

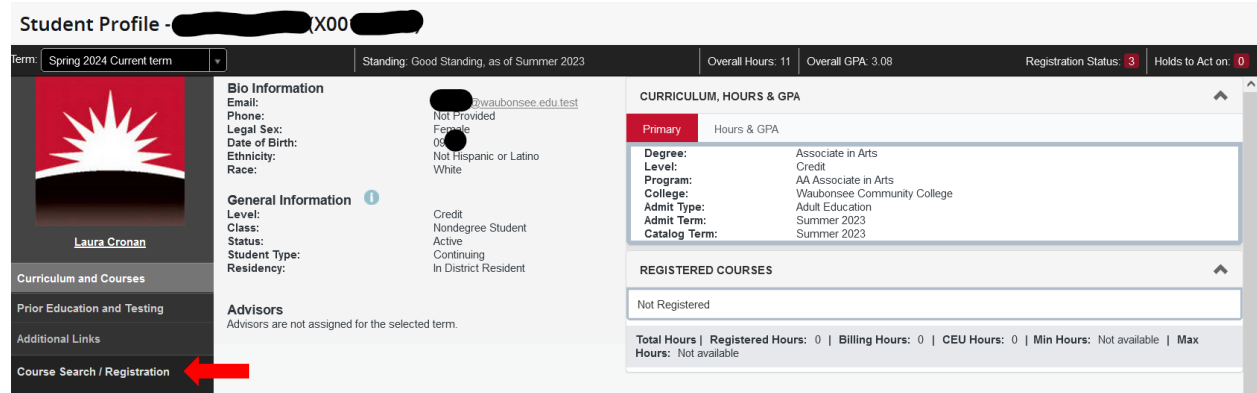
## New Self-Service: Search for Classes

As we roll out the newest iteration of the Self-Service system (version 9) there are upgrades to the course registration system — upgrades designed to make the process easier for students!

***In this tutorial, you'll learn how to find out if, when, and where the classes you want to take are offered during a specific semester.***

From the Student Profile, click on “Course Search/Registration” to access the Registration Main Window.

[Student](#) • [Student Profile](#)



Student Profile - [REDACTED] X00 [REDACTED]

Term: Spring 2024 Current term | Standing: Good Standing, as of Summer 2023 | Overall Hours: 11 | Overall GPA: 3.08 | Registration Status: 3 | Holds to Act on: 0

**Bio Information**  
Email: [REDACTED]@waubonsee.edu test  
Phone: Not Provided  
Legal Sex: Female  
Date of Birth: 09/09  
Ethnicity: Not Hispanic or Latino  
Race: White

**General Information**  
Level: Credit  
Class: Nondegree Student  
Status: Active  
Student Type: Continuing  
Residency: In District Resident

**Advisors**  
Advisors are not assigned for the selected term.

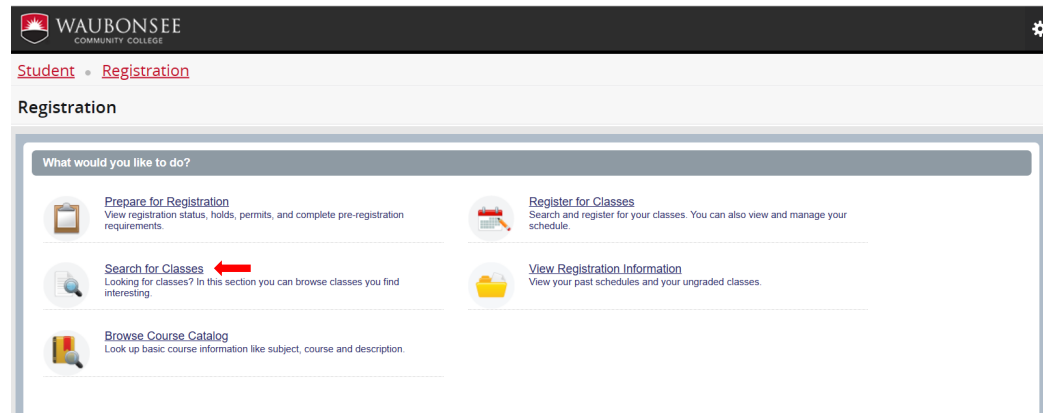
**CURRICULUM, HOURS & GPA**  
Primary Hours & GPA  
Degree: Associate in Arts  
Level: Credit  
Program: AA Associate in Arts  
College: Waubonsee Community College  
Admit Type: Adult Education  
Admit Term: Summer 2023  
Catalog Term: Summer 2023

**REGISTERED COURSES**  
Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

Navigation: Curriculum and Courses, Prior Education and Testing, Additional Links, **Course Search / Registration** (indicated by a red arrow)

Once you have landed on the Registration Main Window, click on “Search for Classes”



WAUBONSEE COMMUNITY COLLEGE

[Student](#) • [Registration](#)

Registration

What would you like to do?

- Prepare for Registration**  
View registration status, holds, permits, and complete pre-registration requirements.
- Search for Classes** (indicated by a red arrow)  
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- View Registration Information**  
View your past schedules and your ungraded classes.

Select a Subject in the Subject box and enter Course Number if you are looking for a specific course. Add additional criteria as desired.  
Click on “Search” below Keyword box

## Browse Classes

### Enter Your Search Criteria

Term: Fall 2023

Subject

Course Number

Instructional Method

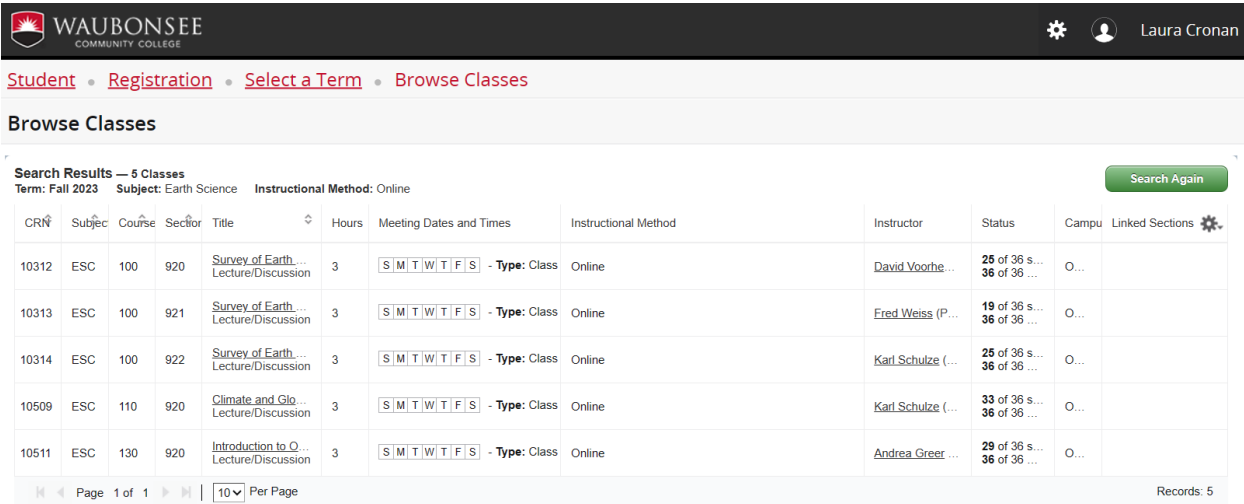
Search by Keyword

Open Sections Only

By clicking “Advanced Search,” you can search for classes using a wider variety of criteria.

Once a subject(s) is selected, a list of the offered courses for the selected term will appear. If you would like to see the entire class schedule of all courses offered for the semester, do not enter anything in the Subject or Course Number fields — just click “Search”

In the following screenshot, we have searched by Subject (Earth Science) and Instructional Method (Online). The results show a listing of all online Earth Science courses offered in Fall 2023.



**Search Results — 5 Classes**  
 Term: Fall 2023 Subject: Earth Science Instructional Method: Online

| CR#   | Subje | Course | Section | Title                                      | Hours | Meeting Dates and Times                 | Instructional Method | Instructor         | Status                        | Campu | Linked Sections |
|-------|-------|--------|---------|--|-------|---|----------------------|--------------------|-------------------------------|-------|-----------------|
| 10312 | ESC   | 100    | 920     | Survey of Earth ...<br>Lecture/Discussion  | 3     | S   M   T   W   T   F   S - Type: Class | Online               | David Voothe...    | 25 of 36 s...<br>36 of 36 ... | O...  |                 |
| 10313 | ESC   | 100    | 921     | Survey of Earth ...<br>Lecture/Discussion  | 3     | S   M   T   W   T   F   S - Type: Class | Online               | Fred Weiss (P...   | 19 of 36 s...<br>36 of 36 ... | O...  |                 |
| 10314 | ESC   | 100    | 922     | Survey of Earth ...<br>Lecture/Discussion  | 3     | S   M   T   W   T   F   S - Type: Class | Online               | Karl Schulze (...) | 25 of 36 s...<br>36 of 36 ... | O...  |                 |
| 10509 | ESC   | 110    | 920     | Climate and Glo...<br>Lecture/Discussion   | 3     | S   M   T   W   T   F   S - Type: Class | Online               | Karl Schulze (...) | 33 of 36 s...<br>36 of 36 ... | O...  |                 |
| 10511 | ESC   | 130    | 920     | Introduction to O...<br>Lecture/Discussion | 3     | S   M   T   W   T   F   S - Type: Class | Online               | Andrea Greer ...   | 29 of 36 s...<br>36 of 36 ... | O...  |                 |

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In the following screenshot, we have searched by Subject (Film Studies) and Instructional Method (Synchronous Online). There are no results. You can click “Search Again” to resubmit using new criteria to find other course options.

## Browse Classes

**Search Results** — 0 Classes

**Term:** Fall 2023   **Subject:** Film Studies   **Instructional Method:** Synchronous Online

[Search Again](#)

Please search again.

Once you have found the courses you wish to register for, note their CRNs.