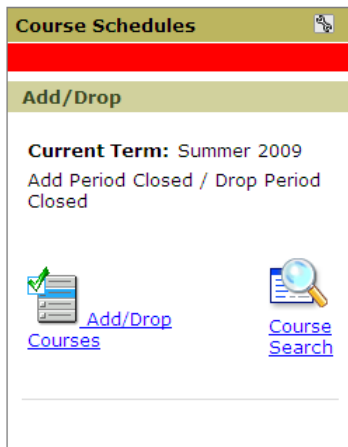


The Course Search Portlet can be used by students to search for courses being offered at Cecil. It can be found on the Registration tab as 'Course Schedules'.



Clicking on the 'Course Search' Icon will allow users to search course schedules at Rosemont. If the add/drop period is open, eligible students will also be able to register for classes using the Course Search function.

Search criteria can be entered before performing a search. However, it is best to enter as little criteria as possible. Limiting your search to a specific Term and Department is probably the best way to ensure accurate results.

Term: Specify the Year/Term/Subterm for the courses (i.e. Fall 2009)

Department: A search can be limited to a specific department (i.e. Art, Education)

Course Number Range: A search can be limited to a specific range of course numbers (i.e. 081 to 296)

Title: If a course title is known, a user may specify 'Begins With', 'Ends With', 'Exact Match', or 'Contains' and then enter a portion of or the entire title of the course (i.e. 'Begins With' Visual). Use this search feature with caution - the course title must be exact if searching using the whole title.

Course Code: If a course code is known, a user may specify 'Begins With', 'Ends With', 'Exact Match', or 'Contains' and then enter a portion of or the entire course code (i.e. 'Begins With' PSY). Use this search feature with caution - the course code must be exact and include all components of the course code. The course code contains special spacing therefore this search method is not recommended.

Division: Users may specify to search for courses within a certain division of the College (i.e. Credit, Non-Credit)

Time: Users may indicate specific days of the week and times when courses meet. Use this search feature with caution.

Faculty: Searches may be performed with criteria for one specific faculty member.

Campus: Searches may be performed with criteria for one specific campus location.

Building: No search options are available.

Section Status: Searches may be performed with criteria for classes that are open, full, or both.

Min/Max Hours: Users may indicate the minimum or maximum number of credit hours for a course.

Clicking on the 'Search' button at the bottom of the screen will perform the search.

By clicking on the 'Course Code' link for a particular course, users will be provided more information regarding that course. Users can page through the course listing by using the alphabetical listings at the bottom of the screen or page by page.

During a registration period you will also be able to add a course. Checking the box and clicking on the 'Add/Drop' button at the bottom of the screen will finalize the adding of the course.