



## Using the Course Catalog/Course Search

### Student Self Service

The course catalog/course search in Self Service is used to find course sections for a specified term. The course search can be used for registration and planning courses for a future term. To access the catalog search:

1. Click the self-service icon in my.ju.edu

Utility icons: Office 365, MyOffice, Power, Google. Date: AUGUST 28. Navigation: Email | Eforms | SelfService | Transcripts. User: Hello Robert. Menu items: SAVE LAYOUT, CAMPUS SECURITY, MYJU SURVEYS, FREE MICROSOFT OFFICE FOR ALL JU EMPLOYEES. MY SITES: AcadSyllabi.

2. Select the Course Catalog link

Course Catalog  
Here you can view and search the course catalog.

3. Select the Advanced Search option

The screenshot shows the Jacksonville University Course Catalog search page. At the top, the university logo is displayed. Below it, the breadcrumb path 'Academics > Course Catalog' is visible. The main heading is 'Search for Courses and Course Sections'. Underneath, there are two search options: 'Subject Search' and 'Advanced Search', with the latter circled in red. The 'Catalog Advanced Search' section contains several input fields: a 'Term' dropdown menu, 'Meeting Start Date' and 'Meeting End Date' text boxes with 'M/d/yyyy' placeholders, and three rows of 'Courses And Sections' search criteria. Each row includes a 'Subject' dropdown, a 'Course number' text box, and a 'Section' text box. A '+ Add More...' button is located below these rows. The 'Days Of Week' section features checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Finally, there is a 'Location' dropdown menu at the bottom.

4. Complete the search criteria and click search at the bottom

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### Search for Courses and Course Sections

Subject Search   **Advanced Search**

#### Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
2020 Fall Traditional Term	M/d/yyyy	M/d/yyyy

#### Courses And Sections

Art History	376	Section
Accounting	201	Section
Mathematics	205	Section

[+ Add More...](#)

**Days Of Week**


<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

5. You can further filter results after your initial results are displayed.

The screenshot shows a web interface for searching courses. On the left is a vertical navigation bar with icons for home, university, search, graduation, and user profile. The main header is 'Search for Courses and Course Sections' with a 'Back to Course Catalog' link. Below the header is a 'Filter Results' section (circled in red) with expandable categories: Availability (Open and Waitlisted Sections, Open Sections Only), Subjects (Accounting (1), Art History (1), Mathematics (1)), Locations (Jacksonville University (3), Hybrid Classes (1), On-Line (1)), Show All Terms, Days of Week (Monday (2), Tuesday (3), Wednesday (2), Thursday (3), Friday (2)), and Time of Day. The '2020 Fall Traditional Term (3)' filter is selected (circled in red). To the right, the search results are displayed for 'Advanced Search Selection: ARH-376, ACCT-201, MATH-205'. A filter tag '2020 Fall Traditional Term' is shown (circled in red). Three course results are listed: ARH-376 Special Topics in Art History (3 Credits), ACCT-201 Principles of Accounting I (3 Credits) (circled in red), and MATH-205 Elementary Statistics (3 Credits). Each result includes a description, prerequisites, and a 'View Available Sections' button (the button for ACCT-201 is circled in red).

To review a section's information:

1. In red you'll be able to see open seats, or if full, the waitlist amount for the class and section.
2. In blue, you'll see any warnings attached to the section, such as being at capacity, and having an active waitlist.
3. In green you'll see additional information, which can be cross-listing information, as the example here, or a notice if it's one of the discounted Summer classes.
4. In yellow, a link will appear that'll take you to the specific reading material attached to the class.
5. The orange box will give you an overview of who is teaching the class, when and where it is being taught, as well as the date range for the class.

Section Details	
<b>Instructors</b>	D'Aquila, J      ( <a href="mailto:JDAQUIL@JU.EDU">JDAQUIL@JU.EDU</a> )
<b>Meeting Information</b>	M, W, F 10:00 AM 10:50 AM 8/24/2020 - 12/11/2020 Jacksonville University, Davis College of Business 263 (Lecture)
<b>Dates</b>	8/24/2020 - 12/11/2020
 <b>This section has a waitlist.</b>	
<b>Seats Available</b>	0 of 27 Total
<b>Waitlisted</b>	0
<b>Credits</b>	3
<b>Grading</b>	Graded
<b>Requisites</b>	None
<b>Course Description</b>	A "C" (2.0) or better is required in order to use this course as part of the core requirement for any business major. An introduction to the use of accounting information and to the language of business as found in reports and financial statements as a basis for measuring performances and making business decisions. Topics covered include accounting for receivables, inventories, long-term assets, and stockholders' equity.
<b>Additional Information</b>	Cross-listed with ACCT 201H
<b>Books</b>	<a href="#">Bookstore Information</a>

Close