

# How to Search for Classes in Self Service

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## Part A: Logging In

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



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

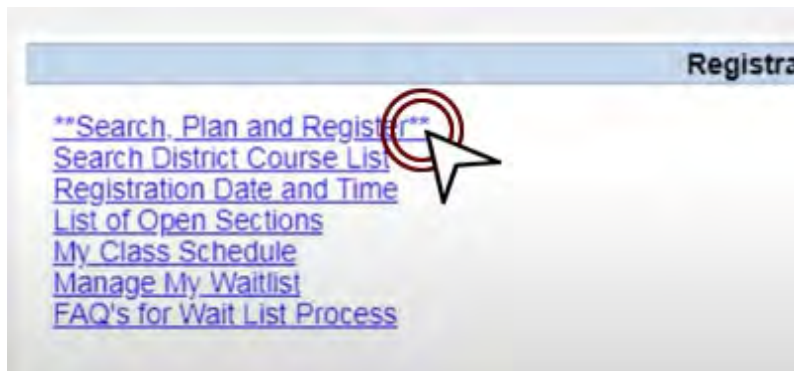


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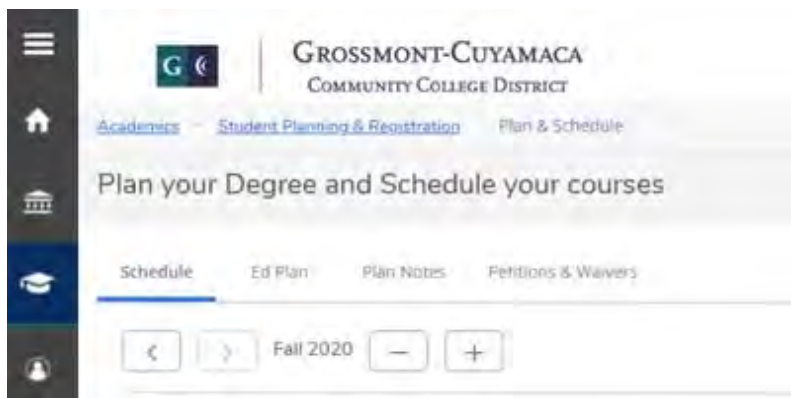
## Part B: Registration

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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



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## Part C: Add Courses

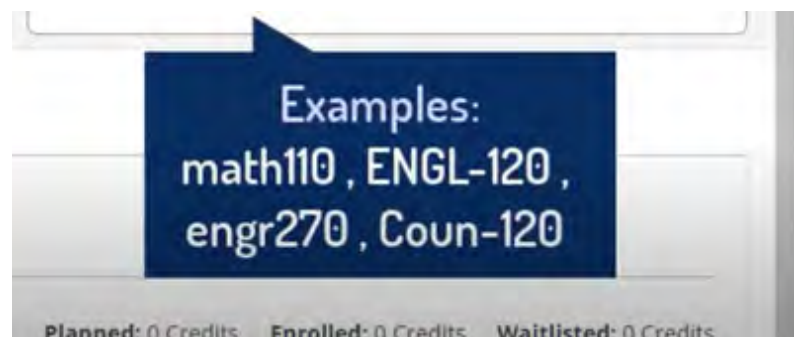
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### Step 1: Add Courses from the Quick Search Box



#### Search examples:

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



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## Part D: Catalog Advanced Search

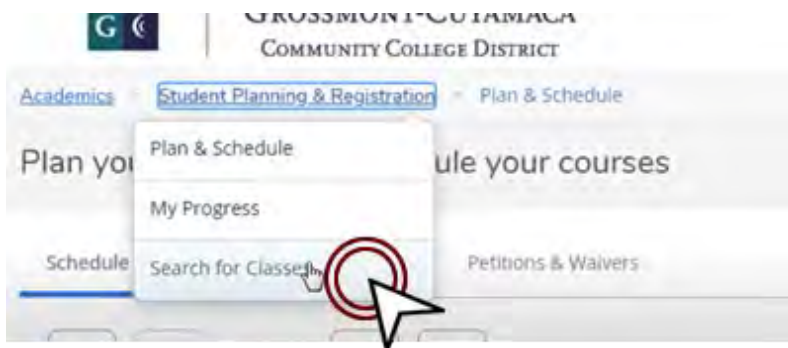
Search for more than one course

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



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



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**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' form. It includes fields for 'Term' (Fall 2020), 'Meeting Start Date', 'Meeting End Date', 'Courses' (Mathematics), 'Subject', and 'Course number'. A blue button labeled '+ Add More...' is highlighted with a red circle and a mouse cursor. The form is titled 'Catalog Advanced Search' and has a 'Subject Search' tab selected.

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

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

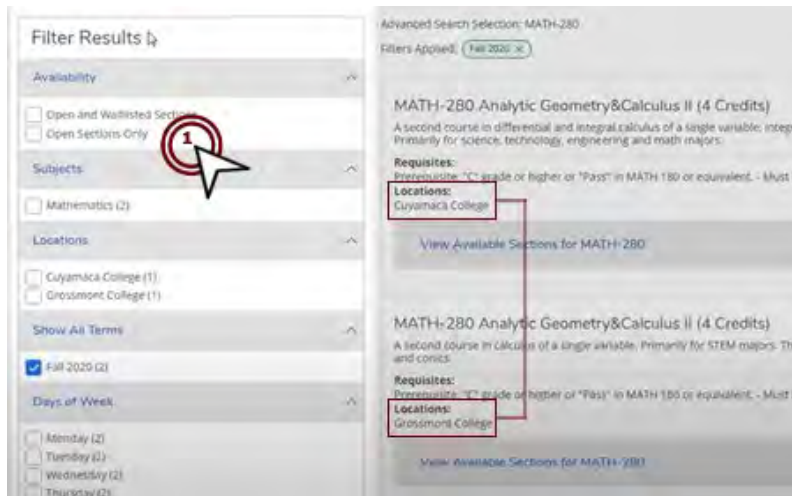
The screenshot shows the 'Catalog Advanced Search' form with the 'Search' button highlighted. The form includes fields for 'Mathematics', 'Subject', and 'Course number'. Below these fields are checkboxes for 'Days Of Week' (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) and a 'Location' dropdown menu. At the bottom, there is a 'Course Type' dropdown menu and a 'Search' button. A red circle and a mouse cursor are pointing to the 'Search' button.

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

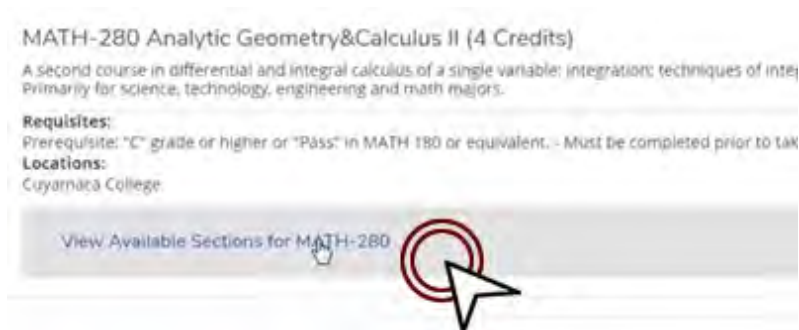


Filters may limit the viewed courses by, Availability, Location, Instructor, Course Type  
e.g., Online Only



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**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

View Available Sections for MATH-280

Fall 2020

Analytic Geometry&Calculus II 1329

Add Section to Plan

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 containing 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 (Germard.Youssef@csd.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”

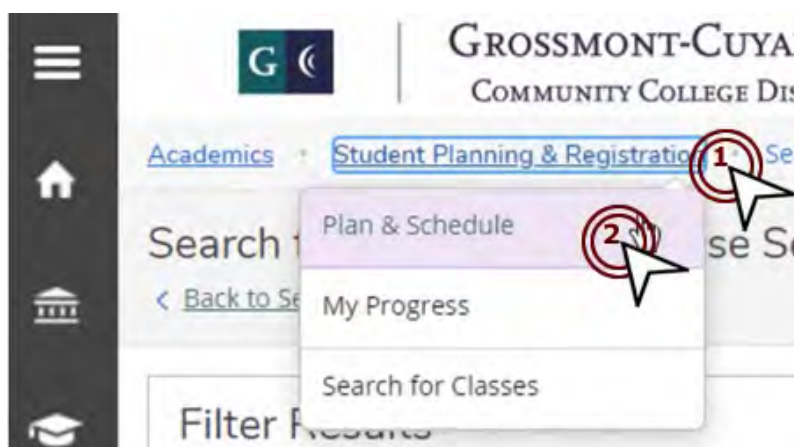
If you searched for more than one course, repeat the steps to add each section to your Plan

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## Part E: Register / Enroll

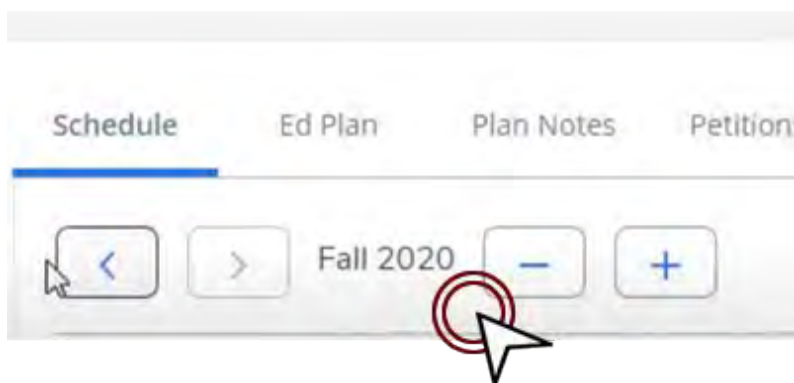
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**Step 1:** Finalize your selections; **Click** → “Student Planning & Registration”



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



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**Step 2b:** Review and revise plan if needed



Right pane displays classes in your plan on a weekly schedule



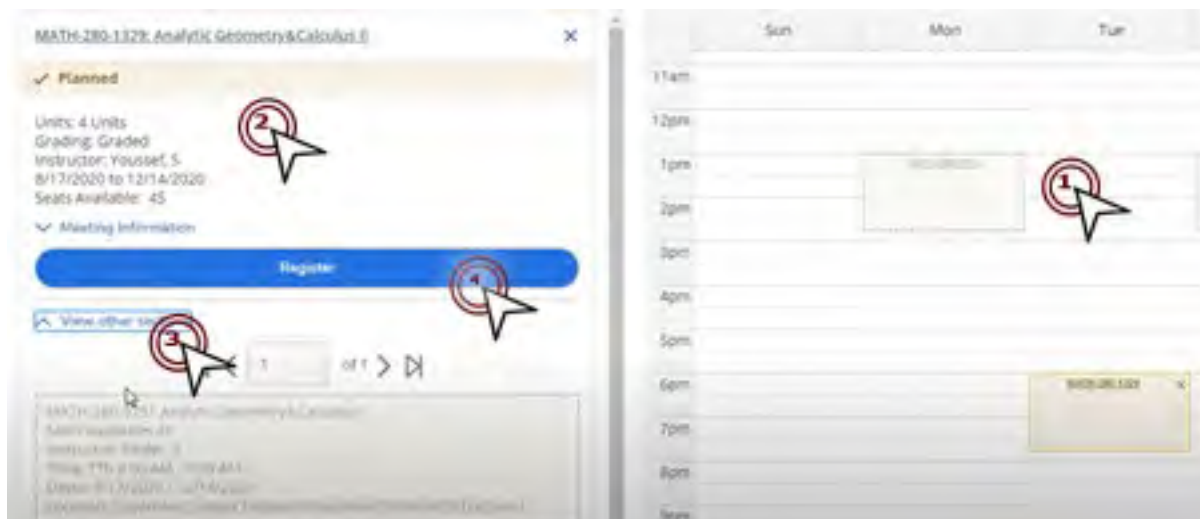
Left pane displays the same classes in list view for easy access



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



**Click** → “Register” to Enroll



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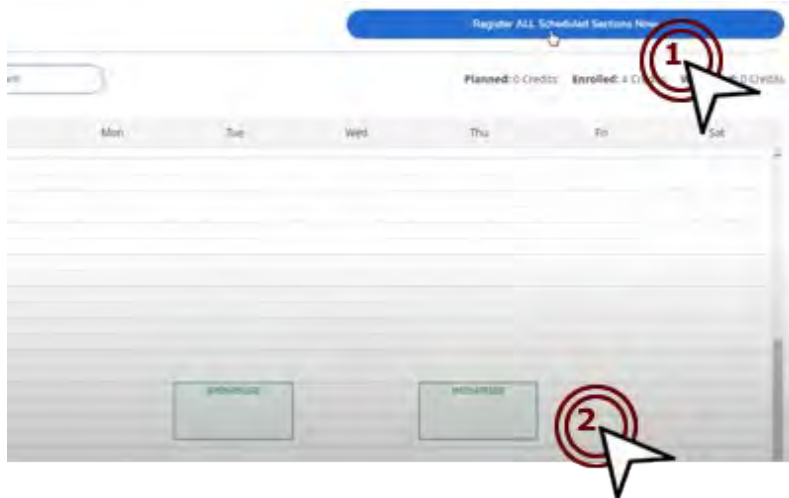
## Step 2c: Confirmation



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



Classes turn green if registration was successful  
Unsuccessful submissions displays a warning message on the top-right



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



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