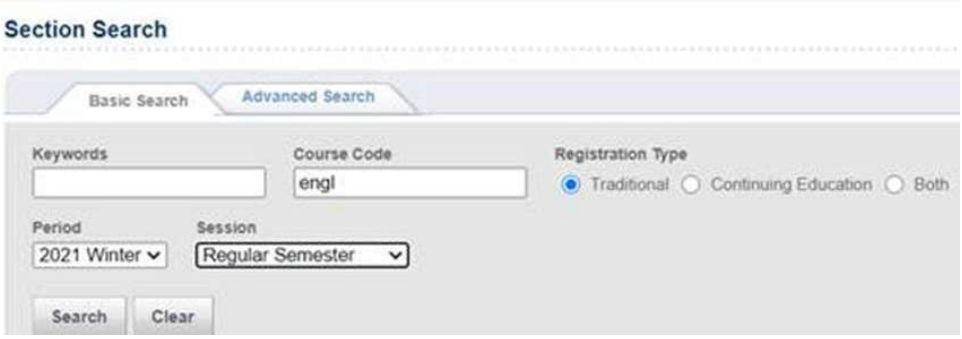
Tips for Searching for Courses in Self Service

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.



   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.

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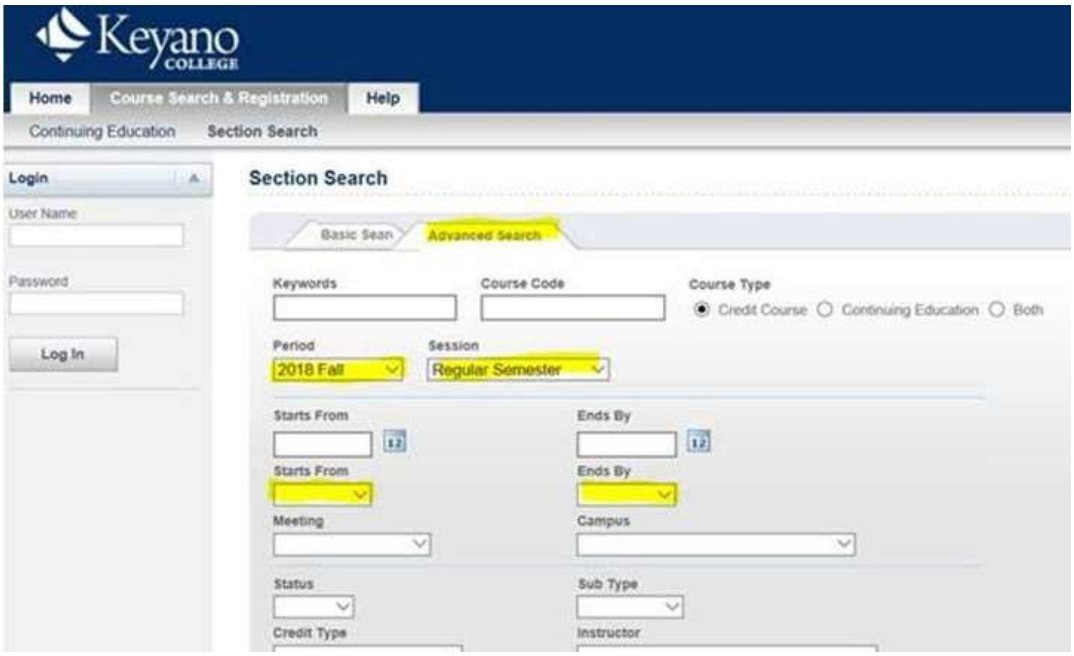
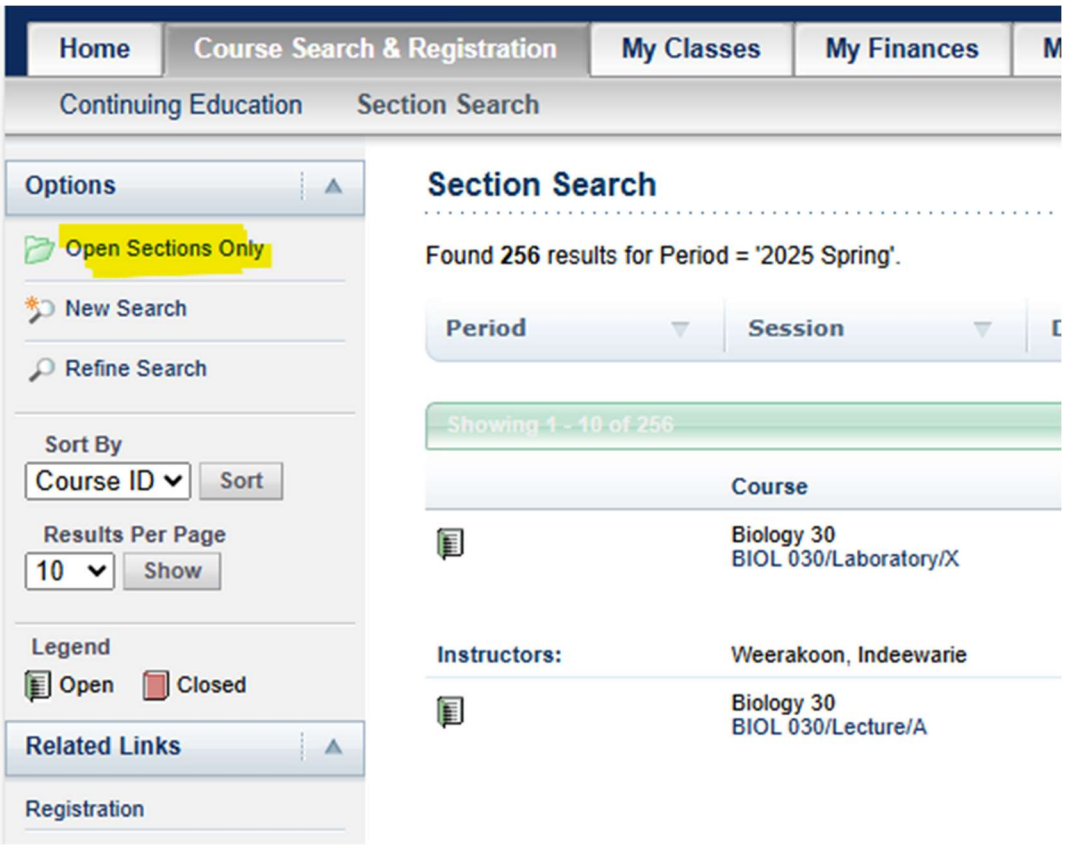
4. To narrow down your choices to a **specific time slot**.

   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 **End By** fields.



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



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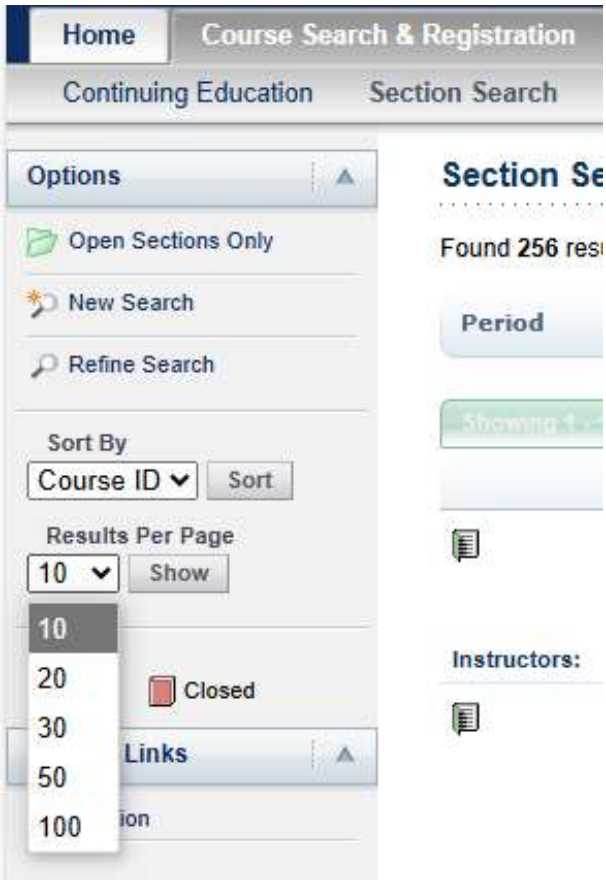
6. To **show more results per page** so that you can just scroll, click on the drop-down menu to select a bigger number, and then click on ***Show***



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