How to Search for Courses (Self-Service)

This tutorial shows you how to search for courses that are available in an upcoming semester using the Self-Service search option.

Step 1	From the Southwestern Community College homepage https://www.southwesterncc.edu click on the tab labeled **Class Schedule**	
Step 2	Select the **Self-Service Search for Courses and Course Sections** link	
Step 3	Choose your search option: **Subject Search** or **Advanced Search.** If you want to see all courses being offered in a particular subject, use the **Subject Search.** If you want to search for courses in multiple subjects, select the **Advanced Search** tab.	
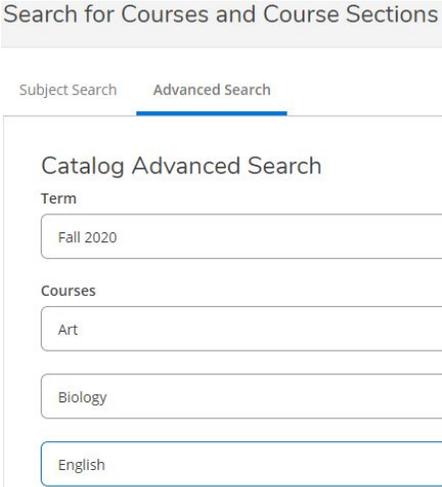
Step 4	You can narrow your search by selecting one or more of the following options:
	    ● Availability
	    ● Location
	    ● Term
	    ● Days of the Week
	    ● Instructors
		Filter Results
		
		Availability
		☑ Open Sections Only (14)
		
		Subjects
		☑ Art (9)
		
		Locations
		☐ Main Campus - Jackson (8)
		☐ Macon Campus (3)
		☐ Web Centered (2)
		
		Show All Terms
		☐ Fall 2020 (9)
		☐ Summer 2020 (1)
		
		Days of Week
		☐ Monday (4)
		☐ Tuesday (6)
		☐ Wednesday (4)
		☐ Thursday (6)
		
		Time of Day
		Select time range... ⌄
		
		Instructors
		☐ Jacobson, J (4)
		☐ Kane, B (7)
		☐ Keough, P (1)

Step 5	When you have selected your search criteria, the results will appear on the right-hand side of the page. You can see what filters were applied to the search from the green icons above the results.	Filters Applied: (Art ✕) (Main Campus - Jackson ✕) (Jacobson, J ✕) (Open Sections Only ✕) **ART-111 Art Appreciation (3 Credits)** This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to varie architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. **Requisites:** Take 1 group: # Take DRE-098(S23643); # Take DRE-099(S23644); # Take ENG-111(S24022); # Take ENG-002; # Take BSP-4002: - Must be Take 1 group: # Take DRE-098(S23643); # Take ENG-002; From rule RMINP2; # Take BSP-4002; From rule BSPMINP2; # Take ENG-011; - I **Offered:** All View Available Sections for ART-111 **ART-240 Painting I (3 Credits)** This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding an completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of **Requisites:** None **Offered:** All View Available Sections for ART-240

Step 6	The **View Available Sections** link will show you a list of sections that meet your search criteria. The **Seats** column shows how many open seats are available in that section.	ART-111 Art Appreciation (3 Credits) This course introduces the origins and historical development of art. Emphasis is placed on the architecture. Upon completion, students should be able to identify and analyze a variety of artis **Requisites:** Take 1 group; # Take DRE-098(S23643); # Take DRE-099(S23644); # Take ENG-111(S24022); # Tal Take 1 group; # Take DRE-098(S23643); # Take ENG-002; From rule RMINP2; # Take BSP-4002; F **Offered:** All View Available Sections for ART-111 Fall 2020 **Art Appreciation SD1** Runs from 8/17/2020 - 12/17/2020 | Seats	Times
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13	T/Th 9:30 AM - 10:45 AM 8/17/2020 - 12/17/2020	
Step 7	Write down the **Section Name, Section Number,** and the **date and time** of courses when creating your schedule. Example: ART 111 SD1 T/Th 9:30 am – 10:45am.	

This link will take you to a Weekly Planner to help keep your schedule organized.