



SCU Find Course Sections

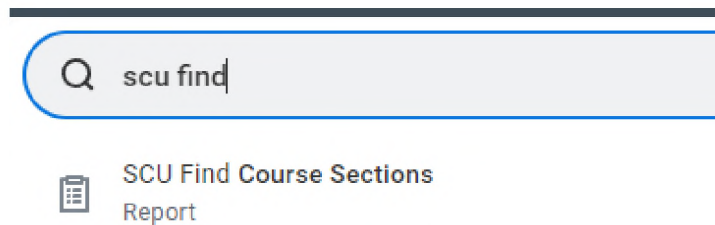
Overview

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

NOTE: Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* [here](#).

Process

1. In the main **Search Bar** begin typing **SCU Find Course Sections** and select the report.



2. On the initial **SCU Find Course Sections** page, fill in the following required fields:
 - o **Academic Period:** You can use the options in the field to locate the academic period or you can type the academic period into the field.

- o **NOTE:** Quarter and semester options are available, so make sure you select the correct term.
- o **Academic Level:** Choose the academic level you wish to view course sections for, e.g., Undergraduate or Graduate.

SCU Find Course Sections

The image shows a form titled 'SCU Find Course Sections'. It contains two dropdown menus: 'Academic Periods' and 'Academic Level', both marked with a red asterisk. Below the dropdowns are two buttons: 'OK' (orange) and 'Cancel' (white with a grey border).

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

NOTE: You have the ability to create **custom saved searches**. After you enter a value in both of the fields, enter a name for the search and click **Save**. The next time you run this report you can select your Saved Filter to populate the fields.



SCU Find Course Sections

SCU Find Course Sections

Academic Periods *

Academic Level *

Manage Filters
 1 Saved Filters

SCU Find Course Sections

Academic Periods: Fall 2023 Quarter Academic Level: Undergraduate

Saved Searches (1)

Current Search

Course Subject

Mathematics (?)

Section Status

Meeting Day Patterns

Meeting Patterns

Course Section	Course Subject	Course Number	Section Number	Section Status	Enrolled/Capacity	All Instructors	Units	Meeting Patterns
MATH 11-1 - Calculus and Analytic Geometry I	Mathematics	11	1	Closed	32/32	Linda Burks	4	M W F 8:00 AM - 9:05 AM
MATH 11-2 - Calculus and Analytic Geometry I	Mathematics	11	2	Open	28/32		4	M W F 8:00 AM - 9:05 AM
MATH 11-3 - Calculus and Analytic Geometry I	Mathematics	11	3	Closed	34/32	Dennis Smolanski	4	M W F 8:00 AM - 9:05 AM

The **SCU Find Course Sections** report displays all course sections scheduled for the academic period and academic level selected.

Course sections are listed alphabetically in the body of the report. Scrolling right allows you to see details for each course section.

- If you are looking for a specific course section (e.g. MATH 11), type the name of the course section in the **Search Bar** at the top of the report - *not* in the universal search bar. You will see a list of all relevant course sections for the academic period selected.

- Search for desired course sections using the filters across the top of the report or in the left column to narrow the list of course sections. Multiple filters can be chosen at the same time.

Top Filters:

Course Section	Course Subject	Course Number	Section Number	Section Status	Enrolled/Capacity	All Instructors	Units	Meeting Patterns	Locations	Course Tags
----------------	----------------	---------------	----------------	----------------	-------------------	-----------------	-------	------------------	-----------	-------------



SCU Find Course Sections

Side Filters:

Current Search

Save Clear All

- > Course Subject
- > Section Status
- > Meeting Day Patterns
- > Meeting Patterns
- > Course Tags
- > Instructors
- > Instructional Format
- > Delivery Mode

The **filter options** are identical in both menus. However, the filters work differently.

The **left menu** options can be displayed by clicking on the menu item. You can select from available options or type into the search bar.

Course Subject

- Computer Engineering (108)
- Chemistry (97)
- English (94)
- Mathematics (90)
- Biology (72)

⋮

The **top menu** allows you to sort and filter using filter conditions.

Click on the title of the column you want to sort or filter.

Select the **filter condition** and **value** from the drop down menus, and press **filter**.



SCU Find Course Sections

Course Subject	Course Number	Section Number	Section Status
↑ Sort Ascending ↓ Sort Descending			
Filter Condition * <input type="text" value="is"/>			
Value * <input type="text"/>			
<input type="button" value="Filter"/>			

Each filter option is described below.

- Course Subject:** Select the desired subject(s) or type it into the search bar. You can search for more than one subject at a time.
NOTE: The two filter menus present the list of course subjects differently

Side menu: Course subjects are listed *in order of course section frequency (from most to fewest sections)* rather than alphabetically.

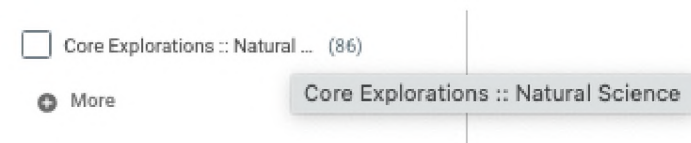
Top menu: Course subjects are *listed alphabetically*.

- Section Status:** Look for open courses (those with seats available) by checking “Open”.
- Meeting Day Patterns:** Filters course sections by days they are scheduled.
- Meeting Patterns:** Filters course sections by days *and times* they are scheduled.
- Course Tags:** Filters course sections by **Core requirements**.

NOTE: The two filter menus present the list of course tags differently.

Side menu: Course subjects are listed *in order of course section frequency (from most to fewest sections)* rather than alphabetically.

- Hover over the course tag to see the full name.



Top menu: Course subjects are *listed alphabetically*.

- Instructors:** Type an instructor’s name into the search bar.



SCU Find Course Sections

- **Instructional Format:** Filter by type of course (lecture, lab, studio, etc.)
- **Delivery Mode:** Filter by in-person or online modality.

NOTE: If you use the left menu to search for particular course sections often (a specific core requirement, for example), you can enter your search values and/or choose your filters on the left side menu and select **Save**. Your saved searches will be available under the **Saved Searches** menu.

A screenshot of the SCU Find Course Sections interface. At the top, there are filter options: "Academic Periods" with "Fall 2023 Quarter" selected, and "Academic Level" with "Undergraduate" selected. Below these is a search bar with a magnifying glass icon and the text "search". Underneath the search bar is a link that says "> Saved Searches (1)".

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

NOTE: It is possible to use both the top and side filter menus at the same time.