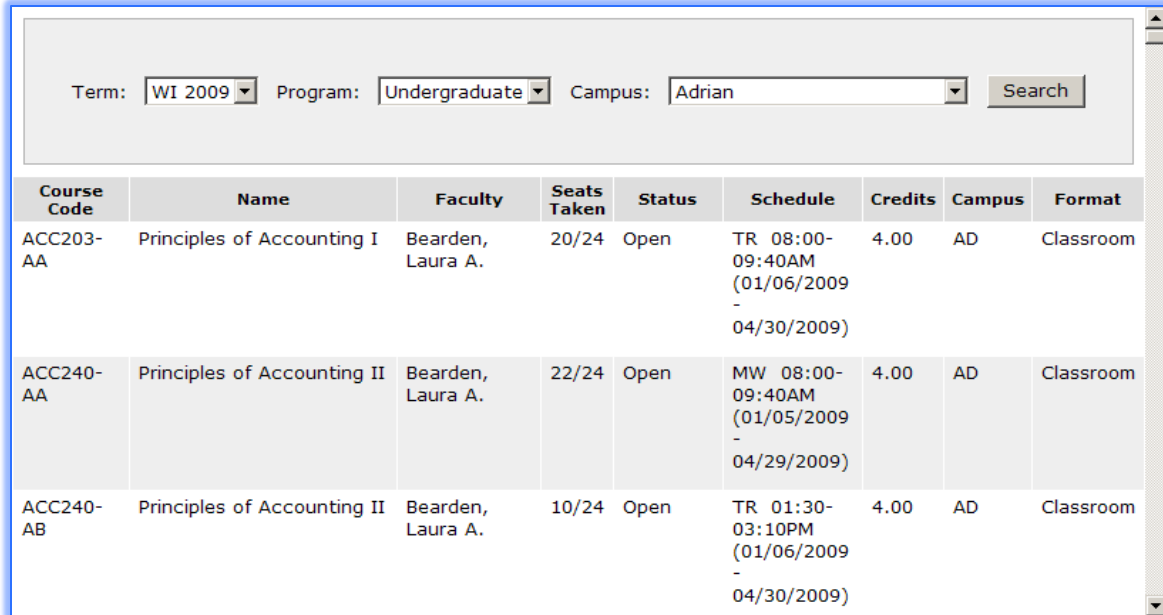


Quick Reference Course Search

This area is used to quickly search courses by term, program, and campus.

- ❖ Click on the **Quick Reference Course Search** link to display a popup window that contains a list of all courses at a particular location.
- ❖ The **Quick Reference** page will display in a new window (see illustration on next page).



The screenshot shows a search interface with the following search criteria: Term: WI 2009, Program: Undergraduate, Campus: Adrian. The search results are displayed in a table with the following columns: Course Code, Name, Faculty, Seats Taken, Status, Schedule, Credits, Campus, and Format.

Course Code	Name	Faculty	Seats Taken	Status	Schedule	Credits	Campus	Format
ACC203-AA	Principles of Accounting I	Bearden, Laura A.	20/24	Open	TR 08:00-09:40AM (01/06/2009 - 04/30/2009)	4.00	AD	Classroom
ACC240-AA	Principles of Accounting II	Bearden, Laura A.	22/24	Open	MW 08:00-09:40AM (01/05/2009 - 04/29/2009)	4.00	AD	Classroom
ACC240-AB	Principles of Accounting II	Bearden, Laura A.	10/24	Open	TR 01:30-03:10PM (01/06/2009 - 04/30/2009)	4.00	AD	Classroom

- ❖ In the **Term** list, select the term which is to be searched.
- ❖ Select either **Undergraduate** or **Graduate** from the **Program** list.
- ❖ In the **Campus** list, select the appropriate campus.
- ❖ Click the **Search** button to execute the search.
 - A list of classes should appear in the window.
 - This list can be referenced while you are working with a student.