

How to Search for Sections Using WebAdvisor: A Guide for Prospective Students

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Who Should Use This Document

This document has been written to assist **prospective** students (students who have applied to CCU but have not yet been fully accepted) to navigate WebAdvisor in order to view which classes CCU has to offer for the upcoming semester(s).

Current students may also find this documentation helpful, but when the time comes to select and register for your classes, you will want to refer to *WebAdvisor Help (PDF)* file for Current Students which can be found at <http://www.ccu.edu/courses/WebAdvisor.pdf>.

Accessing WebAdvisor

If you want to view which classes are being offered at CCU for the upcoming semester(s), you **do not** need a login ID and password, but you **do** need to get to WebAdvisor.

To access WebAdvisor:

1. Go to <http://www.ccu.edu/courses/> and scroll down to the **Prospective Students** section.
2. Click on **WebAdvisor (Search for classes)**.
3. At the "Select your point of entry:" page, click **Prospective Students**.
4. On the right, under **Admission Information**, click **Search for Sections**.

Prospective Students

[WebAdvisor](#) (Search for classes)
[How to Search for Classes Using WebAdvisor \(PDF\)](#)

Admission Information

[Search for Sections](#)
[Program Evaluation](#)



Note: If you select **Students** as your point of entry, you will need a student ID and password to login. This information should be emailed to you once you are accepted as a CCU student.

Searching for Sections

To search for a section, you must specify at least two parameters. One of those parameters must be either **Term** or **Starting On/After Date-Ending By Date**. If you are a Traditional CUS student, select a **Term**. If you are a CAGS student, select either **Term** or **Starting On/After Date-Ending By Date**.

Note for CAGS Students: If looking for the shorter block courses, use the term that the block falls under (e.g., a Block 3 Summer 2009 course would fall under Summer 2009). All CAGS block courses have been assigned a Term.

Once you click **Search for Sections**, you will see the screen below:

The screenshot shows a web form titled "Search for Sections". At the top, there is a "Term" dropdown menu. Below it are two text boxes for "Starting On/After Date" and "Ending By Date". The main part of the form is a table with four columns: "Subjects", "Course Levels", "Course Number", and "Section". Each column has a dropdown menu. Below the table are two more dropdown menus: "Sections Meeting After" and "Sections Ending Before". Underneath these are seven checkboxes for the days of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. Below the checkboxes are four text boxes: "Course Title Keyword(s)", "Location", "Academic Level", and "Instructor's Last Name". At the bottom right of the form is a "SUBMIT" button.

In addition to selecting when the course is taught, you can specify:

- **Subjects** – This is the name of the department offering the course. If you want to see what courses are being offered by several different departments, select each department under **Subjects** (max 5).
- **Course Levels** – This allows you to specify First Year, Second Year... It is best for you not to select a course level.
- **Course Number and Section** – If you are looking for a particular course number/section (e.g., 101), type it here.
- **Sections Meeting After/Sections Ending Before** – This allows you to find courses taught at certain times of the day.
- **Days of the Week** – To find only courses that are taught on specific days of the week, check the boxes that apply here. Please note that you may see courses offered on other days of the week if the course is taught on more than one day.
- **Course Title Keyword(s)** – If you're looking for courses that have a certain word in the title, type it here.
- **Location** – Use the following parameters for Location:
 - ✓ For Traditional Undergraduate courses taught in Lakewood, select **Main Campus**.
 - ✓ For Adult Undergraduate/Graduate classes offered in Lakewood, select **Lakewood**.
 - ✓ For all other courses, either leave this blank or select another campus, Online CUS or Online CA GS.
- **Academic Level** – If you are a Traditional Undergraduate (CUS) student, there is no need to make a selection here. If you are an Adult Undergraduate student, select *Adult Undergraduate* and if you are a Graduate student, select *Graduate*.
- **Instructor's Last Name** – If you are looking for a particular professor, type his/her *last* name here.

It is recommended that you do not specify too many criteria, as you may miss out on an interesting course by doing so. Therefore, select only the criteria that are required (Term or Start/End Date) and those that are very important to you (Location, Subject).

Once you have selected your parameters, click **Submit** and wait a moment.

Viewing Search Results

If no classes match your search, you will see the following message:

No classes meeting the search criteria have been found.

Otherwise, you will see the courses that meet your criteria listed in a table format, like this:

Section Selection Results

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	Academic Level
Fall 2010	Waitlisted	POL-207-01 Political Science	Main Campus	08/24/2010-12/16/2010 Lecture and/or Discussion Tuesday, Thursday 12:15PM - 01:30PM, Beckman Center, Room 202-210	G. Schaller	0 / 85 / 6	3.00		Undergraduate
Fall 2010	Open	POL-207-02 Political Science	Main Campus	08/23/2010-12/15/2010 Lecture and/or Discussion Monday, Wednesday 01:40PM - 02:55PM, Beckman Center, Room 202-210	G. Schaller	28 / 85 / 0	3.00		Undergraduate
Fall 2010	Open	POL-207-03 Political Science	Main Campus	08/24/2010-12/16/2010 Lecture and/or Discussion Tuesday, Thursday 03:05PM - 04:20PM, Beckman Center, Room 115	G. Schaller	9 / 28 / 0	3.00		Undergraduate
Fall 2010	Open	POL-207H-01 Political Science	Main Campus	08/23/2010-12/15/2010 Lecture and/or Discussion Monday, Wednesday 10:50AM - 12:05PM, Beckman Center, Room 290	G. Schaller	2 / 15 / 0	3.00		Undergraduate
Fall 2010	Open	POL-450-01 Student Government Internship	Main Campus	08/24/2010-12/14/2010 Internship Tuesday 03:05PM - 04:20PM, Beckman Center, Room 202	J. McCormick	28 / 28 / 0	1.00		Undergraduate
Fall 2010	Open	POL-483-01 Supreme Court/Constitut Develo	Main Campus	08/23/2010-12/15/2010 Lecture and/or Discussion Monday, Wednesday 08:00AM - 09:15AM, School of Business, Room 104	G. Schaller	12 / 24 / 0	3.00		Undergraduate

OK

Helpful Hints When Searching for Sections

- To see the course description and other information about the course, click the blue course title. This will open in a new window, which you can close when finished.
- If your search results are more than one page long (in which case, you might want to click "Narrow my search" to narrow your search), use the **NEXT** and **PREV** buttons at the top of the page.
- To go back to the main WebAdvisor menu, click **OK** or **PROSPECTS MENU** at the top and bottom of the window.

Notes Regarding Section Numbers

- **Traditional Undergraduate section numbers will be 01, 02, 03, etc.** (e.g., ACC-302-01). Some Online Traditional courses are available and look something like this: HIS201-ON01. Please note the location – Online sections always indicate the type (Online CUS or Online CAGS).
- **Adult Undergraduate section numbers begin with a location code**, such as SC for Southern Colorado, DT for Denver Tech Ctr. A course offered at DTC will look something like this: BIB-310A-DT45.
- **As of July 1, 2010, all Adult sections will end in an A (e.g., BUS474A-LK25).** In this example, the 2 (in 25 at the end of the course number) means it takes place during 2nd block, the 5 indicates a 5-week course. Each block is 5 weeks. Adult courses ending in "0" indicate that it is a 10-week course.
- **Graduate section numbers begin with the location code, followed by the letter A, B or C and a number.** The A/B/C stands for the block, as graduate courses are taught in three blocks throughout the semester. The number is the section number. For example, in ACC-501-DTA7, ACC is the department, 501 is the course number, DT is the location, A is the first block of the semester, and 7 indicates the number of weeks the course runs. Again, a "0" at the end of this indicates a 10-week course.
- **Online section numbers begin with the letters ON.** However, please be sure to check the college (CUS or CAGS).