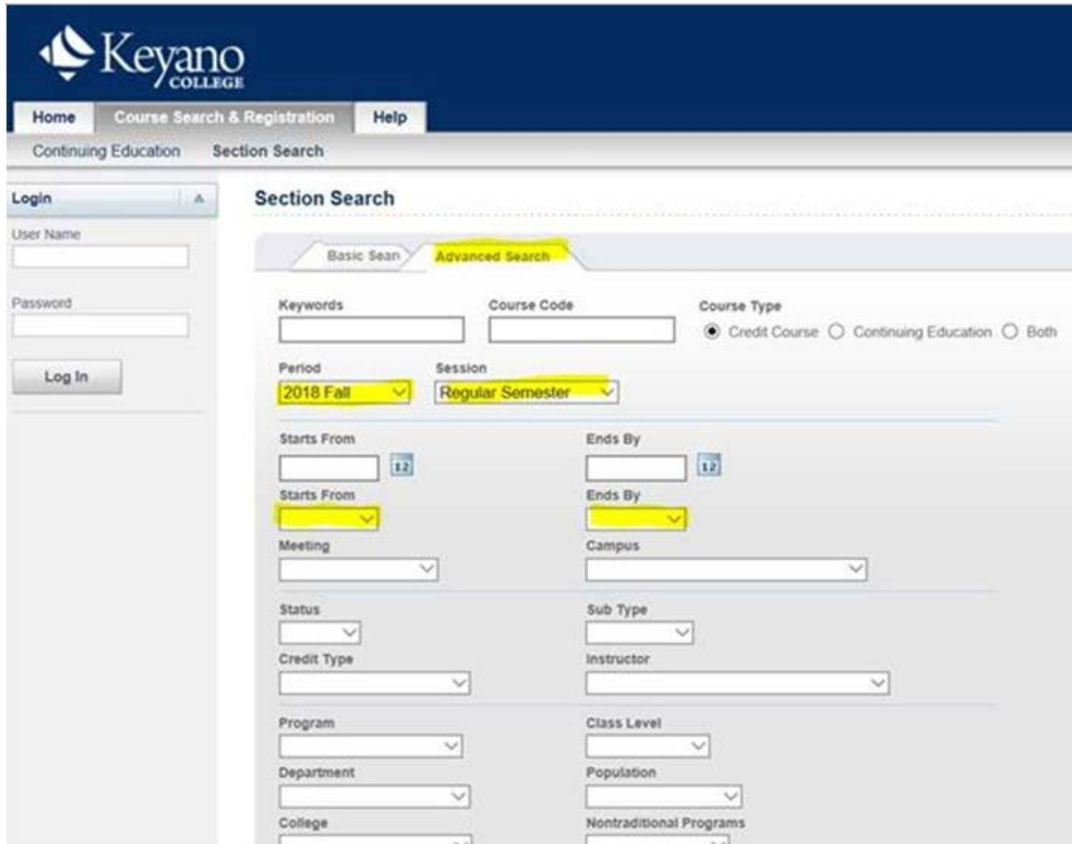
3. To narrow the search down to only your program, click on the **Department** on the Course Search & Registration page.

Course Department	Core Courses for the Programs Included
Business Administration	AIR   BUS   ECON
Childhood Studies	CHSD   EA   ELCC   ENGL 100
College Preparation	High School level Biology, Chemistry, English for Academic Purposes, English, Math, Physics, Science, and Social Studies.
Education	EDPY   EDU   MATH 160   MATH 260
Environmental Science	BIOL 108   BIOL 208   CHEM 101   CHEM 261   EAS 100   ENVT   GEOG   SOILS210   SPCH 207   STAT 151   WRITE103
Human Services	SOWK
Nursing & Allied Health	ACP   ANPH   COMM   HE ED   NURS   PCP   PHARM   PN   PSYCH 103
Office Administration	OA
Power Engineering	PECO
Trade Skills Training	PEMP   PCAARP   PELEC   PHET

4. To narrow down your choices to a specific time slot.

Example: You only want evening courses, or only courses that take place between 8 AM and 10 AM.

Use the **Advanced Search** function and choose start and end times in the **Starts From** and **Ends By** fields.



The screenshot shows the Keyano College website's Course Search & Registration interface. The 'Section Search' tab is active, and the 'Advanced Search' sub-tab is selected. The search criteria are as follows:

- Keywords:** (Empty text field)
- Course Code:** (Empty text field)
- Course Type:**  Credit Course  Continuing Education  Both
- Period:** 2018 Fall (Selected from dropdown)
- Session:** Regular Semester (Selected from dropdown)
- Starts From:** (Empty text field with a calendar icon)
- Ends By:** (Empty text field with a calendar icon)
- Starts From:** (Empty dropdown menu)
- Ends By:** (Empty dropdown menu)
- Meeting:** (Empty dropdown menu)
- Campus:** (Empty dropdown menu)
- Status:** (Empty dropdown menu)
- Sub Type:** (Empty dropdown menu)
- Credit Type:** (Empty dropdown menu)
- Instructor:** (Empty dropdown menu)
- Program:** (Empty dropdown menu)
- Class Level:** (Empty dropdown menu)
- Department:** (Empty dropdown menu)
- Population:** (Empty dropdown menu)
- College:** (Empty dropdown menu)
- Nontraditional Programs:** (Empty dropdown menu)