



## How to Search for COF-Eligible Online Courses

*(If you don't have an active student account)*

1. Point your Internet browser to the [Class Schedule Search Engine](#).
2. Use the drop-down menu to find and select the desired academic term; then click the **Submit** button. (Fig. 1)

Fig. 1

**Class Schedule Search**

*Search by Term:*

Summer 2007 (View only)

None

Summer 2007 (View only)

Spring 2007

Fall/Spring 0607 Interim (View only)

*Search by Date Range*  
( MM/DD/YYYY ):

From:  To:

Click on the Submit button.

RELEASE: 7.3

Annotations:  
- Use the drop-down menu.  
- Select the term.  
- Click on the Submit button.

3. A second **Class Schedule Search** screen opens. (Fig. 2 on next page)

*Continued*

Fig. 2

### Class Schedule Search

Subject: Accounting  
Africana Studies  
Anthropology Select Subject Area(s)

Course Number:

Title:

Schedule Type: All  
Art Studio  
Independent Study/Research

Instructional Method: Non-Traditional  
Online  
Online (Extended Studies) Select "Online" only

Credit Range:  hours to  hours

Campus: All  
Main Campus  
Off Campus Make other selections as desired

Course Level: All  
Graduate  
Undergraduate

Part of Term Non-date based classes only

Instructor: All  
Alcorn, Mark B  
Allen, Garth H

Session: All  
Day  
Evening

Attribute Type: All  
GE1a-Elementary Composition  
GE1b-Intermediate Composition

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Su

Class Search Reset Click on Class Search

**Summer Search Tip**

Use the **Part of Term** options to search for classes in any or all of the four summer term sessions.

4. Click on the **Subject(s)** in which you are interested to highlight them. Note: to select **multiple** subject areas, hold the **Ctrl** key while selecting each area in which you are interested. To select **all** subject areas, click on the first subject area, scroll to the bottom of the list, press the **Shift** key and click on the last subject area in the list. (Fig. 2)
5. Use the scroll button to locate and highlight only the **Online** instructional method. Make any other selections you desire and then click on the **Class Search** button to generate a listing of courses defined by your chosen search criteria. (Fig. 3 on next page)

Fig. 3

## Class Schedule Listing

Summer 2007  
Mar 01, 2007

**Sections Found**

[Business Communications - 40121 - BA 205 - 974](#)

Associated Term: Summer 2007  
 Registration Dates: Feb 26, 2007 to Jul 06, 2007  
 Levels: Undergraduate  
 Attributes: GE1b-Intermediate Composition, LC1b-Intermediate Composition  
 Instructors: Keiko Krahnke (P)

No Room Required Campus  
 Lecture Schedule Type  
 Online Instructional Method  
 3.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Online Course	Jul 02, 2007 - Aug 10, 2007	Lecture	Keiko Krahnke (P)

[Return to Previous](#)
[New Search](#)

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powered by

- Click on the **Return to Previous** link at the bottom of the listing page or on your browser's **Back** button to return to the Class Schedule Search page and change search criteria. Click on the **New Search** link at the bottom of the page to select a different academic term and conduct a class search. (Fig. 3)

**For assistance searching for classes,  
call the Technical Support Center, 970-351-4357.**