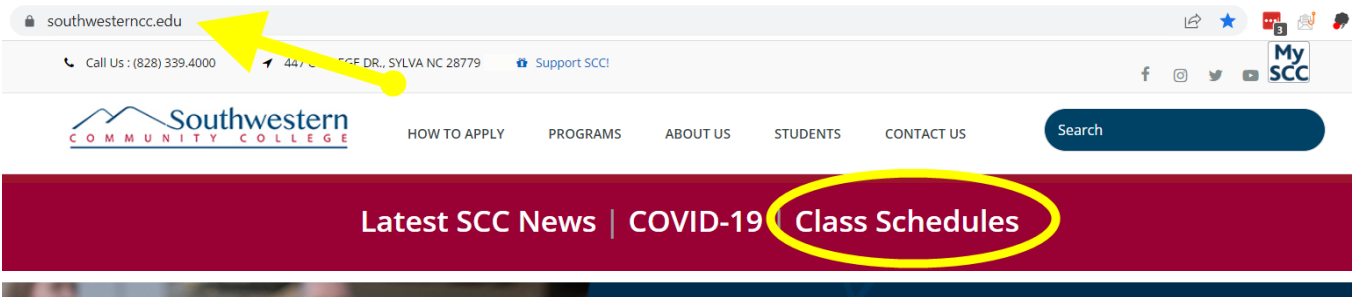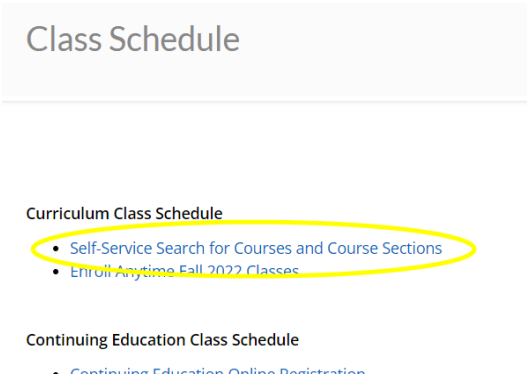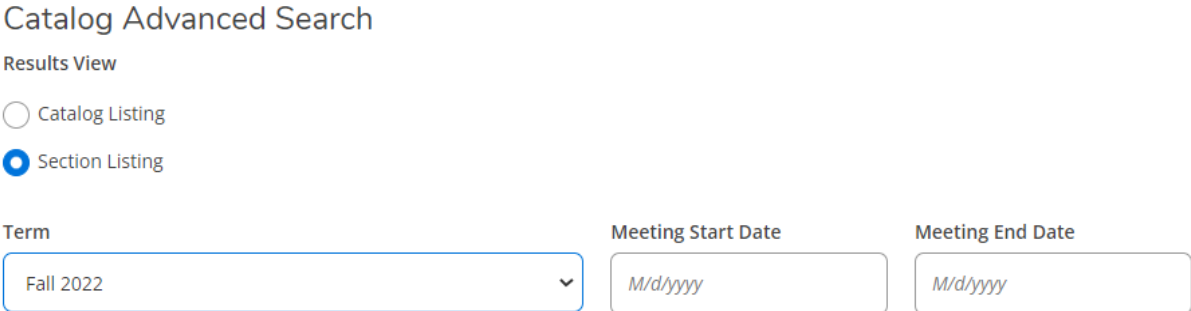# How to Search for Courses using Self-Service

This tutorial shows you how to search for courses across multiple subjects that are available in an upcoming semester.

Step 1	From the Southwestern Community College homepage, https://www.southwesterncc.edu, click on **Class Schedules**

Step 2	Select the **Self-Service Search for Courses and Sections** link

Step 3a	Section Listing is the default setting for results. Select the upcoming term for which you want to register from the drop-down box under **Term**. Alternatively, you may leave the Select Term box as is and enter dates if you want to search for late start classes.

Step 3b	Select the Subjects you want to search using the dropdown menu. You may also begin typing the Courses And Sections to bring up the discipline of interest. If you know that you need English 111 and are also interested in Biology and History, you can search for all three of those subjects at one time. If you don't enter a course number, all courses in that discipline will be included in the results. You may add additional lines by clicking **+Add More…**

Term

Select Term ⌄

Meeting Start Date

M/d/yyyy

Meeting End Date

M/d/yyyy

Courses And Sections

English ⌄   111   Section

History ⌄   Course number   Section

Biology ⌄   Course number   Section

Subject ⌄   Course number   Section

+ Add More…

Step 3c	You can narrow your search by selecting one or more of the following options:
	    ● Days of the Week
	    ● Location
	    ● Time of Day the classes meets

Subject ⌄   Course number   Section

+ Add More…

Days Of Week

☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday

☐ Thursday   ☐ Friday   ☐ Saturday

Location

Select Location ⌄

Time Of Day

Select Time Of Day ⌄

Time Starts by

hh:mm AM/PM

Time Ends by

hh:mm AM/PM

Clear   **Search**

Step 4	After you have selected your search criteria, click **Search.**

Days Of Week

☐ Sunday ☑ Monday ☐ Tuesday ☑ Wednesday

☐ Thursday ☐ Friday ☐ Saturday

Location

Main Campus - Jackson ▼

Time Of Day

Morning (8am - Midday) ▼

Time Starts by

hh:mm AM/PM

Time Ends by

hh:mm AM/PM

Clear **Search**

Step 5	The **Section Selection Results** will show you a list of courses that met your search criteria.

WEB ONLINE (OLAB)

Fall 2022	Open	ENG-111-SD1	Writing and Inquiry	8/15/2022-12/13/2022	Main Campus - Jackson	Classroom Hours	M, W 8:05-9:20 AM 8/15/2022 - 12/13/2022 BURL 202 (CLASS)
Fall 2022	Open	ENG-111-SD3	Writing and Inquiry	8/15/2022-12/13/2022	Main Campus - Jackson	Classroom Hours	M, W 9:30-10:45 AM 8/15/2022 - 12/13/2022 BURL 306 (CLASS)
Fall 2022	Open	HIS-131-SD1	American History I	8/15/2022-12/13/2022	Main Campus - Jackson	Classroom Hours	M, W 9:30-10:45 AM 8/15/2022 - 12/13/2022 BURL 204 (CLASS)

| Step 6a | Review the results to see what courses are open for registration.

The Availability column indicates the number of seats currently open.
In the example image below you can see the first course has 8 seats available of 25 possible seats, with a waitlist of 0. The second second course is full with no students on the waitlist. |
|---|---|

Availability ⓘ	Credits
8 / 25 / 0	4.00000 Credits
ite 0 / 30 / 0	3.00000 Credits

Step 6b	You may click on the course title to view a description of the course and more information on prerequisite or corequisite courses.

Step 6c	On the left side of the screen, you can further filter your results by Availability, Subject, Location, Term, Day, Time, Instructor and the Instruction Type (Online, Not Online, Hybrid)

Step 7	Make note of the courses you want to discuss with your advisor. Write down the **Section Name** and the **Meeting Information** when creating your schedule.
	Examples:
	ENG 111 WC1 - Online
	MAT 171 WS1 - MW 2-4:15
	The Section Name helps identify the location and instruction type.
	The image below includes a variety of section types.
	EA14 is an Enroll Anytime course that begins in the second week of the term and runs 14 weeks.
	HYS1 is in Sylva and Hybrid, meaning that at least half or more of the course is online
	MD1 is a Day class on the Macon campus
	WC1 is Web-Centered and is completely online
	WS1 is a seated, but Web-Supported section

	Section Name	Title	Dates	Location	Instructional Methods	Meeting Information
	ENG-111-EA14	Writing and Inquiry	8/30/2022-12/13/2022	Web-Centered	Online Class	M, T, W, Th, F, Sa, Su 8/30/2022 - 12/13/2022 WEB1 ONLINE (OCLS)
	ENG-111-HYS1	Writing and Inquiry	8/15/2022-12/13/2022	Main Campus - Jackson	Classroom Hours Classroom Hours	M 2:00-3:15 PM 8/15/2022 - 12/13/2022 BURL 301 (CLASS) M, T, W, Th, F, Sa, Su 8/15/2022 - 12/13/2022 WEB ONLINE (CLASS)
	ENG-111-MD1	Writing and Inquiry	8/15/2022-12/13/2022	Macon Campus	Classroom Hours	M, W 8:00-9:15 AM 8/15/2022 - 12/13/2022 MCMP 110 (CLASS)
d	ENG-111-WC1	Writing and Inquiry	8/15/2022-12/13/2022	Web-Centered	Online Class	M, T, W, Th, F, Sa, Su 8/15/2022 - 12/13/2022 WEB1 ONLINE (OCLS)
	MAT-171-WS1	Precalculus Algebra	8/15/2022-12/13/2022	Main Campus - Jackson	Classroom Hours Online Lab	M, W 2:00-4:15 PM 8/15/2022 - 12/13/2022 OAKS 00102 (CLASS) M, T, W, Th, F, Sa, Su 8/15/2022 - 12/13/2022 WEB ONLINE (OLAB)

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