



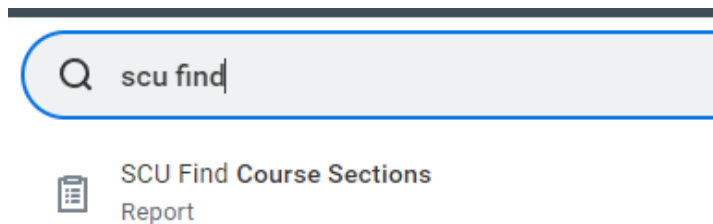
SCU Find Course Sections

Overview

This quick reference guide will cover how to find course sections, or classes, within a given Academic Period.

Process

1. In the main **Search Bar** type **SCU Find Course Sections**.



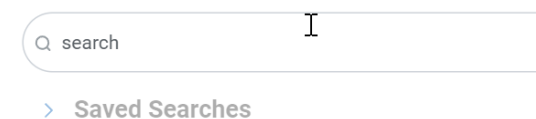
2. On the initial **SCU Find Course Sections** page, fill in the following required fields:
 - **Academic Period:** Choose an Academic Period (e.g., Fall 2021). You can use the options in the field to locate the academic period or you can simply type the academic period into the field.
 - **Academic Level:** Choose the academic level you wish to view course sections for, e.g., Undergraduate or Graduate.

SCU Find Course Sections

3. After selecting the appropriate period and academic level, click **OK**.

The **SCU Find Course Sections** report will display all open course sections for the academic period and academic level you selected in the previous window. A course section is considered open if it has not yet reached the enrollment capacity.

4. Within the report, you can use the **Search Bar** at the top of the screen or use the filters in the left column to find specific course sections.



NOTE: If you search for particular course sections often, you can enter your search value and/or choose your filters on the left-hand side and click **Save** for the current search. Your saved searches will be available under the Saved Searches menu.

Saving searches will allow you to quickly look up desired course sections without having to recreate your filter selection.

5. The filters on the left-hand side of the report are as below. For example, if you're looking for a course that satisfies a specific Core Requirement (eg. Ethics), then expand **Course Tags** and click on the Core Explorations: Ethics box. Open each section to choose values to limit your search results:

Accounting (1)

▼ **Section Status**

Open (1)

> **Course Definition**

> **Course Tags**

> **Instructional Format**

> **Delivery Mode**

> **Academic Periods**