Navigating the CourseList at Miami:

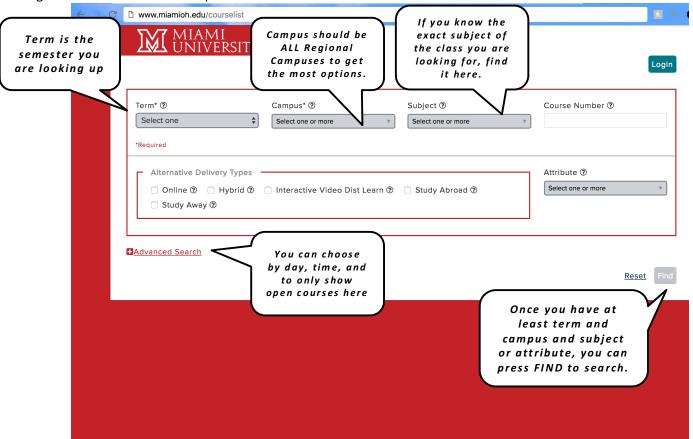A. Head to www.miamioh.edu/courselist at anytime or use the course list link in quick links in MyMiami.

Figure 1: Course List setup

B. Use the different options in the query to find what you are looking for. Try the following scenarios to find different things:

1. **Know the EXACT class you are looking for**? (e.g. ENT 135 or ART 185)
   i. Select the term in which you want to take the class (most likely the term coming up!)
   ii. Select ALL regional campuses to show Hamilton, Middletown, and VOA. This is important if you are taking an ONLINE class because the campus doesn't matter. It is also important to see where the classes are across the three campuses to properly organize yourself.
   iii. Select the subject you are looking for (ENT is Engineering Technology, find the listing and check the box)
   iv. Put in the course number (for ENT 135, this is 135)
   v. Press FIND at the bottom right. This will return all listings of the course you searched for. Sometimes there is only one section and sometimes there are dozens of sections (think ENG 111).

2. **Know that you need to take a bunch of courses in a specific department?** (i.e. you're an ENT major, so you are looking to see when and where a handful of ENT classes are)
   i. Select the term in which you want to take the class (most likely the term coming up!)
   ii. Select ALL regional campuses to show Hamilton, Middletown, and VOA. This is important if you are taking an ONLINE class because the campus doesn't

matter. It is also important to see where the classes are across the three campuses to properly organize yourself.

    iii. Select the subject you are looking for (ENT is Engineering Technology, find the listing and check the box)

    iv. Leave the course number BLANK

    v. Press FIND at the bottom right. This will return all listings of the department you searched for on all campuses.

3. **Know that you need a Global Course? (or an Intercultural or Humanities, or Creative Arts, etc.…)**

    i. Select the term in which you want to take the class (most likely the term coming up!)

    ii. Select ALL regional campuses to show Hamilton, Middletown, and VOA. This is important if you are taking an ONLINE class because the campus doesn't matter. It is also important to see where the classes are across the three campuses to properly organize yourself.

    iii. Leave the SUBJECT BLANK

    iv. Leave the course number BLANK

    v. In the Attribute pull down, select the requirement you are looking for. (Example: Advanced Writing, Intercultural Perspectives, FND Global)

    vi. Because there might be a LOT of results, pull down the advanced search and choose Open Courses from the Open/Waitlist menu. This will return only classes showing a spot or more. (*sometimes this is still a waitlist, so beware)

    vii. If you want to, you can also select the ONLINE checkbox to return ONLY Online courses. Be sure to check both online and face-to-face options to make the best decision for you.

    viii. Press FIND at the bottom right. This will return all listings of the requirement you searched for on all campuses.

4. Want to find only courses on Tuesday/Thursday? (or any combination of days) Or want to only find courses from 8am to 2pm?

    i. Select the term in which you want to take the class (most likely the term coming up!)

    ii. Select ALL regional campuses to show Hamilton, Middletown, and VOA. This is important if you are taking an ONLINE class because the campus doesn't matter. It is also important to see where the classes are across the three campuses to properly organize yourself.

    iii. If you know the course, select the subject and course number. If you are searching by attribute, utilize the attribute instructions above.

    iv. Press Advanced search to show Days and Start Time-End Time. Select days you'd like to attend class or times you'd like the courses to be between.

    v. If there are no courses that fit all of your criteria, you may need to compromise on the selections. For example, if you have chosen only one campus and ART 135 and Tuesdays/Thursdays between 11-1, you may not have an option to take that course at that time.

Figure 2: Items we have talked about are circled.