How to Use the Interactive Schedule

Access the Interactive Schedule at www.stlcc.edu

START HERE!
Click the CLASS SCHEDULE link on the College homepage.

Next, click the Interactive class schedule link.

SEARCHING FOR CLASSES—Select one of three search options to begin.

1 BASIC SEARCH
Use the Basic Search to select a location, a subject and then a course number to quickly display course listings in one or more subject areas for the select location (s).

Example Search:
1. Select the term (also called semester)
2. Select the Forest Park and Meramec locations.
3. Select the Communications and Math subject areas.
4. Select course numbers COM 101—Oral Communication I and MTH 030—Elementary Algebra

2 KEYWORD SEARCH
Use the Keyword Search to identify a list of course titles that contain your search word (s) within any subject area. You must select a location to use this search. The results will display in the Basic Search Course Title window. Then you will continue to follow the Basic Search steps.

3 ADVANCED SEARCH
Use the Advanced Search to find classes that are offered on specific days, at a specific time, by instructor or even whether the class is offered online or as a hybrid.

Example Search:
1. Select the term
2. Select the Forest Park and Meramec locations.
4. Expand the Advance Search options and specify a begin time of 5pm.
**BASIC SEARCH**

1. The latest term will display by default. **Click the drop down list to select a different Term.** Terms that are open for registration appear in bold and are marked with an (*).

2. **Select a location:** Click the checkbox(es) next to the desired location(s).

3. Click on one subject or [Ctrl+click] to select multiple subjects. When you select a subject, the course list will appear in the course number—Title box.

4. **Select courses.** Select to display all sections or only open or closed sections.

5. Click the **Display Classes** button to view sections, days and times.

6. Select courses in the MyList column of the displayed courses to build a preview of your schedule.
BASIC SEARCH FEATURES

The **Basic Search** returns all courses within the selected subject area for the selected location(s). The list will include **ALL** possible course sections offered on any day for the semester. All course details will be displayed for each section including the instructor, course delivery format, and beginning and ending times.

You can view the list of available courses and **build a personal class schedule** that will be displayed in **MyList**. Select courses by **adding a checkbox** next to the course and the course will automatically display in the MyList window.

Click remove in MyList or uncheck the box in the displayed courses list to remove the course from MyList.

Click the **Back** button (scroll to the bottom of the screen) to return to the course selection page. Change your selection criteria to display additional courses and add them to MyList. Continue adding and removing to the list until you have the desired selection of courses.

**Click Print View** to access a printer-friendly screen after you complete your search and build your list.

You must log in to Banner Self-Service if you want to register for classes online. The MyList tool is for your informational use during the registration process.
Advanced Search

Use Advanced Search options to select specific days, instructors, course delivery formats. **Click the + symbol** to display the Advanced Search options.

![Advanced Search Interface]

**Repeat steps 1-4 of the Basic Search procedures:**

1. Select a term → 2. Select a location → 3. Select a subject → 4. Select courses

**Select Advanced Search Options**

1. Click on **days of the week** if you need classes that meet only on certain days.
2. Specify class beginning and end times if you want to find classes the start and stop within a specific time period. *You can also specify a 30 minute increments.*
3. The **Session** field allows you to select courses grouped within categories such as Evening only classes.
4. **Schedule Type** refers to the type of section; if you are looking for **online** only, select this option.
Select Advanced Search Options, continued

6 The Instructor field is used to search for classes taught by a specific faculty member. Scroll to locate and select an instructor if desired.

6 Part of Term options allow you to search for classes that meet for the entire term (semester) or for a specific number of weeks. Please refer to the chart below.

<table>
<thead>
<tr>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Parts – displays courses that meet at any time during the term</td>
<td></td>
</tr>
<tr>
<td>Full term</td>
<td>Summer</td>
</tr>
<tr>
<td>courses meet for 16 weeks</td>
<td>courses meet for 8 weeks</td>
</tr>
<tr>
<td>First half-term</td>
<td>Short Summer</td>
</tr>
<tr>
<td>courses meet during the first 8 weeks of the term</td>
<td>courses meet for 6 weeks</td>
</tr>
<tr>
<td>Second half-term</td>
<td>Early Summer</td>
</tr>
<tr>
<td>courses meet during the second 8 weeks of the term</td>
<td>courses meet for 3 weeks</td>
</tr>
<tr>
<td>Twelve-week classes</td>
<td>Extended Summer</td>
</tr>
<tr>
<td>courses meet for 12 weeks</td>
<td>courses meet for 11 weeks</td>
</tr>
<tr>
<td>Miscellaneous length classes</td>
<td>Off-schedule Summer</td>
</tr>
<tr>
<td>specific start and stop dates during the term</td>
<td>specific start and stop dates during the term</td>
</tr>
</tbody>
</table>

7 Characteristics—You can also search for courses that are grouped by common characteristics. For example if you need to display a list of General Education Elective courses, select that characteristic.

Review your search options to be certain they are correct.
8. **Click the Display Classes** button to process your course inquiry. Search results will be displayed in the same way as the basic search.

Select class sections to build your schedule in “MyList.”

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### Important Information

*All information about a course can be found on the Interactive Class Schedule.*

- The **Course Reference Number (CRN)** is displayed under the CRN column.
- A different CRN is assigned to each class section.
- **REMEMBER**, the CRN must be used when registering for classes online.
## Class Schedule Information Key

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Status: (blank) = open&lt;br&gt;<strong>CL</strong> = closed&lt;br&gt;<strong>RS</strong> = restricted</td>
</tr>
<tr>
<td>2</td>
<td>The Course Reference Number</td>
</tr>
<tr>
<td>3</td>
<td>Course ID</td>
</tr>
<tr>
<td>4</td>
<td>Class Meeting Type</td>
</tr>
<tr>
<td>5</td>
<td>Course Title</td>
</tr>
<tr>
<td>6</td>
<td>Instructor’s name</td>
</tr>
<tr>
<td>7</td>
<td>Beginning and end dates for the class</td>
</tr>
<tr>
<td>8</td>
<td>Credit hours</td>
</tr>
<tr>
<td>9</td>
<td>Days and class meeting times</td>
</tr>
<tr>
<td>10</td>
<td>Class capacity, current enrollment and available openings</td>
</tr>
<tr>
<td>11</td>
<td>Campus Location, building and room number for the class</td>
</tr>
<tr>
<td>12</td>
<td>Class schedule type</td>
</tr>
<tr>
<td>13</td>
<td>Part of term</td>
</tr>
</tbody>
</table>

### Art

<table>
<thead>
<tr>
<th>Add to MyList</th>
<th>Status</th>
<th>CRN</th>
<th>Course Meeting Type</th>
<th>Title</th>
<th>Instructor</th>
<th>Credits</th>
<th>Meeting Time</th>
<th>Cap</th>
<th>Location</th>
<th>Enrl</th>
<th>Avail</th>
<th>Schedule Type</th>
<th>Part of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>11215</td>
<td>ART 100 682</td>
<td></td>
<td>Fratello, Bradley Peter</td>
<td>3.0 CR</td>
<td>Day</td>
<td>117</td>
<td>85</td>
<td>32</td>
<td></td>
<td>Lecture</td>
<td>Full Term</td>
</tr>
<tr>
<td></td>
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<td>14214</td>
<td>ART 100 695</td>
<td></td>
<td>Fratello, Bradley Peter</td>
<td>3.0 CR</td>
<td>Day</td>
<td>25</td>
<td>23</td>
<td>2</td>
<td></td>
<td>Hybrid</td>
<td>Full Term</td>
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<tr>
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<td>ART 100 674</td>
<td></td>
<td>Fratello, Bradley Peter</td>
<td>3.0 CR</td>
<td>Distance Learn</td>
<td>25</td>
<td>26</td>
<td>.1</td>
<td></td>
<td>Online</td>
<td>Full Term</td>
</tr>
</tbody>
</table>

- **Status: (blank) = open<br>**CL** = closed<br>**RS** = restricted**
- **The Course Reference Number**
- **Course ID**
- **Class Meeting Type**
- **Course Title**
- **Instructor’s name**
- **Beginning and end dates for the class**
- **Credit hours**
- **Days and class meeting times**
- **Class capacity, current enrollment and available openings**
- **Campus Location, building and room number for the class**
- **Class schedule type**
- **Part of term**
**Information Links**

The **CRN** is linked to the **Detailed Class Information**.

The **Course Title** is linked to the **Course Catalog** information.

The **Instructor** name is linked to the **employee directory** information.

The **Detailed Class Information** page displays the following information:

1. Course Name
2. CRN
3. Course ID
4. Section Number
5. Term
6. Academic Level
7. Location
8. Schedule Type
9. Method of Instruction
10. Credit Hours
11. Registration availability: capacity, enrolled, seats
The **Catalog Entries** page will indicate if academic skills proficiency is required to register for a course. A link is provided for prerequisite details.

The course catalog entry displays the following information:

1. Course Number and Title
2. Course Description
3. Credit and Lecture Hours
4. Academic Level
5. Schedule Type
6. Academic Division
7. Academic Department

### CONTACT INFORMATION FOR HELP

If you have problems locating the classes you need, call any of the numbers displayed in Banner Self-Service for assistance.

<table>
<thead>
<tr>
<th>Advising</th>
<th>Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florissant Valley</td>
<td>314-513-4256</td>
</tr>
<tr>
<td>Forest Park</td>
<td>314-644-9397</td>
</tr>
<tr>
<td>Meramec</td>
<td>314-984-7575</td>
</tr>
<tr>
<td>Wildwood</td>
<td>636-422-2000</td>
</tr>
<tr>
<td>Florissant Valley</td>
<td>314-513-4244</td>
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<tr>
<td>Forest Park</td>
<td>314-644-9127</td>
</tr>
<tr>
<td>Meramec</td>
<td>314-984-7601</td>
</tr>
<tr>
<td>Wildwood</td>
<td>636-422-2000</td>
</tr>
</tbody>
</table>