




North Central State College

MyNC Class Search Tutorial

www.ncstatecollege.edu/help 419-755-4734

MyNC Class Search

Class Search expands your ability to search for courses by subject, course level, course number, section, meeting times and days, key words, and instructor's name. You can access **Class Search** from the main website at: www.ncstatecollege.edu by clicking on the **Class Search** icon  on the top green navigational bar.

At least two fields must be completed to perform a **Class Search**. YOU DO NOT NEED TO FILL IN EVERY OPTION. It is recommended that you choose the "Term" section to begin with and then at least one additional field. If you wish to clear a previously selected option, from that field click on the down arrow and choose the "blank" space at the top of the displayed list. To view the entire course listing for a quarter you can select the **Term** (see A) and **Section Meeting After** fields, (see G – and choose after 5AM) then click on **submit**.

Class Search Window

A. Term

Click on the down arrow and choose the quarter you are inquiring about.

B. Starting On/After Date

You may fill these dates in if known and it may ONLY be used if you did NOT select the Term box.

C. Subjects

Click on the down arrow to choose the subject you are inquiring about. Example: English. You may also enter in more than one subject at a time. You could choose English, on the next line choose Math, and on the third line choose History. When you click submit, you will see all the classes available in the above defined subjects.

D. Course Level

You can choose First Year, Second Year or Remedial.

E. Course Number

The Course Number is the three digit ID of a course. For example: 101 for ENG101.

F. Section

The Section number is two digits and identifies the time of day or evening section, and if it is an online or video course.

G. Selections Meeting After/Ending Before

You can search for courses during a specific time frame. For example you could search for courses that are after 5:00 am and before 10:00 pm.

H. Days of the Week

You can also search for classes on certain days by checking the day(s).

I. Course Title Keyword(s)

You can type in a keyword and search for all classes with that keyword in the title. For example type in Math and you will see a list of all the classes that have the word "Math" in the title.

J. Instructor's Last Name

You can search by instructor to see all the classes the instructor is teaching that quarter.

The screenshot shows the MyNC Class Search interface. At the top, there is a 'Term' dropdown menu set to 'Summer Quarter 2009'. Below this are two date input fields: 'Starting On/After Date' and 'Ending By Date'. The main search area consists of a table with four columns: 'Subjects', 'Course Levels', 'Course Number', and 'Section'. Each column has a dropdown menu. Below the table are two more dropdown menus: 'Sections Meeting After' and 'Sections Ending Before'. Underneath these are checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun. At the bottom, there are two text input fields: 'Course Title Keyword(s)' and 'Instructor's Last Name'. A 'SUBMIT' button is located at the bottom right of the form.

Click on **Submit** once you have made your selections to get the **Class Search Results**.



Class Search Results

The results of your **Class Search**, which includes detailed information for each particular course, will be displayed in a separate window.

www.ncstatecollege.edu/help/ncstatecollegehelp.htm

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Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
Spring Quarter 2009	Open	ENG-101-01 (1004) Basic Composition A	NC State College Campus	03/01/2009-06/11/2009 Lecture Monday, Wednesday 10:00AM - 11:50AM, Falenus Technical Education Room 130	E. Franz	3 / 10 / 0	3.00
Spring Quarter 2009	Open	ENGL-114-01 (1005) Composition and Literature	NC State College Campus	03/01/2009-06/11/2009	To be Announced	20 / 20 / 0	3.00
Spring Quarter 2009	Open	ENG-210-02 (267) Advanced Tech Writing	NC State College Campus	03/01/2009-06/11/2009 On Line Days to be Announced, Times to be Announced, Room to be Announced	P. Herb	20 / 20 / 0	3.00
Spring Quarter 2009	Open	ENGL-211-02 (773) Business & Research Communication	NC State College Campus	03/01/2009-06/11/2009 Lecture Days to be Announced, Times to be Announced, Room to be Announced	P. Herb	20 / 20 / 0	3.00

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CEUs Academic Level Undergraduate

OK

A. Section Name and Title

By clicking on this link you are given a separate **Selection Information** window that gives you more information on a particular course. This will also display the prerequisites for that course.

Note: Close each window **BEFORE** you click on the next **Section Name and Title** to avoid an internet cookies issue.

Section Information

B. Refund & Withdraw Dates

Refund dates lists the dates a student can withdraw and what portion of their fee is refundable.

Withdraw Date is the last date to withdraw with a W grade. Failure to attend classes does not constitute withdraw. After the withdraw date the student will receive an "F" grade and will forfeit any right to refund of fees. See the student handbook for more information.

Section Information

Title	Essentials of Accounting
Course Section Number	ACC-100-01
Description	This course is designed to give students the basics of accounting to prepare them for ACC111, Accounting I. The pace will be relaxed, allowing accounting concepts to be absorbed.
Comments	
Credits	3.00
Start Date	22 June 2009
End Date	30 September 2009
Refund Date	100 PERCENT: 30 June 2009 50 PERCENT: 12 July 2009
Withdraw Date	
Meeting Information	
03/02/2009-09/03/2009	
Faculty Contact	
Faculty name	Phone Extension E-mail address Instructional Method
[No information available]	
Prerequisites	
None	

CLOSE WINDOW

C. Prerequisites

You must meet the prerequisites before you can register for a class. To check to see if you meet a prerequisite you can view your transcript information online, perform a degree audit online, or meet with your academic advisor through the Student Success Center.