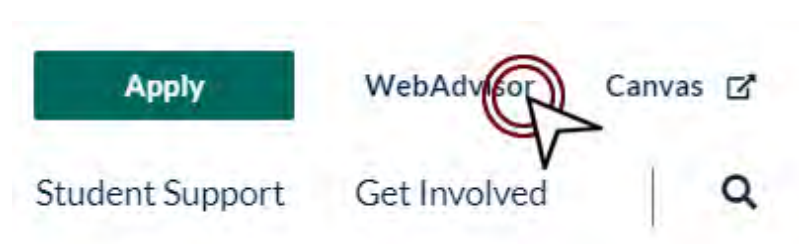


How to Search for Classes in Self Service

Part A: Logging In

Step 1: From the [College Home Page](#), Click → “[Web Advisor](#)” in the top right corner:

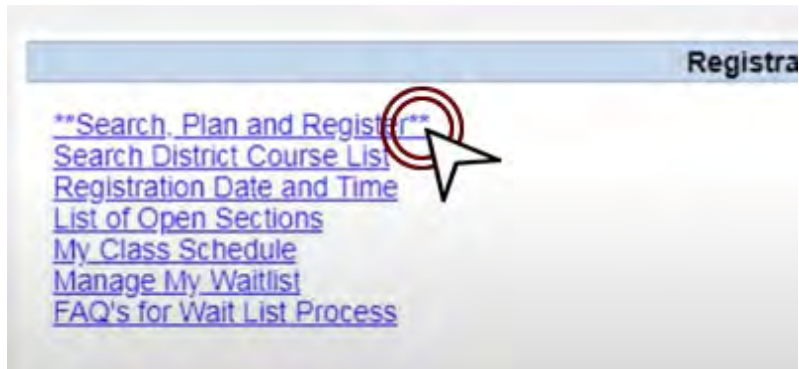


Step 2: Click → “Log In” and enter your information:
(If you have problems logging in, contact [Admissions and Records](#))



Part B: Registration

Step 1: **Click** → “Search, Plan, and Register”

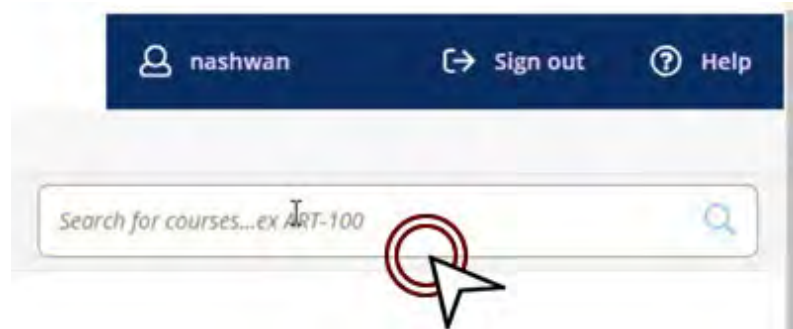


- You will be directed to the **Self-Service Portal**
- You will see your schedule in a weekly format based on the semester you're on



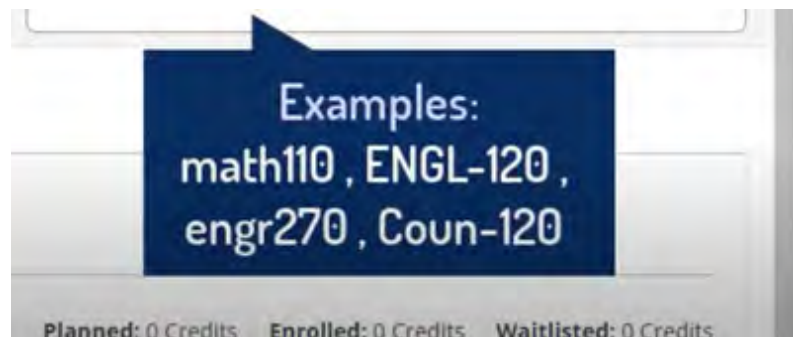
Part C: Add Courses

Step 1: Add Courses from the Quick Search Box



Search examples:

- math110
- ENGL-120
- engr270
- Coun-120



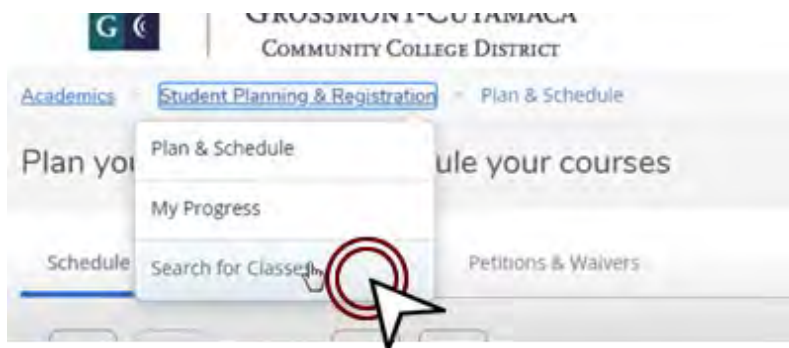
Part D: Catalog Advanced Search

Search for more than one course

Step 1: **Click** → “Student Planning & Registration” link



Step 1a: **Click** → “Search for Classes” from the drop-down menu



Step 2: Select the term, input the course and the course number you want to register for

Click → “Add More...” to search for more than three courses

The screenshot shows the 'Catalog Advanced Search' interface. It includes a 'Term' dropdown menu with 'Fall 2020' selected, and 'Meeting Start Date' and 'Meeting End Date' fields both set to 'Anyday'. The 'Courses' section has a dropdown menu with 'Mathematics' selected, a text input field with '280', and a dropdown menu with 'Section' selected. Below this are two more rows for 'Subject' and 'Course number', each with a dropdown menu and a text input field. At the bottom left is a blue button labeled '+ Add More...'. Red circles with numbers 1 through 4 and white mouse cursor arrows point to the 'Term' dropdown, the 'Courses' dropdown, the '280' text input, and the '+ Add More...' button, respectively.

Step 2a: The remaining form fields are optional and used to narrow search results

Click → “Search” when you are finished selecting your courses

This screenshot shows the search form with several fields highlighted in yellow. The 'Courses' dropdown is set to 'Mathematics', the '280' text input is highlighted, and the 'Section' dropdown is highlighted. Below this, the 'Subject' dropdown and 'Course number' text input are also highlighted. The 'Add More...' button is highlighted in blue. The 'Days Of Week' section has checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, all of which are highlighted in yellow. The 'Location' dropdown is set to 'Select Location' and is highlighted in yellow. The 'Course Type' dropdown is set to 'Select Course Type' and is highlighted in yellow. At the bottom, the 'Search' button is highlighted in blue and has a red circle with a white mouse cursor arrow pointing to it.

Step 2b: The right pane displays courses offerings by location
Further narrow your search results by selecting filter options in the left pane



Filters may limit the viewed courses by, Availability, Location, Instructor, Course Type e.g., Online Only

Step 3: After applying the desired filters, **Click** → “View Available Sections” for each course

Step 3b: Notice the Available Seats; Meeting Times; Locations; and the Instructor's Name



Click → “Add Section to Plan” for the course you want

Seats	Times	Locations	Instructors
45	T/Th 6:00 PM - 7:50 PM 8/17/2020 - 12/14/2020	Cuyamaca College, Distance Education/Online WEB Lecture	Youssef, S

A dialog box displays Section details such as Instructor's Name; Meeting Information; Dates; Seats, Description, Prerequisites and more

Section Details

MATH-280-1329 Analytic Geometry&Calculus II
Fall 2020

Instructors Youssef, S (Youssef.Youssef@cuyamaca.edu)

Meeting information T, Th 6:00 PM - 7:50 PM
8/17/2020 - 12/14/2020
Cuyamaca College, Distance Education/Online WEB (Lecture)

Dates 8/17/2020 - 12/14/2020

Seats Available 45 of 45 Total

Credits 4

Grading Graded

Requisites
Prerequisite: "C" grade or higher or "Pass" in MATH 180 or equivalent.
- Must be completed prior to taking this course.

Course Description A second course in differential and integral calculus of a single variable; integration techniques of integration; infinite sequences and series; polar and parametric equations; applications of integration. Primarily for science, technology, engineering and math majors.

Additional Information Section 1329 will meet TTh 6:00pm-7:50 online. Familiarity with computers, internet required.

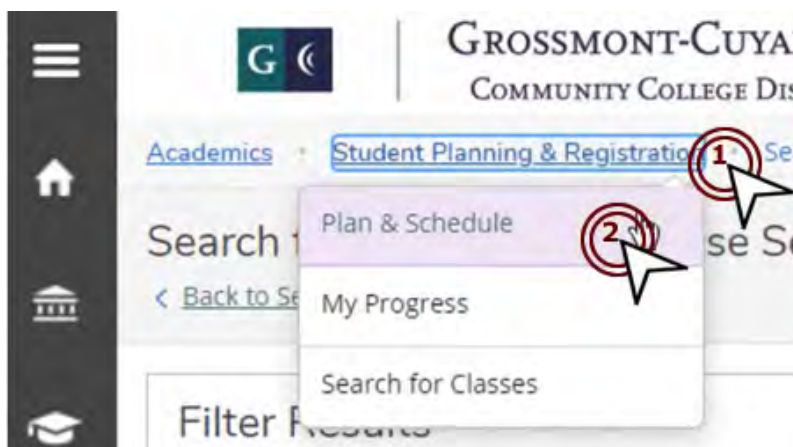
Transfer Status Transfers to both UC/CSU

Leave the “Graded” drop-down menu as; **Click** → “Add Section”

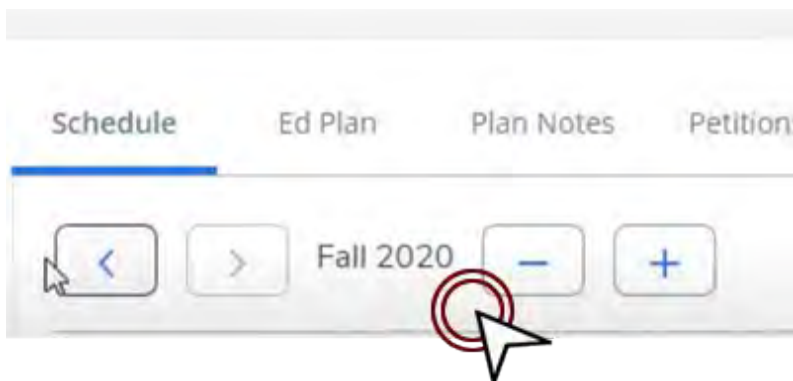
If you searched for more than one course, repeat the steps to add each section to your Plan

Part E: Register / Enroll


Step 1: Finalize your selections; **Click** → “Student Planning & Registration”





Step 1a: Proceed to the term you're registering for




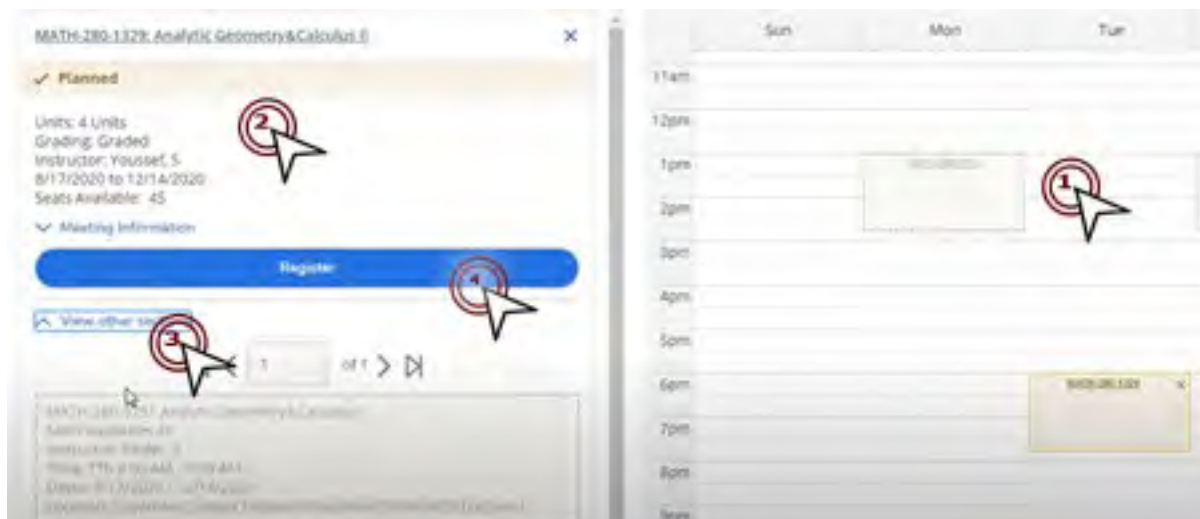
Step 2b: Review and revise plan if needed

 Right pane displays classes in your plan on a weekly schedule

 Left pane displays the same classes in list view for easy access

 **Click** → “View other sections” to make changes

 **Click** → “Register” to Enroll



MATH-280-1329: Analytic Geometry&Calculus II

✓ Planned

Units: 4 Units
Grading: Graded
Instructor: Youssef, S
8/17/2020 to 12/14/2020
Seats Available: 45



Meeting Information

Register

View other sections

1 of 1

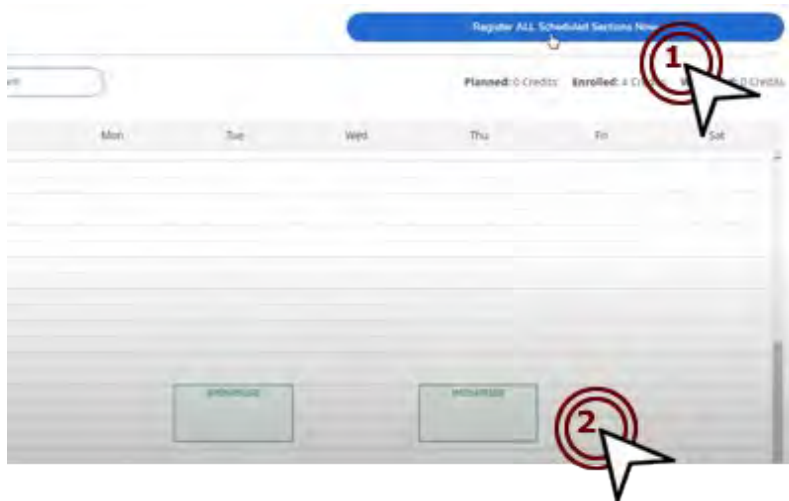
MATH-280-1329: Analytic Geometry&Calculus II
MATH-280-1329: Analytic Geometry&Calculus II
Instructor: Youssef, S
Ming, TTU, p100AA1, 1000AA1
Dates: 8/17/2020 to 12/14/2020
Seats Available: 45

	Sun	Mon	Tue
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			
7pm			
8pm			
9pm			

Step 2c: Confirmation

1 To enroll and register multiple classes at once, **Click** → “Register All Scheduled Sections Now”

2 Classes turn green if registration was successful



Unsuccessful submissions displays a warning message in the top-right corner



If you continue to have problems, contact [Admissions & Records](#)