

Self-Service Tips for Searching

Here are a few helpful hints for searching the Schedule in OWU Self-Service.

1) Make sure you are in the Section Search tab NOT the Course Catalog tab. The Course Catalog will not show you the schedule information you need to register. Be sure to select registration term from the Period filter (Year/Term). There is no longer a separate listing for first and second module courses.

2) Keywords Search – This section is designed to help you locate a course for which you do not have a course code. Keep the search criteria brief as many of the course title have been shortened to fit in the space provided in OWU Self Service. For example, try entering “intro” instead of “introduction” or “psyc” instead of “psychology”. Typing in a course code here will **not** give you a listing of all courses in that department. It will give you a list of courses with your criteria in the title or course description. See the Course Code search option for this type of query.

3) Course Code Search – This query is designed to provide you with a way to look up courses by the alpha numeric course code (e.g. PSYC 210). You may also do a general search for “PSYC” to call up all courses listed under that particular department. If you are unsure of the alpha code used for a particular department, you may use the Department search located under the Advanced Search tab.

4) Refine Search – Use this menu option located on the left side of the screen if you would like to add or subtract criteria from your search. This will prevent you from having to enter all criteria a second time.

5) New Search – Once you have completed your first search, you will be able to select the option New Search or Refine Search located on the left side of your screen. This will start a new search process or simply change one or more of your search criteria.

6) Second Module Search - To search for second module courses, go to the advanced search option in self-service, select Fall 2015 for the period, and enter 10/19/2015 in the Start From box. This will give you a listing of all courses available for the second module. Please note all modular courses say Full Session even though they only meet for half of the term.

Advanced Search Options

1) Status – You can search for courses that are Open, Closed, or with a Waitlist by clicking on the drop down menu next to the word Status on the Advanced Search page. Selecting Open will query only those courses available for enrollment.

NEW 2) Advanced Search by Distribution Requirement – If you would like to see all courses available for a given Distribution requirement, go to the Advanced Search tab and scroll to the bottom of the page. Click on the drop down menu for General Education and select Group I, Group II, Group III or Group IV.

3) Advanced Search by Department - If you would like to look at all of the courses offered for one department, go to the Advanced Search tab located next to the default Basic Search and select the

Course Codes

Looking for a course but cannot find the code in self-service? It may have a new course code. Changes have been made to the following course codes:

BIOL – 120, 122, and 270 only

BOMI/ZOOL 120, 122, and 270 courses have the new BIOL course code. If you are having problems locating Introduction to Cell Biology, Organisms and their Environment, or Genetics, please be sure you are using the new BIOL code.

EMAN – All EMAN courses are now listed as BUS.

CLAS - Classics

Classics courses listed under the HMCL code have changed to CLAS. The Greek (GREE) and Latin (LATI) codes remain the unchanged.

CMLT – Comparative Literature

All Comparative Literature courses with the HMCL code are now listed as CMLT.

Department Drop-Down List

This will allow you to choose a particular department and see all courses available. Please note the following course listings in addition to the stated department:

Black World Studies – Swahili (SWAH)

Botany Microbiology – Practicum in Medicine (INT)

Economics – Accounting (ACCT), Business (BUS), and Economics Management (EMAN)

Health and Human Kinetics – Activity (ACTV) and Varsity Sports (VARS)

Classics – Greek (GREE) and Latin (LATI)

Modern Foreign Language – Includes Chinese (CHIN), French (FREN), German (GERM), Italian (ITAL), Japanese (JAPN), Russian (RUSS), and Spanish (SPAN)

University Courses – Honors courses (HONS), Speech (SPCH), College Success (UC), Sagan National Colloquium (UC), and the First year courses

If you have any questions regarding registrations, please feel free to contact the Office of the Registrar or your Academic Advisor.