



## Look Up Course/Schedule Information in Self Service

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The Aurora Student **Class Schedule** is where scheduling information can be found for specific sections of a course. If you do not require information on when the course sections are scheduled, course descriptions are also available in the **Calendar** or the Aurora Student **Course Catalog**. The Aurora Student Class Schedule and Course Catalog are each available within your Aurora Student Self Service account, but may also be accessed without having to log in to the secure area.

1. All Class Schedule searches begin with a selection of a **Term**. Select the term in which you wish to view the course schedule for. If you want to search for classes in another term, return to the Class Schedule Term page and initiate a search in the other term.

Note: Courses that span over two terms (for example, 6 credit hour courses) are split into two class sections, Part A in one term and Part B in the next term. Spanned courses are identified by a section comment and are best searched for in the term in which the course begins.

2. Select also the **Subject** that you are searching. This drop down list will only include a subject for which there is a course scheduled in the term selected. You may select multiple subjects at the same time by pressing and holding the Ctrl or Command key while making your selections.

Note: The drop down menu generally reflects the departments at the University of Manitoba and includes the names of the subjects, so you won't need to know the codes; but because some departments have divided their courses into several subjects, you may need assistance in identifying the subject you want. For example, the department of French, Spanish and Italian (044) now offers their courses as French (FREN), Spanish (SPAN), or Italian (ITAL). For a list of subjects in which courses are offered, check the University Codes section of the current Calendar.

3. You may add a number of other criteria to your search, depending on the purpose of your search and what you already know about the course you are trying to find. It is possible however, that by entering too many specific details into your search becomes so narrow that results you would have liked to see become excluded from the search.

Please review the following search options, information, and tips:

- Only courses that are offered during the **term** you selected will appear in the results of your class search. If you want to see courses in another Term, you'll need to perform another search using that Term.
- You **MUST** include a **subject** in each search.
- You may include more than one subject.
- You may enter the four digit **course number** if you know the course you are looking for.

- E.g. If you are looking for MATH 1500, Introduction to Calculus, select the subject Mathematics and enter 1500 in the course number field.
- If you are searching for courses within a specific **course level**, enter just the first digit of the level you are looking for.
  - E.g. To search for 3000 level courses in one or more subjects, select the subjects and enter 3 in the course number field. The search results will include only 3000 level courses in the subject you selected.
- You may search for courses based on **campus**. Campus is normally used to indicate a specific course delivery program or location. Note the following campus choices: Main (Fort Garry & Bannatyne), Distance Education, Campus Manitoba, Inter-University Services (formerly IUN), Summer Session, CUSB (St. Boniface College), Off Campus, and the William Norrie Centre.
  - Note enrolment in courses offered on some Campuses is restricted to students associated with programs offered through the campus: CUSB, Campus Manitoba, Inter University Services, William Norrie Centre.
- Search by **Part of Term** to find courses offered in a specific period of time that does not necessarily correspond to the regular academic terms, such as Agriculture Diploma, Dentistry, and other Irregular courses.
- Search for courses taught by a specific **instructor**.
- If you are searching for courses that meet a specific requirement, for example the university Written English requirement, use the search by '**Attribute**' field.
- You can also search for courses that are offered in **specific times**. Choose start and end times and days of the week.
  - Please note that the search will look for any class that meets ALL of the start and end time and days of the week that are selected, it will not return search results that meet only some of those criteria. E.g. If you select every day of the week from 8:30-9:30, the search will exclude courses that are offered on Tuesday and Thursday from 8:30-9:30.

## Understanding Class Schedules

When viewing the classes retrieved by your search, you will see every scheduled section of all of the courses matching your search criteria. Information displayed for each section will include the following:

- Course title, CRN (Course Reference Number), course number, and section number
- Registration Dates (period of time in which this course can be registered for)
- Levels (whether the course is applicable to the undergraduate and/or graduate level study)
- Attributes (may indicate if a course meets, for example, the written English requirement)
- Campus
- Credit Hours
- Link to course syllabus (if available)
- Link to the course description (View Catalog Entry)
- Schedule information: course type, meeting times and days, room, date range, schedule type (indicates the faculty or school offering the class), instructor(s)

You may select the title and course number link to view more course detail, such as the space still available in the class, and whether the class is restricted to a specific group of students.

Comments below the section's schedule information provide information such as whether the lecture sections must be taken with a lab section, if the course is one part of a spanned course, and may also indicate when the mid-term exam is scheduled.