

HOW TO USE ADVANCED SEARCH

OVERVIEW

The Advanced Search tool allows you to refine your class search parameters to find course offerings that best fit your needs.

INSTRUCTIONS

1. Log-In to OASIS
2. Click on "Student"
3. Click on "Registration"
4. Click on "Look Up Classes"
5. Select the appropriate Term from the drop-down menu and click the "Submit" button
6. Click the "Advanced Search" button
7. Select at least one subject from the "Subject" list box (required)
 - To select multiple subjects:
 - a. Click on your first subject
 - b. Press and hold the "Control/Ctrl" key on your keyboard
 - c. Click on any number of additional subjects
 - d. Release the "Control/Ctrl" key when done selecting
 - To select all subjects:
 - a. Click on the first subject in the list
 - b. Press and hold the "Control/Ctrl" key on your keyboard
 - c. Press and hold the "Down Arrow" key on your keyboard until all subjects are highlighted
 - d. Release the "Down Arrow" key
 - e. Release the "Control/Ctrl" key
 - To deselect a chosen subject:
 - a. Press and hold the "Control/Ctrl" key on your keyboard
 - b. Click on each subject you wish to deselect
8. Enter in other parameters as desired
9. Click the "Section Search" button

REFINE BY MEETING DAY & TIME

If you have a limited time-frame available in which to fit a class, you can refine your search to only those days and times you have available

- If you select a single day, then your results will contain any course that meets on that day, including those courses that meet on multiple days including the selected day.
 - ex. If you select only "M", then the results will show any course that meets on just M and any offering that includes M (MWF, MW, MF, etc)
- If you select multiple days, then the results will contain any course that meets on *all* of the selected days
 - ex. If you select "W" and "F", then your results will show all courses that meet on WF and any offerings that include WF (MWF, etc.); you *will not* see courses that meet on only W or only F

REFINE BY ATTRIBUTE

Attributes indicate the general education requirements that a course meets. Use this option if you need to find a course to fulfill a specific ability or breadth requirement

- Students using the 2011-2012 catalog and beyond need to select attributes that begin with "GE11"
- When searching by attribute, the "Attribute" column of the results page will only include the selected attributes for that search. Be mindful that the courses in your results may meet more attributes than those searched for.
 - Ex. If you select "GE11 H-Humanities" one of the results you may see is HIS 105/106: Western Civilization History. The results page will only list "GE11 H-Humanities" in the "Attribute" column for these courses, but they also have the Reading, Writing, and Global attributes.

REFINE BY OTHER CRITERIA

You can also refine your search by:

- Course Number
- Course Title
- Credit Range (within a min and max number of credits)
- Campus (on campus vs. online)
- Course Level (undergraduate vs. graduate)
- Instructor