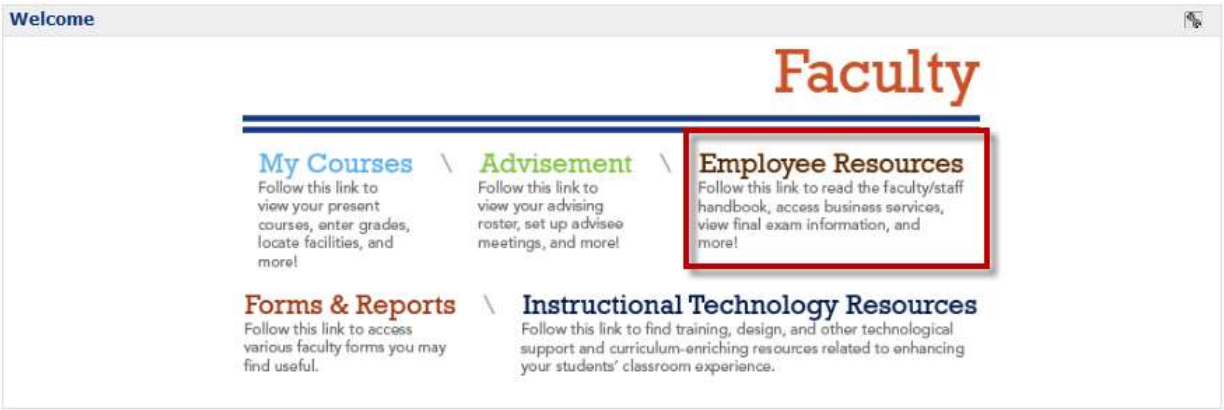
Course Search

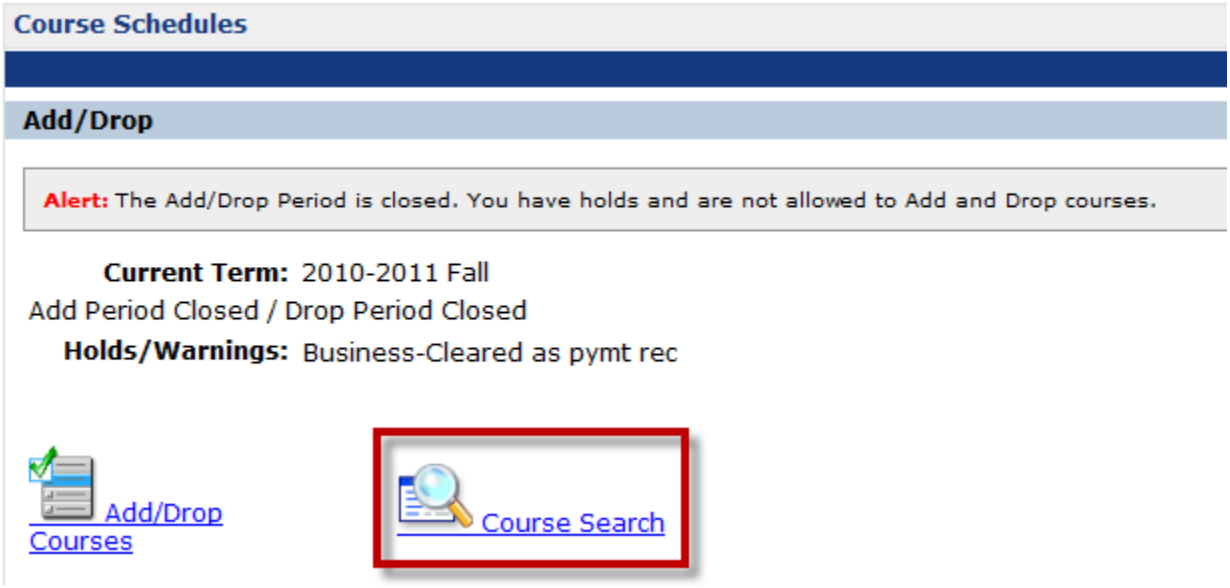
1. Log in to Viking Web

2. Click on the Employee Tab

3. Click Employee Resources

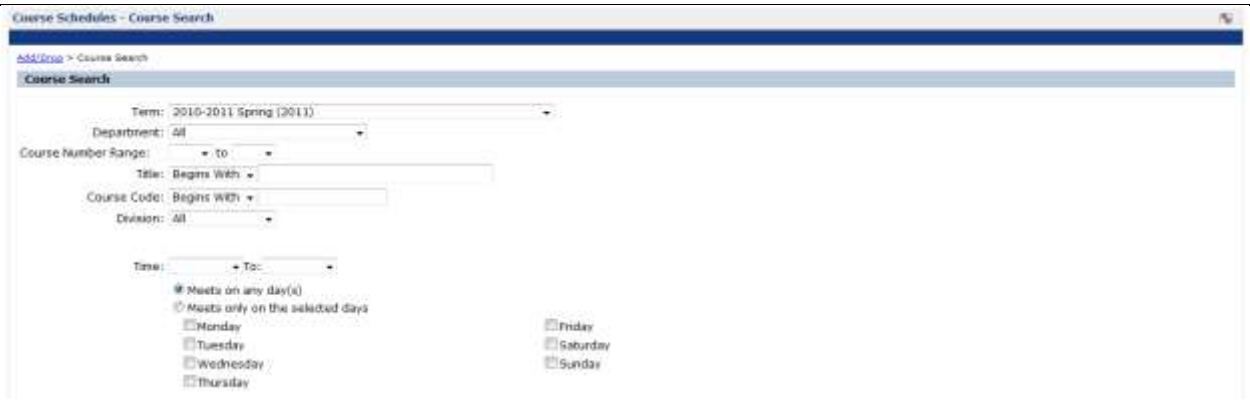


4. Click Course Search in the Course Schedules portlet.



5. Verify that the term listed is the term in which you want to search.

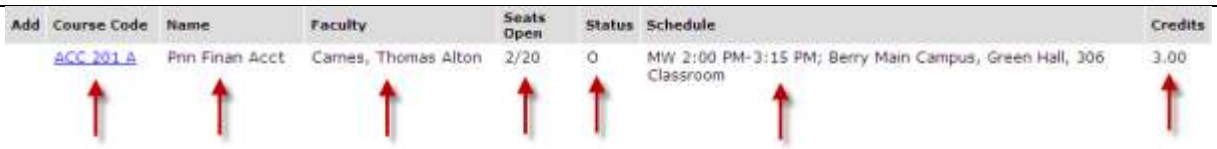
Course Search



6. Click Search.

There are many other options that you may choose to fill in to narrow down the search, however, it is not necessary to enter any additional information.

7. The retrieved information about the course includes the instructor, number of seats open, status (open or full), and time the course meets



Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
	ACC 201 A	Prin Finan Acct	Carnes, Thomas Alton	2/20	O	MW 2:00 PM-3:15 PM; Berry Main Campus, Green Hall, 306 Classroom	3.00

8. Click on the course code for more information.

This result screen shows course enrollment information as well as catalog description, credit hours, and any course notes that have been entered.

The Type column in this example shows Parent. This information concerns cross-listed courses such as GOV/PHI318. One course is the parent and one is the child. This does not affect registration for the course. The student's major (government or philosophy) determines how the student should register for the course. A major improvement with this release of JICS is that parent and child courses will show as combined rather than separate.

9. Example of cross-listed course

Course Description

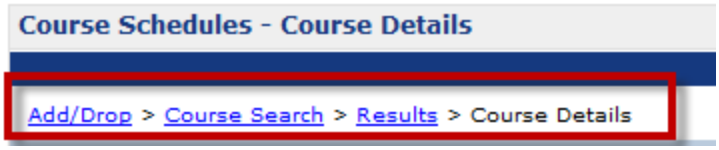
319. Modern Political Philosophy 3-0-3 (Cross-listed with PHI 319) A close reading of some of the leading texts of modern political philosophy, including such writers as Machiavelli, Hobbes, Locke, Rousseau, Marx and Nietzsche. PR: GOV 211 or 217 or CI.

All courses in the GOV Department, Undergraduate Division

Cross-listed Courses

Course	Type	Title	Capacity	Enrollment	Waitlisted
GOV 319 A	Parent	Mdrn Pol Phil	25	21	0
PHI 319 A	Child	Mdrn Pol Phil	5	3	0
		Totals:	25	21	0

10. Use the bread crumb trail at the top of the page to return quickly to the course search screen. ***Do not use the back button on your browser.***



TIPS & POINTERS

- When using course code in a search, type the department (ENG), a space and then the course number.
- The course search retrieval displays a maximum of 20 courses at a time.
- To print a copy of the course search results, go to File in your Menu bar and click on page set-up. Change your paper orientation to landscape. Change your left and right margins to 0.25". When you print the page, the entire course meeting time will print.

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with questions or comments.