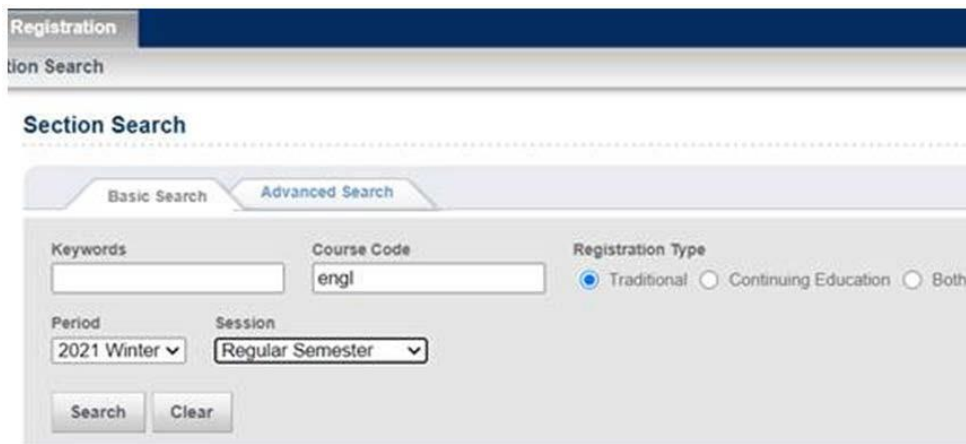


Tips for Searching for Courses on Self Service

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

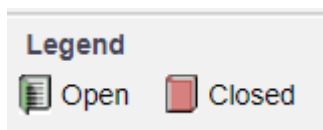
1. To narrow the search down to a specific semester (or term), choose it from the drop-down list in the **Period** field.
2. Only search for the first few letters in the course code.

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



The screenshot shows a web interface for course registration. At the top, there is a 'Registration Search' header. Below it, a 'Section Search' section is visible. The search form includes two tabs: 'Basic Search' and 'Advanced Search'. Under 'Basic Search', there are several input fields: 'Keywords' (empty), 'Course Code' (containing 'engl'), 'Registration Type' (with radio buttons for 'Traditional' (selected), 'Continuing Education', and 'Both'), 'Period' (a dropdown menu showing '2021 Winter'), and 'Session' (a dropdown menu showing 'Regular Semester'). At the bottom of the form are 'Search' and 'Clear' buttons.

Courses with available seats show green books on the left side.
 Courses that are already full show red books on the left side.
 Always add sections that are green FIRST, complete registration, and then add courses that are red.



3. To narrow the search down to only your program area, once you have started the search, select from the drop-down list under **Department** at the top of the page.

ion Search

Section Search

Found 387 results for Period = '2021 Fall'.

Period	Session	Department	Subtype	Class Level				
Showing 1 - 10 of 387		Aboriginal						
		Business Admin						
		CE CommunityAdult LP						
		CE Computer Training	Regular	12.00		Monday 9:00 AM - 11:50 AM; Keyano College - Main Campus, Clearwater Building, Room 220	11 of 20	
		CE Languages&Speech				Thursday 9:00 AM - 11:50 AM; Keyano College - Main Campus, Clearwater Building, Room 267		
		CE MicroCredential				Tuesday 9:00 AM - 11:50 AM; Keyano College - Main Campus, Clearwater Building, Room 220		
		CE Professional				Wednesday 9:00 AM - 11:50 AM; Keyano College - Main Campus, Clearwater Building, Room 220		
		CE Safety Training						
		CE Trades Training						
		CEHealth&Prehospital						
		Childhood Studies						
		College Preparation						
		Continuing Education						
		Education						
		EnvironmentalScience						

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.



5. To view only sections that have seats available, click on

Login

User Name

Eg: FirstName.LastName123

Password

Log In

Note: If you have not changed your credentials recently, you may need to change your password. This may prevent you from signing in.

[Click here to recover Username / Password](#)

Options

Open Sections Only

New Search

Refine Search

Sort By

Course ID ▾

Sort

Results Per Page

10 ▾

Show

Legend

Open

Closed

Section Search

Found **51** results for Course Code = 'bus' and Period = '2021 Fall'.

Subtype ▾

Showing 1 - 10 of 51

Course



Report Writing & Presentations
BUS 101/Lecture/E

Instructors:

Jack, Uylander



Interpersonal Skills For Business
BUS 102/Lecture/E

Instructors:

Ijaduola, Tola



Interpersonal Skills For Business
BUS 102/Lecture/INT

Instructors:

Ijaduola, Tola



Introductory Business Computing
BUS 103/Lecture/A

Instructors:

Rensmaag-Izaguirre, Cristina



Introductory Business Computing
BUS 103/Lecture/B