

Searching for Courses in Self-Service

The course registration and search is now completely online and up-to-date as you are looking it at. (No more pdf that doesn't change when a course is full.) The online search allows you to find exactly what you are looking for, from courses in your department, to courses that meet Liberal Arts requirements.

Liberal Arts courses can be found starting at step 6. Also note: ICS courses are now known as Liberal Arts electives. You can search specifically for courses that only count as ICS/Liberal Arts Electives, but also any Liberal Arts course will count for an ICS/Liberal Arts Elective.

Step 4 - Finding a course you know the prefix and number to.

Step 7 - Finding All Courses in your Department.

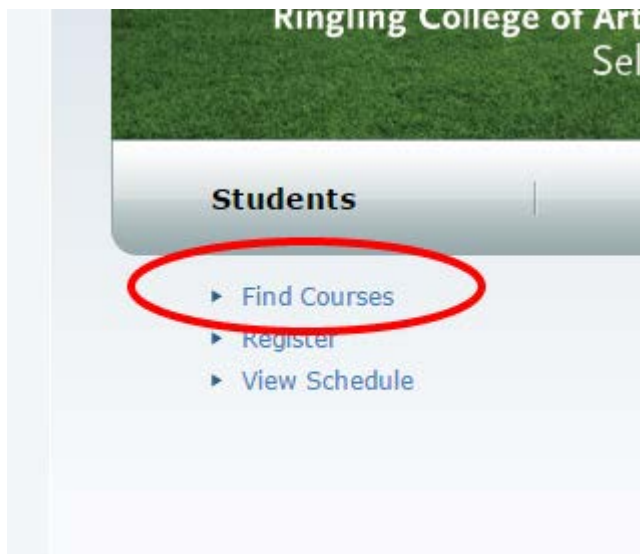
Step 8 - Finding Liberal Arts courses.

Step 11 – Finding Open Electives and Studio Electives

1. Log into my.ringling.edu and click the Self-Service link in the left menu.



2. Once you are in Self-Service, click Find Courses.



3. You will be brought to the Basic Search.

Section Search

The screenshot shows the 'Section Search' interface with the 'Basic Search' tab selected. It features input fields for 'Keywords' and 'Course Code', a 'Registration Type' section with radio buttons for 'Traditional', 'Continuing Education', and 'Both' (which is selected), and dropdown menus for 'Period' and 'Session'. 'Search' and 'Clear' buttons are at the bottom.

4. From the Basic Search you can enter the prefix and number of a specific course if you know it and click Search. In the period drop down box select the semester you want to search.

Section Search

This screenshot is similar to the previous one, but the 'Course Code' field now contains the text 'IL 252', which is circled in red. The 'Both' radio button under 'Registration Type' remains selected.

5. The period filter lets you choose which semester you are searching.

Section Search

This screenshot shows the 'Period' dropdown menu open, with '2016 Fall' selected and highlighted in blue. The 'Course Code' field still contains 'IL 252'. The 'Both' radio button is still selected under 'Registration Type'.

6. You'll be shown a list of results for your search. Note: the horizontal bars separate the courses, so everything between 2 bars pertains to 1 course.

Section Search

Found 5 results for Course Code = 'IL 252'.

Showing 1 - 5 of 5							
	Course	Date	Session	Credits	Fees	Schedule	Available Seats
	Illustration I IL 252/Studio/01	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Monday/Thursday 8:30 AM - 11:15 AM; Ringling College of Art and Design, Arland and Sally Christ-Janer Center, Room 101	18 of 18
Instructors: Thiel, Joseph							
	Illustration I IL 252/Studio/02	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Tuesday/Friday 8:30 AM - 11:15 AM; Ringling College of Art and Design, Arland and Sally Christ-Janer Center, Room 101	18 of 18
Instructors: Barker, Gary Allen							
	Illustration I IL 252/Studio/03	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Monday/Thursday 12:30 PM - 3:15 PM; Ringling College of Art and Design, Arland and Sally Christ-Janer Center, Room 101	18 of 18
Instructors: Hodges, Mike							
	Illustration I IL 252/Studio/04	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Tuesday/Friday 12:30 PM - 3:15 PM; Ringling College of Art and Design, Arland and Sally Christ-Janer Center, Room 101	18 of 18
Instructors: Casmer, Thomas							
	Illustration I IL 252/Studio/05	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Monday/Thursday 3:30 PM - 6:15 PM; Ringling College of Art and Design, Arland and Sally Christ-Janer Center, Room 101	18 of 18
Instructors: Barker, Gary Allen							

7. Advanced Search can be found by clicking the Advanced Search tab in the Section Search

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**

8. Using the Department drop down you can bring up all of the courses in a specific department.

Section Search

Basic Search **Advanced Search**

Keywords **Course Code** **Registration Type**
 Traditional Continuing Education Both

Period **Session**

Starts From 12 **Ends By** 12

Starts From **Ends By**

Meeting **Campus**

Status **Sub Type**

Credit Type **Instructor**

Program **Class Level**

Department

- Academic Affairs
- Advertising Design
- Bus. of Art & Design
- Computer Animation
- Design Arts
- Film
- Fine Arts
- Game Art
- Graphic/Int Com
- Illustration
- Interior Design
- Liberal Arts Program
- Media Arts
- Motion Design
- Photography and Imag
- Studio Arts

Population

Nontraditional Programs

General Education

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9. Using the General Education drop down will pull up all of the courses that fulfill a specific Liberal Arts category.

Note: ICS courses are now known as Liberal Arts electives. You can search specifically for courses that only count as ICS/Liberal Arts Electives, but also any Liberal Arts course will count for an ICS/Liberal Arts Elective.

Section Search

The screenshot shows the 'Section Search' interface with two tabs: 'Basic Search' and 'Advanced Search'. The 'Advanced Search' tab is active. The form includes several search criteria:

- Keywords**: Text input field.
- Course Code**: Text input field.
- Registration Type**: Radio buttons for 'Traditional', 'Continuing Education', and 'Both' (selected).
- Period**: Dropdown menu.
- Session**: Dropdown menu.
- Starts From**: Text input field with a calendar icon (12).
- Ends By**: Text input field with a calendar icon (12).
- Starts From**: Dropdown menu.
- Ends By**: Dropdown menu.
- Meeting**: Dropdown menu.
- Campus**: Dropdown menu.
- Status**: Dropdown menu.
- Sub Type**: Dropdown menu.
- Credit Type**: Dropdown menu.
- Instructor**: Text input field.
- Program**: Dropdown menu.
- Class Level**: Dropdown menu.
- Department**: Dropdown menu.
- Population**: Dropdown menu.
- College**: Dropdown menu.
- Nontraditional Programs**: Dropdown menu.
- Curriculum**: Dropdown menu.
- General Education**: Dropdown menu with a list of options: Art History, Arts & Humanities, Cross Cultural Persp, LA Elective/ICS, Literary Traditions, Open Elective, Scientific Practices, and Writing. This dropdown is circled in red.

At the bottom, there are 'Search' and 'Clear' buttons. A footer contains the text: 'Copyright 1995 - 2014 Ellucian Company L.P. and its affilia'.



10. For example if you choose Cross Cultural Perspective and click Search.

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
Cross Cultural Persp

11. You will get a list of all courses that meet the Cross Cultural Perspective category.

Section Search

Found 7 results for General Education = 'Cross Cultural Persp'.

Showing 1 - 7 of 7							
	Course	Date	Session	Credits	Fees	Schedule	Available Seats
	Native American Cultures CB 265/01	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00			25 of 25
Instructors:							
	Native American Cultures CB 265/Kernel/01	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Tuesday 7:00 PM - 9:45 PM; Ringling College of Art and Design, Goldstein Village 1-2, Room 101	25 of 25
Instructors: Tyler, Brian Patrick							
	Native American Cultures CB 265/Kernel/02	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Tuesday 7:00 PM - 9:00 PM; Ringling College of Art and Design, Goldstein Studio Village 5, Room 105	25 of 25
Instructors:							
	Changing Cultures: Peoples in Mod Wild CB 275/Kernel/01	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Friday 8:30 AM - 11:15 AM; Ringling College of Art and Design, Goldstein Village 1-2, Room 101	25 of 25
Instructors:							
	Modern China CB 285/Kernel/01	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Tuesday 8:30 AM - 11:15 AM; Ringling College of Art and Design, Goldstein Village 1-2, Room 101	25 of 25
Instructors:							
	Modern China CB 285/Kernel/02	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Thursday 7:00 PM - 9:45 PM; Ringling College of Art and Design, Goldstein Village 1-2, Room 101	25 of 25
Instructors:							
	Human Nature: Anthropological Perspectiv CB 335X/Kernel/01	1/12/2015 - 5/4/2015	2015 Spring 01- Session	3.00		Tuesday 12:30 PM - 3:15 PM; Ringling College of Art and Design, Goldstein Village 1-2, Room 101	25 of 25
Instructors: Bloomer, Carolyn							

12. Open Electives and Studio Electives can also be found under the General Education drop down.

Section Search

Basic Search **Advanced Search**

Keywords **Course Code** **Registration Type**
 Traditional Continuing Education Both

Period **Session**

Starts From TERM 12 **Ends By** TERM 12
Starts From **Ends By**

Meeting **Campus**

Status **Sub Type**
Credit Type **Instructor**

Program **Class Level**
Department **Population**
College **Nontraditional Programs**
Curriculum **General Education**

Open Elective
Art History
Arts & Humanities
Cross Cultural Persp
LA Elective/ICS
Literary Traditions
Open Elective
Scientific Practices
Writing

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