Tips for Searching the Course Schedule

Basic & Advanced Search Options
Course Search Options

**Basic Search**
Used when searching for a specific course (e.g., ENG 101)

**Advanced Search**
Used when searching for a category of courses (e.g., diversity overlay) rather than a specific course.
Basic Search

- To do a Basic Search, log onto the Nest:
  - Click on the Classes and Registration Tab
  - Then click Self-Service Course Registration
Select a Term

- Select the correct term
- Click Continue
Basic Search

Example: ENG 101 Craft of Language

Search by subject and/or course #

- Select Subject
- Enter the course number, if known
- Click Search
Basic Search Results

If displayed on multiple pages, Click on the arrow to see all results

For additional course information (including instructional method), click on the course title.
Important Course Information

Class Details contains links to the catalog and bookstore. Below are highlights of the important information found on this page.

**CRN** is an important number for Registration. Record CRN on your Schedule Builder Worksheet.

**Course Description** - A summary of the goals and objectives for the course.

**Bookstore Links** - Link to access SJU Barnes and Noble Bookstore

**Attributes** will tell you all requirements that the course will meet (e.g., writing intensive overlay, philosophical Anthropology, Service Learning, etc.).

**Restrictions** – review to see if there are any restrictions that will prevent registration (e.g., reserved for a specific class, major, etc).
Instructional Method

Instructional Method is listed on the Class Details link
Advanced Search Option

- Use the Advanced Search Function when you are searching for a category of courses (e.g., diversity overlay) rather than a specific course.

- Advanced Search options include:
  - Course Attribute (e.g. searching for overlays or categories of GEP variable courses)
  - Specific day and time
  - Instructional Method (e.g., Online, Hybrid, HyFlex, Face-to-Face)
Advanced Search

Log onto the Nest

▪ Select Classes and Registration Tab
▪ Click on Self-Service Course Registration
Select a Term

- Select the correct term
- Click Continue
Example: First-Year Seminar Search

Example:
Search all subjects for first year seminars

- **Subject field** = blank to include all subjects
- **Attribute field** = First Year Seminar
- **Click Search**
Advanced Search Results

Tips

- Columns can be expanded to see additional information
- The Attribute column will indicate all requirements a course meets
- As noted above, for Additional course information, click on the course title (see green arrow)
In an effort to provide as much flexibility as possible, spring 2021 classes will be offered in a variety of modalities including:

- Online
- HyFlex
- Hybrid
- face-to-face

If you are a fully remote student in spring, your instructional method options include Online and HyFlex. Accommodations in Hybrid courses will be considered only in extraordinary circumstances and will require instructor and department chair approval.
Advanced Search - Instructional Method

- Log into the Nest
- Click on the Classes & Registration tab > Self-Service Course Registration > Spring 2021 > Browse Classes
Advanced Search - Instructional Method

Use the **advanced search option** to search by instructional method.

Click on Search to view the results.

On the results page, click on the course title to confirm instructional method.
**Next Steps - Build your Schedule**

**Download the Schedule Builder Worksheet**

As you are researching courses, create multiple schedules, just in case your ideal sections fill before you register.

Record course subject, course number, section, and CRN on the worksheet (e.g., ENG 101, section D01, CRN 42508)

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Questions?

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