# Advanced Search Techniques using Columbia Class Search

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#### SEARCHING FOR A CLASS

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

Colum	bia Class Search	
Colum	Dia Class Search	
	your search, select additional criteria and press "Sub	omit".
Term:	Columbia Spring 2020 V	
Subjects:	All ANTHR: CC Anthropology ART: CC Art ASTRO: CC Astronomy AT: CC AutomotiveTechnology BIOL: CC Biology BUSAD: CC Business Administratio	<u>Video Tutorial - Finding Classe</u> <u>Can't find your subject?</u>
Course Number:		
Section Number:		
Title Keyword Search:	Submit Reset fields	

**Basic Search** 

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.

	Filter your search results.	
Basic Search	General Ed Search	
Where is the class offered? Off-Campus	3	
low is the class offered? Online	Hybrid (Meets in person and online)	
When does the class meet? Mon Tue	Wed Thu Fri Sat Sun	
Between these dates: End Date (mm/do		
or Late Start Classes (Classes that start after the t	first week of the term.)	
Between these start and end times: Start Time	End Time:     V	
Status of class: Open Close	ed Wait list lower than:	
No cost textbooks		
nstructor last name:		
Clear all filters from Basic Search tab		
Show me classes offered by MJC at Columi	bia College.	
	Submit Reset fields	
1.0		

## *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.

Colum	bia Class Search	
Class Search: To limit	your search, select additional criteria and press "Submit".	
Subjects:	All ANTHR: CC Anthropology ART: CC Art ASTRO: CC Astronomy AT: CC AutomotiveTechnology BIOL: CC Biology BUSAD: CC Business Administratio	ANNA A
Course Number:		>
Section Number: Title Keyword Search:	Submit Reset fields	7

#### 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)

Denis Courts	Concert Ed.	Caranah
Basic Search	General Ed	Search
Vhere is the class offered? Off-Camp	bus	
low is the class offered?	Hybrid (Meets in person and online)	
Vhen does the class meet? 🔲 Mon 📃 Tur	e Wed Thu Fri Sat Su	in
Start Date (mm Between these dates: End Date (mm		
or Late Start Classes (Classes that start after th	he first week of the term.)	
etween these start and end times: Start Tim	e: Tend Time:	•
tatus of class: Open C	losed Wait list lower than:	
No cost textbooks		
structor last name:		
Clear all filters from Basic Search tab		
Show me classes offered by MJC at Colu	imbia College.	
	Submit Reset fields	

# Where is the class offered?

Checkboxes allowing the user to filter for classes that are offered 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).

	Filter your search results.		
Basic Search	General Ed S	earch	
Vhere is the class offered? Off-Campu	S		
low is the class offered? Online	Hybrid (Meets in person and online)		
Vhen does the class meet? 🔲 Mon 🔲 Tue	Wed Thu Fri Sat Sun		
Between these dates: End Date (mm/d			
or Late Start Classes (Classes that start after the	first week of the term.)	-	
Setween these start and end times: Start Time	End Time:	•	
Status of class: Open Clo	sed Wait list lower than:		
No cost textbooks			
nstructor last name:			
Clear all filters from Basic Search tab			
Show me classes offered by MJC at Colum	nbia College.		
	Submit Reset fields		

#### 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.

	Filter your search results.	
Basic Search	General Ed Search	
Vhere is the class offered? Off-Campus	3	
low is the class offered? Online	Hybrid (Meets in person and online)	
When does the class meet?	Wed Thu Fri Sat Sun	
Between these dates: End Date (mm/de		
or Late Start Classes (Classes that start after the	first week of the term.)	
Between these start and end times: Start Time	End Time:	
Status of class: Open Close	ed Wait list lower than:	
No cost textbooks		
nstructor last name:		
Clear all filters from Basic Search tab		
Show me classes offered by MJC at Colum	ibia College.	
	Submit Reset fields	

#### 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.



#### Columbia GE Non-Transferable:

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

#### **CLEARING AND RESETTING 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.

	Filter your search results.	
Basic Search	General Ed Search	
Vhere is the class offered? Off-Campus		
low is the class offered?	Hybrid (Meets in person and online)	
Vhen does the class meet? 🗌 Mon 🔲 Tue 🗌	Wed Thu Fri Sat Sun	
Between these dates: End Date (mm/dd/y		
or Late Start Classes (Classes that start after the first	st week of the term.)	
etween these start and end times: Start Time	End Time:	
tatus of class: Open Closed	Wait list lower than:	
No cost textbooks		
nstructor last name:		
Clear all filters from Basic Search tab		
Show me classes offered by MJC at Columbia	a College.	
	Submit Reset fields	

# 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.