Advanced Search Techniques using MJC Class Search

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SEARCHING FOR A CLASS

Start by completing the basic steps for conducting a class search using MJC Class Search [see Searching for a Class using MJC Class Search].

SEARCH AREAS

There are 3 search areas within Class Search. Here’s a quick overview of each one.

Main
This is the main search criteria area. At a minimum, Term and Subject(s) are required for conducting a search. If nothing is selected for Subject(s), ‘All’ is used by the application by default. Additional criteria selected or entered will aid in narrowing the search results.
This area offers additional search filters based on where, how, and when a class meets. Additionally, one can filter based on availability, zero cost textbooks, and instructor last name.

**General Ed Search**
This area offers specific search filters broken out by general education requirements.
USING ADDITIONAL FILTERS

Class Search has a bunch of additional filters to help with finding that perfect class. It might seem overwhelming at first glance, but let’s break it down.

**Be Careful!**
If filters conflict, you may find yourself with either no results or not the results you want. Be cautious as you add additional filters that they don’t cancel each other out.
**Course Number**
Text field to enter a specific course number for search.

**Section Number**
Text field to enter a specific class number for search.

**Title Keyword Search**
Text field to enter a specific keyword for search. Keyword search is made against the data used to populate the Title column in the search results. (i.e. ‘piano’ would return classes with ‘piano’ listed somewhere in the Title information of that class)
**Where is the class offered?**
Checkboxes allowing the user to filter for classes that are offered for East or West or Off-Campus.

**How is the class offered?**
Checkboxes that allow the user to filter for classes that are offered Online or Hybrid (meets in person and online).
**When does the class meet?**
Checkboxes that allow the user to filter for classes that are offered Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, or Sunday.

**Between these dates:**
Text box that a user may enter either a start date, end date or both to additional filter class results. If a start date is entered after the first day of term, then open entry/open exit classes will also be returned.

**Late Start Classes**
Checkbox that if checked will automatically return classes that have a start date after the first day of term. Additionally, open entry/open exit classes will also be returned.

**Between these start and end times:**
Dropdown list from which a user may select either a start time, end time or both to additionally filter class results.
**Status of class:**
Checkboxes that if checked will filter for classes that have either an Open or Closed status associated with them.

**Wait list lower than:**
Text box that allows a user to enter a number between 1 and 99 to filter for classes with a wait list lower than the number entered.

**No cost textbooks**
Checkbox that if checked will return classes that offer free resources instead of textbook(s) or other resources that must be purchased.

**Instructor last name:**
Text box that allows a user to search for classes based on the instructor’s last name. This search is made against both the instructor’s legal name and their preferred name (as stored in Active Directory), even though the preferred name is the only name that will display in the results.
**IGETC:**
The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that California community college students can complete to satisfy freshman/sophomore level general education requirements before transferring to most colleges and majors at UC campuses.

This allows users to search for available course sections that would meet the various IGETC categories. Categories are listed as checkboxes allowing users to select one or multiple.
**CSU GE:**
This allows users to search for available course sections that would meet the various CSU general education categories. Categories are listed as checkboxes allowing users to select one or multiple.
**MJC GE:**
This allows users to search for available course sections that would meet the various MJC general education categories. Categories are listed as checkboxes allowing users to select one or multiple.

**CLEARING AND RESETTNG FILTERS**
There are various buttons and links to clear and reset filters. Here’s a quick breakdown.
Reset fields links
Located both above and below Basic Search and General Ed Search, these links when clicked will reset all criteria fields across Main, Basic Search, and General Ed Search.
Clear all filters from Basic Search tab button
When clicked this button clears all criteria from just the Basic Search section.
Clear all filters for General Ed Search tab button
When clicked this button clears all criteria from just the General Ed Search section.