

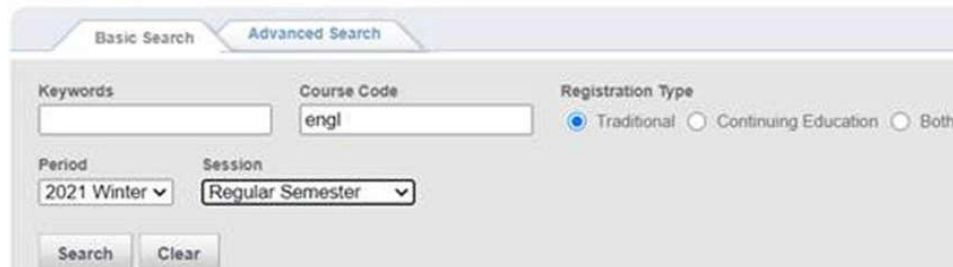
Tips for Searching for Courses in Self Service

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

1. 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.

Section Search



Course codes always start with letters and end with numbers, but they have inconsistent spaces between the letters and numbers. If you guess wrong, you won't get any results. Please just type the first few letters, include NO spaces or numbers, and search through the results.

- PSYCH 104 has no spaces
- BUS 103 has two spaces
- PN 204 has three spaces

Courses with available seats show green books on the left side, and will have an ADD button at the right side.

Courses that are already full show red books on the left side, and will have a WAIT button instead of an ADD button.

Always add sections that are green FIRST, complete registration, and then add courses that are red.



2. To narrow the search down to a **specific semester (or term)**, choose it from the drop-down list in the **Period** field.
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.

Section Search

Found 256 results for Period = '2025 Spring'.

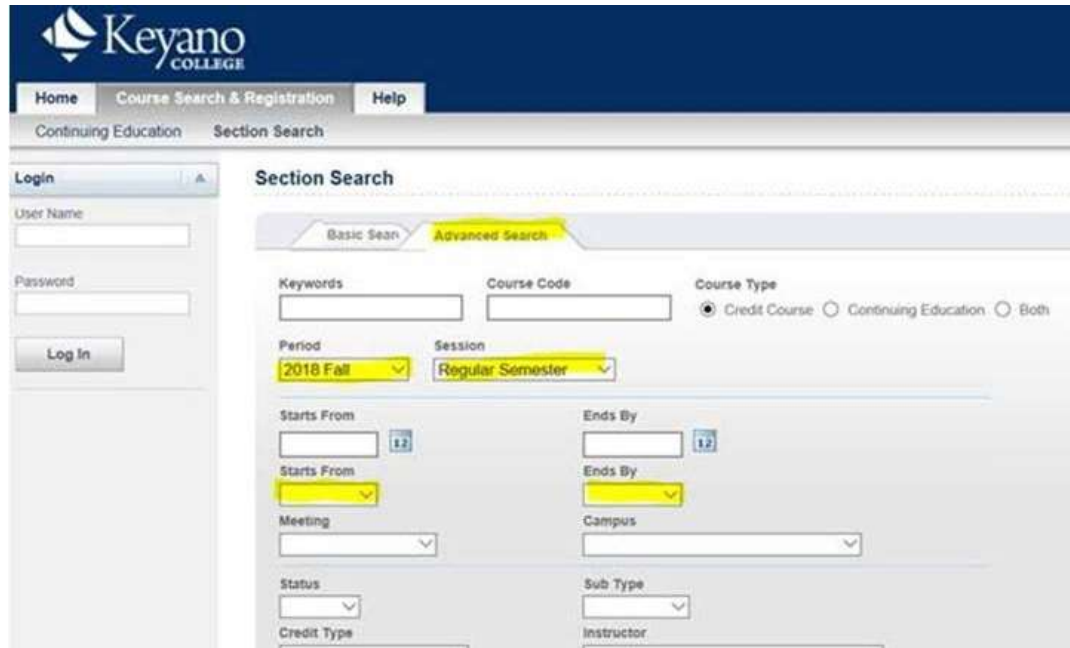
Period	Session	Department	Subtype
Showing 1 - 10 of 256		Business Admin	
		CE Computer Training	
		CE Driver Training	Date
Instructors:	Biology 30 BIOL 030/Laboratory/X	CE Languages&Speech	5/5/20 6/13/2
		CE MicroCredential	
		CE Professional	
		CE Safety Training	5/5/20 6/13/2
Instructors:	Biology 30 BIOL 030/Lecture/A	CE Trades Training	
		CEHealth&Prehospital	
		Childhood Studies	
		College Preparation	

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

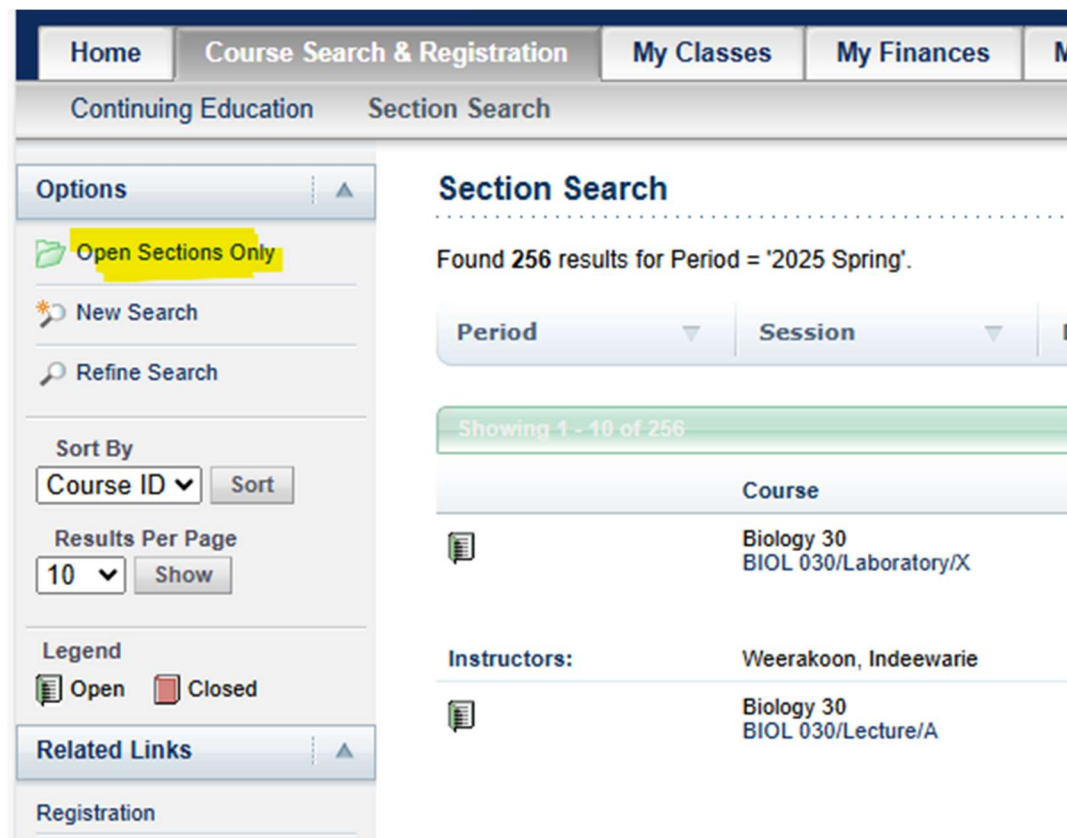
Example: You only want evening courses, or only courses that take place between 8 AM and 10 AM.

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



The screenshot shows the 'Section Search' page with the 'Advanced Search' tab selected. The 'Starts From' and 'Ends By' fields are highlighted in yellow, indicating where to enter specific time slots. Other visible fields include 'Keywords', 'Course Code', 'Course Type' (Credit Course, Continuing Education, Both), 'Period' (2018 Fall), 'Session' (Regular Semester), 'Meeting', 'Campus', 'Status', 'Sub Type', 'Credit Type', and 'Instructor'.

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



The screenshot shows the 'Section Search' page with the 'Open Sections Only' option selected in the 'Options' sidebar. The search results show 256 results for the period '2025 Spring'. The results are displayed in a table with columns for 'Course' and 'Instructors'.

Course	Instructors
Biology 30 BIOL 030/Laboratory/X	Weerakoon, Indeewarie
Biology 30 BIOL 030/Lecture/A	

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6. To **show more results per page** so that you can just scroll, click on the drop-down menu to select a bigger number, and then click on **Show**



The screenshot shows the 'Course Search & Registration' page. The 'Options' sidebar on the left includes 'Open Sections Only' (checked), 'New Search', and 'Refine Search'. The 'Sort By' dropdown is set to 'Course ID' with a 'Sort' button. The 'Results Per Page' dropdown is open, showing a list of values: 10, 20, 30, 50, and 100. The 'Show' button is next to the dropdown. The main content area shows 'Section Search' with 'Found 256 results' and a 'Period' dropdown. There is also a 'Links' section at the bottom.

Remember to log out of Self Service and close the browser when you are finished.