Distance Learning Class Search

Concept

The Distance Learning Class Search serves two key purposes:

First, it enables students and staff to enter a variety of search criteria (term, location, teaching modality) and then view an alphabetical list of courses from all seven UMS universities that match those criteria. Students who enroll in courses at a University College center or a high school ITV site will find this especially useful, as they will be able to view all courses being offered at their chosen location.

Second, the Distance Learning Class Search gives current students the ability to add classes to a wish list and then enroll, easily, in distance courses from other University of Maine System campuses for which they have no prior enrollment record. Please watch the UPK preview and print the Quick Guide if you plan to use the Distance Learning Class Search to enroll in a course from an institution other than your home institution.
Navigation

1. From the MaineStreet portal, click the **Student Self-Service** link.

2. Click the **Student Center** link.

3. Click the **Self Service** link.

4. Click the **Distance Learning Class Search** link.
Procedure

### Step 1

The Distance Learning Class Search feature enables you to search for Distance Learning classes and add them to your **Wish List**. After adding classes to your Wish List, you can enroll in them.

You are required to enter the **Academic Term** and **Location** to search for a class.

Click on the **Academic Term** drop-down arrow.
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| 2.   | Select the appropriate *Academic Term.*
3. **Web/On-line** is the default *Location*. If you wish to select a different *Location*, click on the drop-down arrow in the *Location* field to look up and select the desired location.

Click the *Location* drop-down arrow.
Step | Action
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4. | Scroll down if necessary and click on the desired *Location* to select it.

**Note:** The only *On Site* courses included in this search are those offered at University College Centers.
Step 5.

Be aware that entering additional search criteria might limit your search results more than intended.

If you wish to narrow your class search by entering the following criteria:

* **Course Career** (i.e. undergraduate, graduate, law...)

* **Course Subject** (i.e. ENG, MAT, PHY...)

* **Distance Instruction Method** (You may leave this field blank to see all classes available at the selected location, or you may select from Interactive Television, On Site, Online, Online & Class Meetings, and Video Conferencing.)

**Note:** There is a pull-down menu at the top of the list of results, which allows you to sort your results alphabetically by institution, modality, or subject.

After entering all the search criteria you wish to use, click the **Search** button.

Click the **SEARCH** button.
Step | Action
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6.  | All classes that meet the criteria you entered will appear in the **Search Results** section at the bottom of the page. If necessary, scroll down the page to view all classes. You can also sort your search results based on **Institution**, **Instruction Method**, **Status** and **Subject**. To sort the results, click on the drop-down arrow in the **Sort Results By** field and click on your choice to select it.

**Note:** If your search results in a large number of classes, click **View All** in the blue **Search Results** bar to view all classes at once.

If no matches are found, click the **Start a New Search** button and revise your search criteria. It might help to broaden your search criteria.
Step 7. If the course you wish to enroll in appears the results list, click on its link in the Course Title column to open the Class Detail page.
### Step 8

For this example, we will click **OK** and advance to the **Class Detail** page.
9. Specifics about the class appear on the **Class Detail** page. After reviewing the Class Details, you can either return to your search results by clicking the **RETURN TO RESULTS** button, or you can add the class to your Wish List by clicking the **SELECT CLASS** button. In this example, we’ll continue to add the class to the Wish List.

Click the **SELECT CLASS** button.
10. Click the **ADD TO WISH LIST** button.
At this point, you can proceed with enrolling in the class/s you've added to your Wish List, or you can search for another class.

If you've added more than one class to your Wish List, they will all appear listed in the **All Current Wish List Classes** section. As the instructions on the page note, if you've added classes to your Wish List from more than one institution, you can only enroll in classes one institution at a time.

The enrollment appointment schedule at each institution determines when you can enroll in classes at the institution. Check your **Self-Service Student Center** for information about when you can enroll.

During the first month of enrollment, it's likely you'll not be able to enroll in all classes on your Wish List on the same day. After you start the enrollment process for classes at an institution, a popup message will notify you if you are not eligible to enroll at that institution. A contact number will be provided that you can call for further information and assistance.

For this example, we'll proceed with enrolling in the UMFK class. Click the **Goto Enrollment** button.
On the **Wish List/Select Term** page, you will see a line for each institution for which you have added a class to your Wish List. Select the radio button adjacent to the appropriate **Term...Institution** for the class/s you wish to enroll in.

**Note:** You will be allowed to continue the enrollment process only if you have a current enrollment appointment at that institution.
Step 13. Click the **Continue** button.
Step 14. When you clicked **CONTINUE**, you exited the Distance Learning Class Search. You are now in the enrollment site for the institution you selected. Place a checkmark adjacent to the class/s you wish to enroll in.

**Note:** if you click the **Search** button on this page, you will be taken to the traditional class search function. You will NOT return to the Distance Learning class search. If you wish to return to the Distance Learning Class Search, you must click the link in the Campus Solutions menu on the left-hand side of the page.
Step | Action
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15. | Click the **VALIDATE SELECTED** button to have the system check for possible conflicts prior to enrolling.
Step 16. If there are issues related to your enrolling in this class, a red X will appear in the Status section and the information about the issue will appear in the Message section.

In this example, no issues exist.

Click the Back to Wish List button.
Step | Action
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17. | To enroll in the class, place a checkmark in the Select box adjacent to the class.
Step | Action
--- | ---
18. | Click the **Add Selected** button.
Step | Action
---|---
19. | Click the **Finish Enrolling** button.
Step | Action
--- | ---
20. | The *Message* section on the *Add Classes* page now shows the class has been added to your schedule. You have successfully completed the enrollment process for the institution.

Click the *MY CLASS SCHEDULE* button to view the class/s you've enrolled in for this institution.
Step 21.
If there are classes from other institutions on your multi-campus wish list that you want to enroll in, click the *wish list* tab.
22. On the **Wish List** page, click the **CHANGE SELECTION** button.
Step | Action
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23. | On the **Wish List/Select Term** page, select the radio button for the appropriate Term/Institution.
24. | Click the **Continue** button.
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<tbody>
<tr>
<td>25.</td>
<td>Classes you added to your Wish List for that institution, but haven’t enrolled in, appear listed. Select the class you want to enroll in.</td>
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<tr>
<td>26.</td>
<td>Click the <strong>Add Selected</strong> button.</td>
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<tr>
<td>Step</td>
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<tr>
<td>27.</td>
<td>Click the <strong>Finish Enrolling</strong> button.</td>
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**Reference Document**

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Step | Action
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28. | Click the **My Class Schedule** button.
Step | Action
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29. | The **My Class Schedule** page lists all class/es you’ve enrolled in at this institution. To see all classes you are enrolled in, go to the Student Center.

From the **Self-Service** menu click the **Student Center** link.
Step | Action
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1. | In this example, the **2008 Fall Schedule** grid in the **Academics** section of the Student Center shows all classes currently enrolled in.

If additional Distance Learning classes remain on your Wish List, to find out when you are eligible to enroll in those classes, click on the **details** link in the **Enrollment Dates** section.

Click the **Details** link.
2. On the Enrollment Dates page, your enrollment appointment for your home institution appears. Click the Change Selection button to open the Enrollment Dates/Change Selection page.
3. Select the radio button for the *Term*/*Institution* you want to check for your enrollment appointment.

4. Click the **Continue** button.
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<td>5.</td>
<td>Your enrollment appointment, including when Open Enrollment begins, appears on the <strong>Enrollment Dates</strong> page for the institution you selected. To view other enrollment appointment dates, click the <strong>CHANGE SELECTION</strong> button and select a different Term/Institution.</td>
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<td>6.</td>
<td><strong>End of Procedure.</strong></td>
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