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Searching the Catalog-111407

Concept

The **Course Catalog Search** page is used to search for all courses that match your search criteria.

Consider this scenario: you want to access the Course Catalog to view all Biology course offerings available at your Institution, but you do not know the catalog number or course ID. You can use the **Course Catalog Search** page to search for Biology courses in the catalog and view the results of your search.

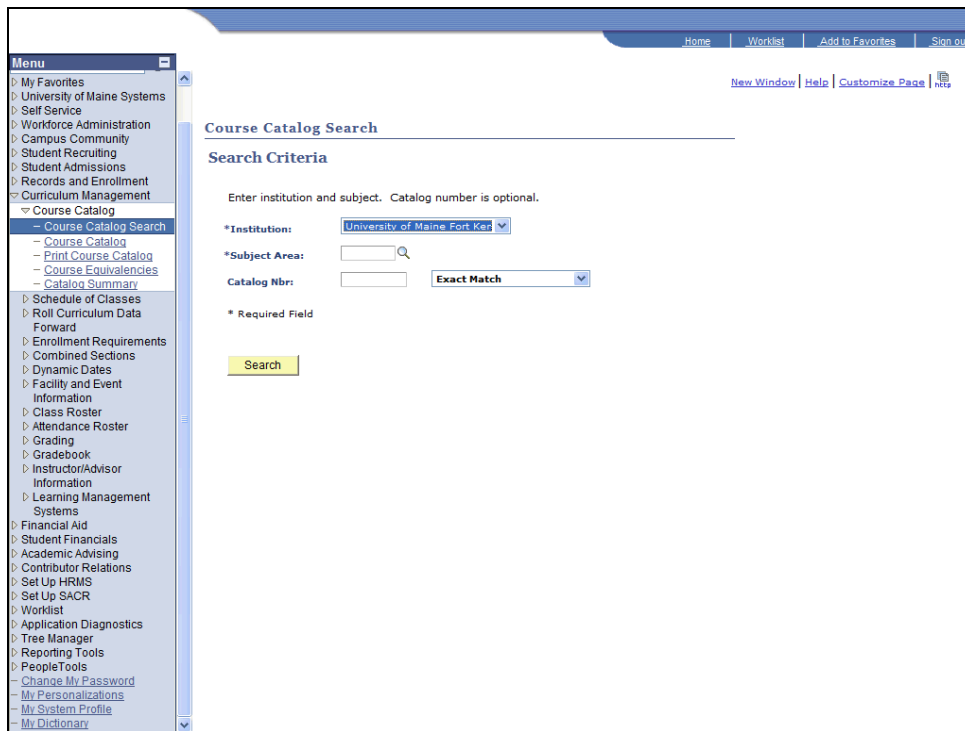
Procedure

To view the Process Document and Quick Guide, click the links below:

PD Please refer to: http://www.maine.edu/pdf/SearchingtheCatalog-111407_BP.pdf

QG Please refer to: http://www.maine.edu/pdf/SearchingtheCatalog-111407_QG.pdf


Step	Action
1.	Navigate: Curriculum Management > Course Catalog > Course Catalog Search or Records and Enrollment > Enroll Students > Search in Catalog

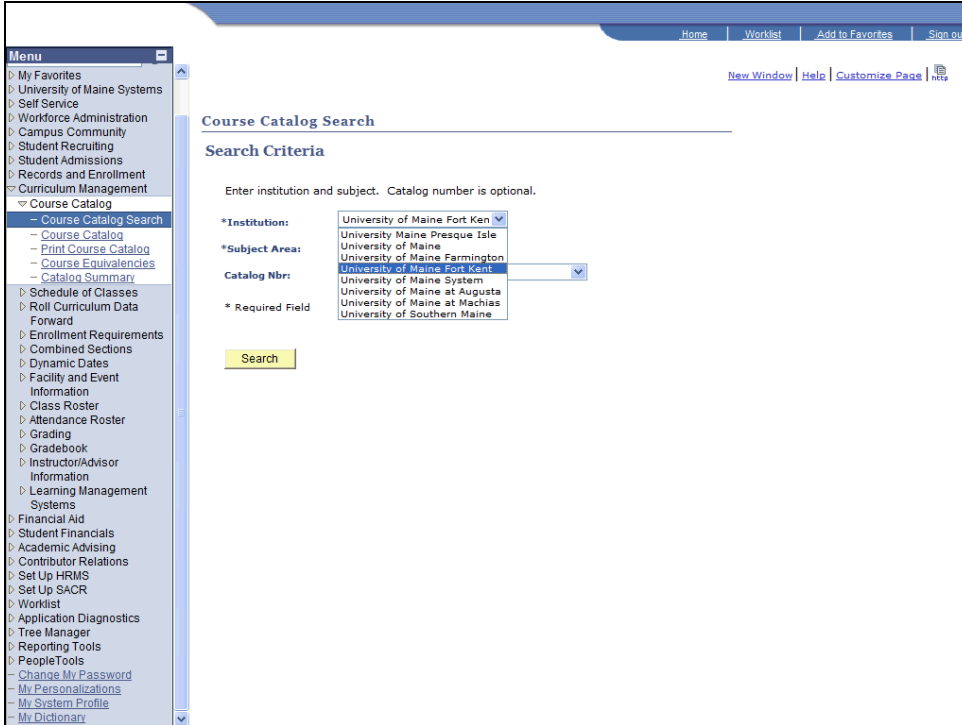


The screenshot shows a web application interface for 'Course Catalog Search'. On the left is a 'Menu' sidebar with various navigation options, including 'Course Catalog Search' which is currently selected. The main content area is titled 'Course Catalog Search' and contains a 'Search Criteria' section. Below this, there is a prompt: 'Enter institution and subject. Catalog number is optional.' The search criteria include:

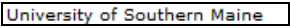
- *Institution: A dropdown menu with 'University of Maine Fort Ken' selected.
- *Subject Area: A text input field with a search icon.
- Catalog Nbr: A text input field and a dropdown menu with 'Exact Match' selected.
- * Required Field: A label indicating which fields are mandatory.

 A yellow 'Search' button is located below the input fields. At the top right of the page, there are links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below these are links for 'New Window', 'Help', 'Customize Page', and 'RSS'.

Step	Action
2.	Click the Institution list. 

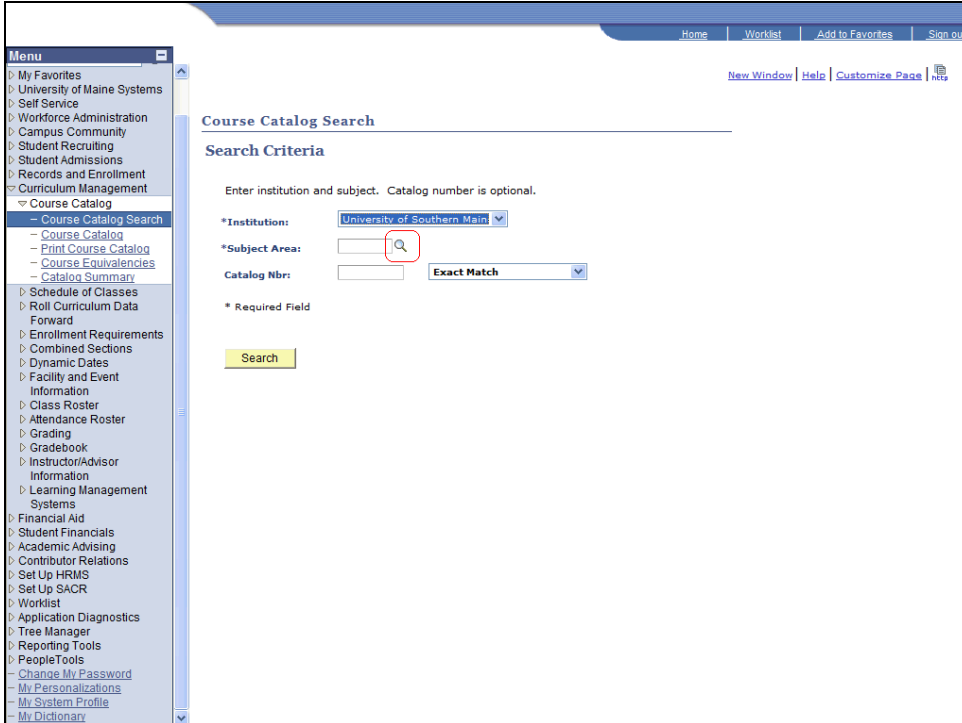


The screenshot shows the 'Course Catalog Search' page. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Course Catalog Search' and includes a 'Search Criteria' section. Below this section, there is a prompt: 'Enter institution and subject. Catalog number is optional.' There are three input fields: '*Institution:' with a dropdown menu, '*Subject Area:' with a dropdown menu, and 'Catalog Nbr:' with a text input field. A '* Required Field' label is positioned below the 'Catalog Nbr' field. A yellow 'Search' button is located below the input fields. The 'Institution' dropdown menu is open, displaying a list of institutions: University of Maine Fort Ken, University of Maine Presque Isle, University of Maine, University of Maine Farmington, University of Maine at Machias, University of Maine at Augusta, University of Maine System, and University of Southern Maine.

Step	Action
3.	Select the desired Institution . 

Process Document

Student Records: Searching the Catalog-111407




Course Catalog Search

Search Criteria


Enter institution and subject. Catalog number is optional.

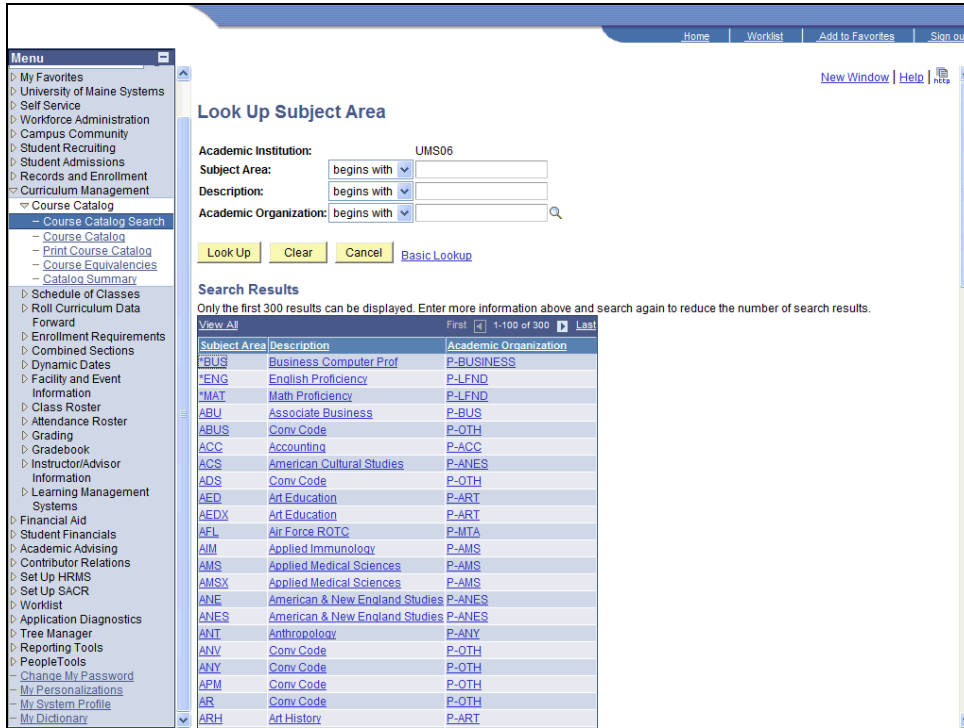
*Institution:

*Subject Area: 

Catalog Nbr:

* Required Field

Step	Action
4.	Enter the Subject Area . To see a list of subjects at the selected Institution, click the Look up Subject Area button. 



Look Up Subject Area

Academic Institution: UMS06

Subject Area: begins with

Description: begins with

Academic Organization: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

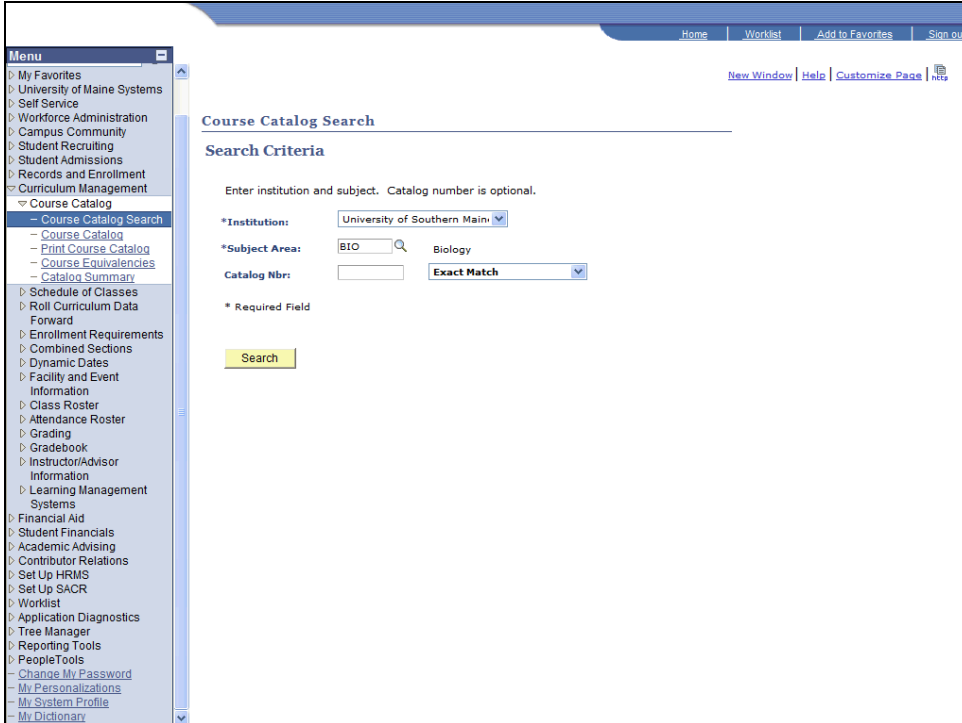
View All First 1-100 of 300 Last

Subject Area	Description	Academic Organization
EBUS	Business Computer Prof	P-BUSINESS
*ENG	English Proficiency	P-LFND
*MAT	Math Proficiency	P-LFND
ABU	Associate Business	P-BUS
ABUS	Conv Code	P-OTH
ACC	Accounting	P-ACC
ACS	American Cultural Studies	P-ANES
ADS	Conv Code	P-OTH
AED	Art Education	P-ART
AEDX	Art Education	P-ART
AFL	Air Force ROTC	P-MTA
AIM	Applied Immunology	P-AMS
AMS	Applied Medical Sciences	P-AMS
AMSY	Applied Medical Sciences	P-AMS
ANE	American & New England Studies	P-ANES
ANES	American & New England Studies	P-ANES
ANT	Anthropology	P-ANY
ANV	Conv Code	P-OTH
ANN	Conv Code	P-OTH
APM	Conv Code	P-OTH
AR	Conv Code	P-OTH
ARH	Art History	P-ART

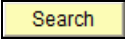
Step	Action
5.	Select the desired subject area by clicking on it in the list.

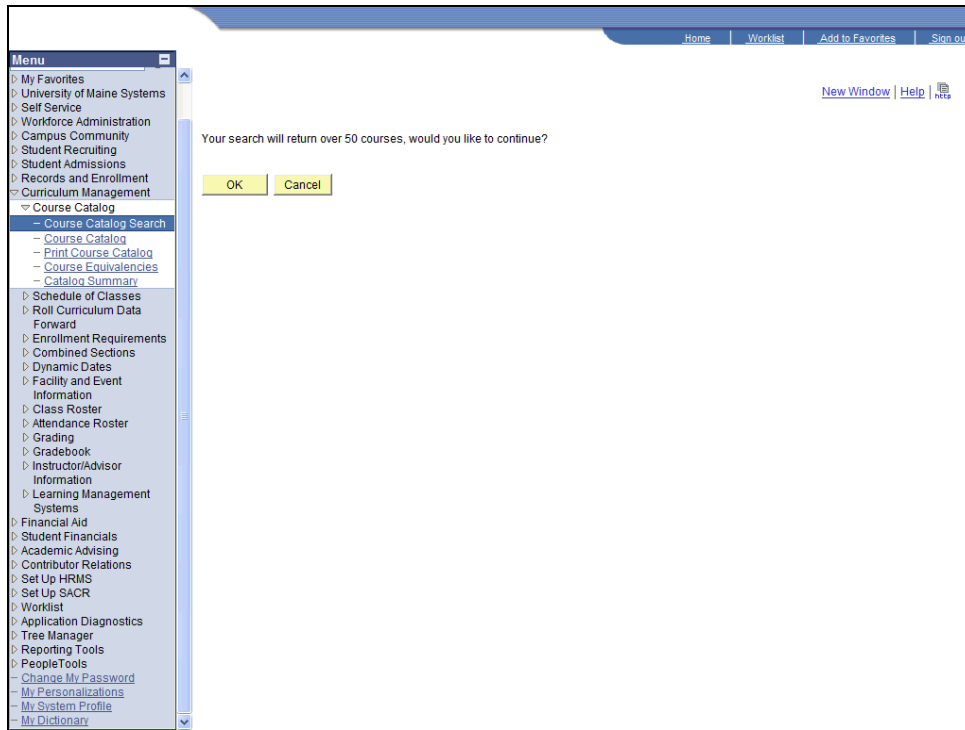
Process Document

Student Records: Searching the Catalog-111407



The screenshot shows a web application interface for searching a course catalog. On the left is a vertical menu with various system options, including 'Course Catalog Search'. The main content area is titled 'Course Catalog Search' and contains a 'Search Criteria' section. It includes a text input field for 'Institution' (set to 'University of Southern Maine'), a dropdown for 'Subject Area' (set to 'BIO'), and a 'Catalog Nbr' field. A 'Search' button is located below the input fields. The interface also features a top navigation bar with links like 'Home', 'Worklist', and 'Sign out'.

Step	Action
6.	<p>The Catalog Number is not a required field. If you leave it blank, all courses with the selected Subject Area will be found.</p> <p>Click the Search button.</p> 



Step	Action
7.	If there will be more than 50 candidate courses, you receive a warning message. You can either continue by clicking the OK button or cancel the search. <div style="text-align: center; margin-top: 10px;"> <input type="button" value="OK"/> </div>

Process Document

Student Records: Searching the Catalog-111407



The screenshot displays the 'Course Catalog Search' interface. On the left is a 'Menu' with various navigation options. The main content area shows 'Catalog Search Results' for 'University of Southern Maine | Biology'. A 'Return to Search' link is highlighted with a red box. Below this, two course entries are shown: 'BIO 100K - Biological Basics of Human Activities' and 'BIO 101K - Biological Foundations'. Each entry includes a 'Course Detail' table and an 'Enrollment Information' section.

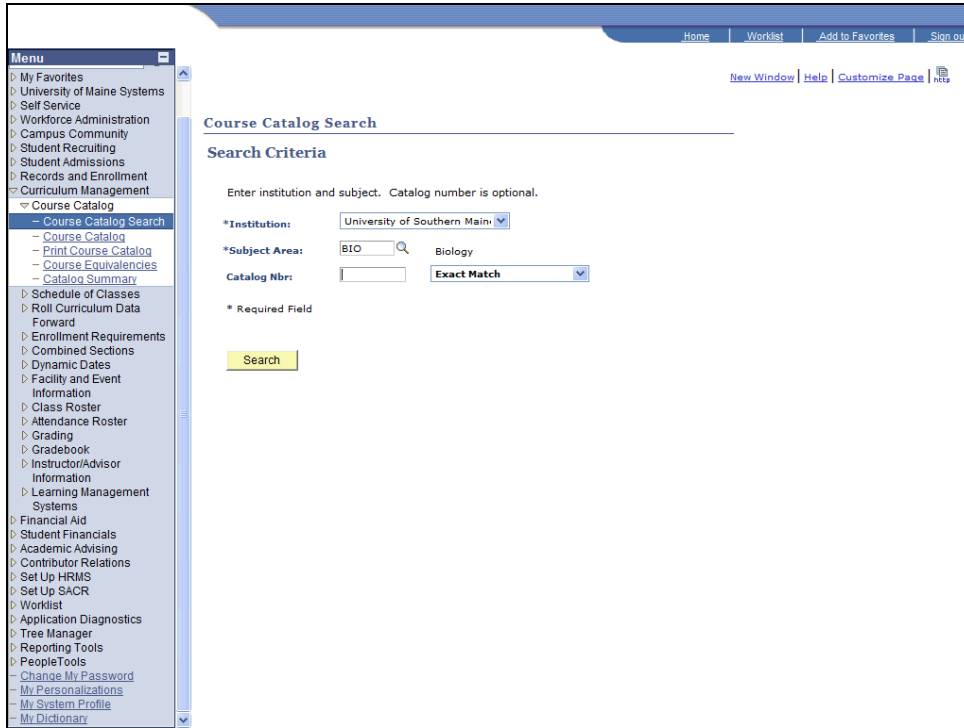
Course Detail		
Units:	3 units	
Grading Basis	Student Option	
Course Component	Lecture	Required

Enrollment Information	
Requirement Designation	Natural Sciences


Description

A course designed to elucidate the basic biological constraints of human performance. This course does not serve as a prerequisite for BIO 107 or BIO 211.

Step	Action
8.	The search results are displayed. To perform another search, click the Return to Search link. Return to Search



Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

Menu

- My Favorites
- University of Maine Systems
- Self Service
- Workforce Administration
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Course Catalog
 - Course Catalog Search
 - Course Catalog
 - Print Course Catalog
 - Course Equivalencies
 - Catalog Summary
- Schedule of Classes
- Roll Curriculum Data
 - Forward
- Enrollment Requirements
- Combined Sections
- Dynamic Dates
- Facility and Event Information
- Class Roster
- Attendance Roster
- Grading
- Gradebook
- Instructor/Advisor Information
- Learning Management Systems
- Financial Aid
- Student Financials
- Academic Advising
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)

Course Catalog Search

Search Criteria

Enter institution and subject. Catalog number is optional.

*Institution:

*Subject Area: Biology

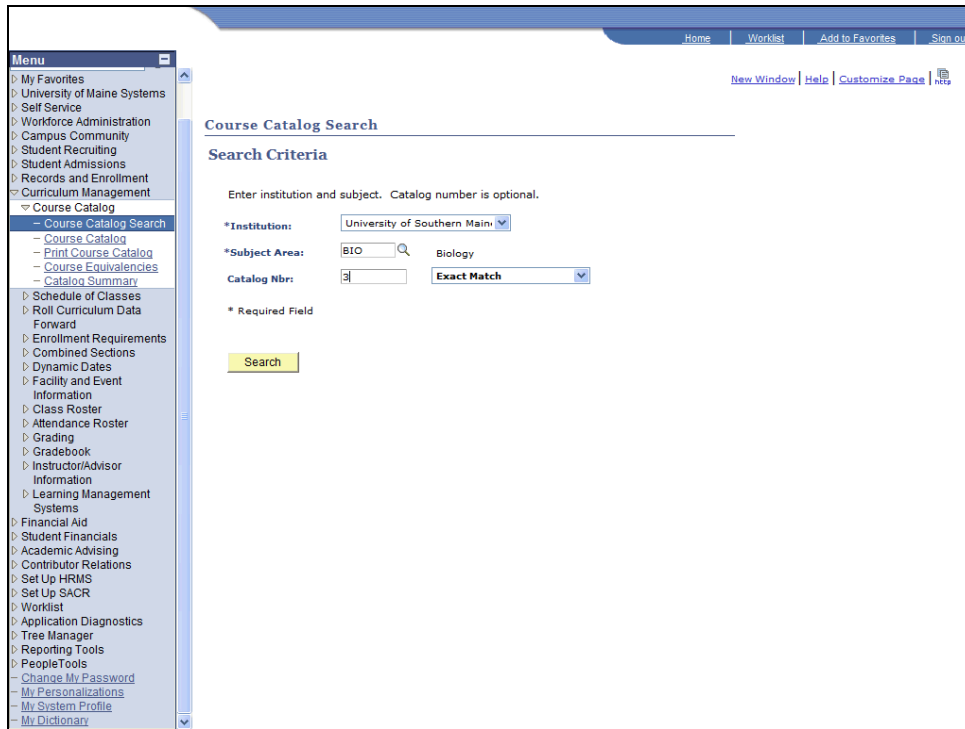
Catalog Nbr:

* Required Field

Step	Action
9.	You can enter part of the Catalog Number and do a " Wildcard " search. This will find all courses with the subject area which have whatever is entered in the Catalog Nbr field in their Catalog Numbers. So if you enter the number " 3 " in the Catalog Nbr field, you will find all courses with 3 in their catalog number.

Process Document

Student Records: Searching the Catalog-111407



Course Catalog Search

Search Criteria

Enter institution and subject. Catalog number is optional.

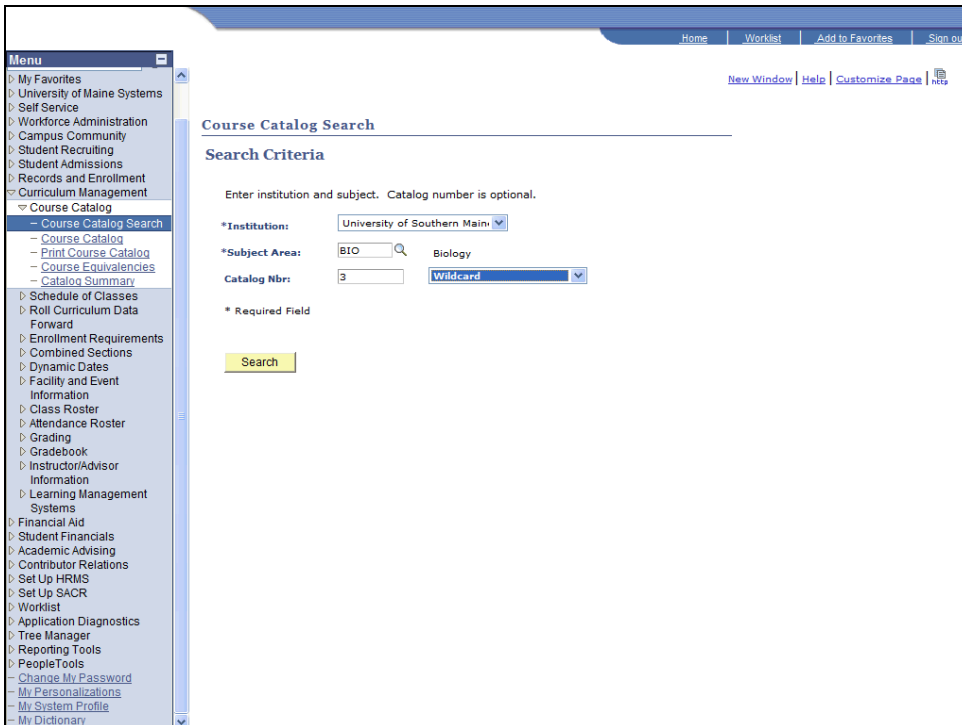
*Institution:

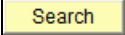
*Subject Area: Biology

Catalog Nbr:

* Required Field

Step	Action
10.	Click the Wildcard list item. <input type="text" value="Exact Match"/>



Step	Action
11.	Click the Search button. 
12.	In the example above we have searched for all biology courses that have the number 3 in their catalog number.
13.	End of Procedure.