Locating a Class in the Course Catalog

This guide will cover:

- How users can navigate to the course catalog and search for the class they will be scheduling.
- The information displayed in the course catalog will be read-only.

**Step One**

Using the main menu, navigate to Course Catalog in Catalyst using the following breadcrumb:

**Step Two**

Complete the following fields in the search criteria:

- **Academic Institution:** Type UCINN then click on the institution name when it shows below the field.

- **Subject Area:** Enter the subject that the course would be categorized.

- **Catalog Nbr:** Type in the catalog number for the course you will be scheduling.

**IMPORTANT:** Only the first 300 results that meet that search criteria will appear in the results table. Other information could be entered as necessary to help reduce the amount of results that will populate.
Step Three

Click [Search]. A results table will populate underneath the search criteria.

Step Four

Select the course that matches your assigned course. (The description column will display the title of the course).
Step Five

The **Catalog Data** tab displays the course description, course units, grading and course attributes.
Step Six

Click on the Offerings tab. This tab displays the academic organizations linked to the course offering.

![Offerings Tab](image1)

**NOTE:** The first offering of the course will always have a Course Offering Nbr of 1. This is for transfer credit evaluation purposes. The additional offerings will display the college numerical value such as 15 for McMicken College of Arts & Sciences.

Step Seven

Click on the Components tab. This tab displays the components available for the course. In addition, it displays instructor workload hours, room characteristics, fees and final exams.

![Components Tab](image2)

**IMPORTANT:** Click the arrows located in the course component header to review all the components available for the course.

You have now completed the steps to navigate to the course catalog and access class information. This information will be helpful when you begin to order classes.