

Course Section Search - Instructions and Best Practices

The Course Section Search is a tool within Self-Service which allows learners to utilize basic or advanced filters to view upcoming availability of courses for the purposes of creating or modifying degree plans.

Access the Course Section Search in Self-Service

- Navigate to [Self-Service](#)
- Click on the Search Tab
- Click on the Section Search menu option
- You can also bookmark the [Course Section Search](#) to access it directly

Utilizing Search

For best results, we recommend that Professional Studies Students only utilize the BASIC SEARCH features for most searches:

- Keywords – A keyword search is the broadest search function and will return matches based on content within course names and descriptions
- Course Code – The course code field searches for an exact match to the data entered. **Please note: course codes that begin with three alpha characters will have a space before the numeric characters, but course codes that begin with 4 alpha characters will not contain a space before the numeric characters, i.e. BUS 328 and EDUC220, respectively.**
- Period – Select the period/semester that you'd like to search. Leave this blank to return all available periods.
- Session – To search by session, Professional Studies learners should select from one of the PS Sessions in the drop down. Leave this blank to return all available sessions.
- Select SEARCH to display results.

Utilizing Advanced Search

For best results, we recommend that Professional Studies Students only select from the following Advanced Search fields:

Southwestern College Self-Service

Home Search

Course Catalog Section Search

Login

User Name

Password

Log In

[Forgot My Password](#)
[Request Account](#)

Section Search

Basic Search Advanced Search

Keywords Course Code Registration Type

Traditional
 Continuing Education
 Both

Period Session

Starts From Ends By

Starts From Ends By

Meeting Campus

Status Sub Type

Credit Type Instructor

Program Class Level

Department Population

College Nontraditional Programs

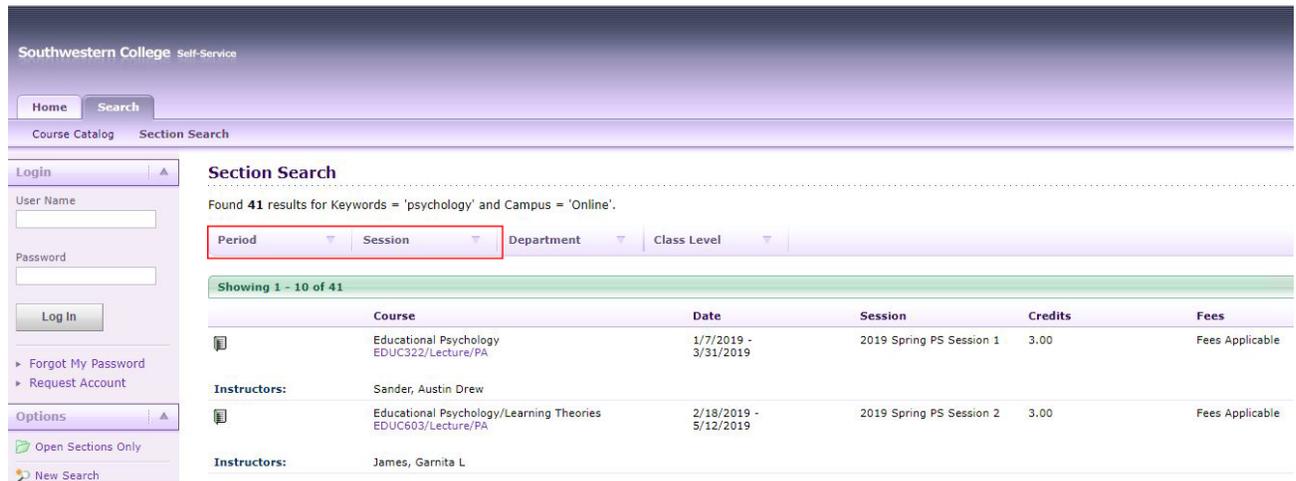
Curriculum General Education

Search Clear

- Keywords – A keyword search is the broadest search function and will return matches based on content within course names and descriptions
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- Period – Select the period/semester that you'd like to search. Leave this blank to return all available periods.
- Session – To search by session, Professional Studies learners should select from one of the PS Sessions in the drop down. Leave this blank to return all available sessions.
- Campus – Select ONLINE to view all online courses, or FORT RILEY to view onground courses offered at Fort Riley.
- Instructor – Select a specific instructor. Leave this blank to return all courses.
- Select SEARCH to display results.

Filtering Results

Once results are displayed, there are several additional filters that can be used to narrow your results further. For best results, we recommend that you select only from the following filters:



Southwestern College Self-Service

Home Search

Course Catalog Section Search

Login

User Name

Password

Log In

Forgot My Password

Request Account

Options

Open Sections Only

New Search

Section Search

Found 41 results for Keywords = 'psychology' and Campus = 'Online'.

Period Session Department Class Level

Showing 1 - 10 of 41

	Course	Date	Session	Credits	Fees
	Educational Psychology EDUC322/Lecture/PA	1/7/2019 - 3/31/2019	2019 Spring PS Session 1	3.00	Fees Applicable
Instructors:	Sander, Austin Drew				
	Educational Psychology/Learning Theories EDUC603/Lecture/PA	2/18/2019 - 5/12/2019	2019 Spring PS Session 2	3.00	Fees Applicable
Instructors:	James, Garnita L				

- **Period** – Select the period/semester that you'd like to search. Leave this blank to return all available periods.
- **Session** – To search by session, Professional Studies learners should select from one of the PS Sessions in the drop down. Leave this blank to return all available sessions.