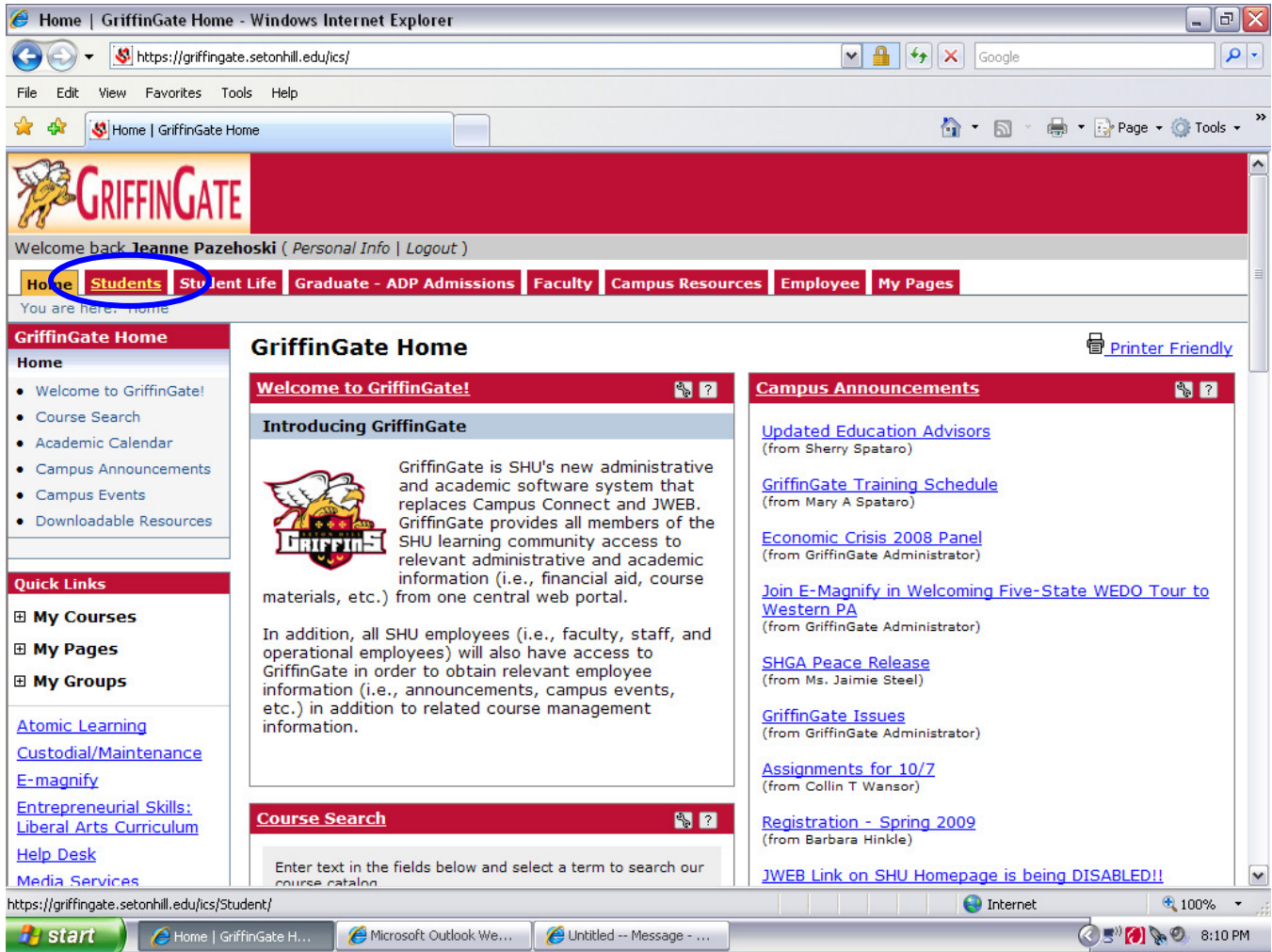


# Student Guide for Using the Course Search Feature in GriffinGate

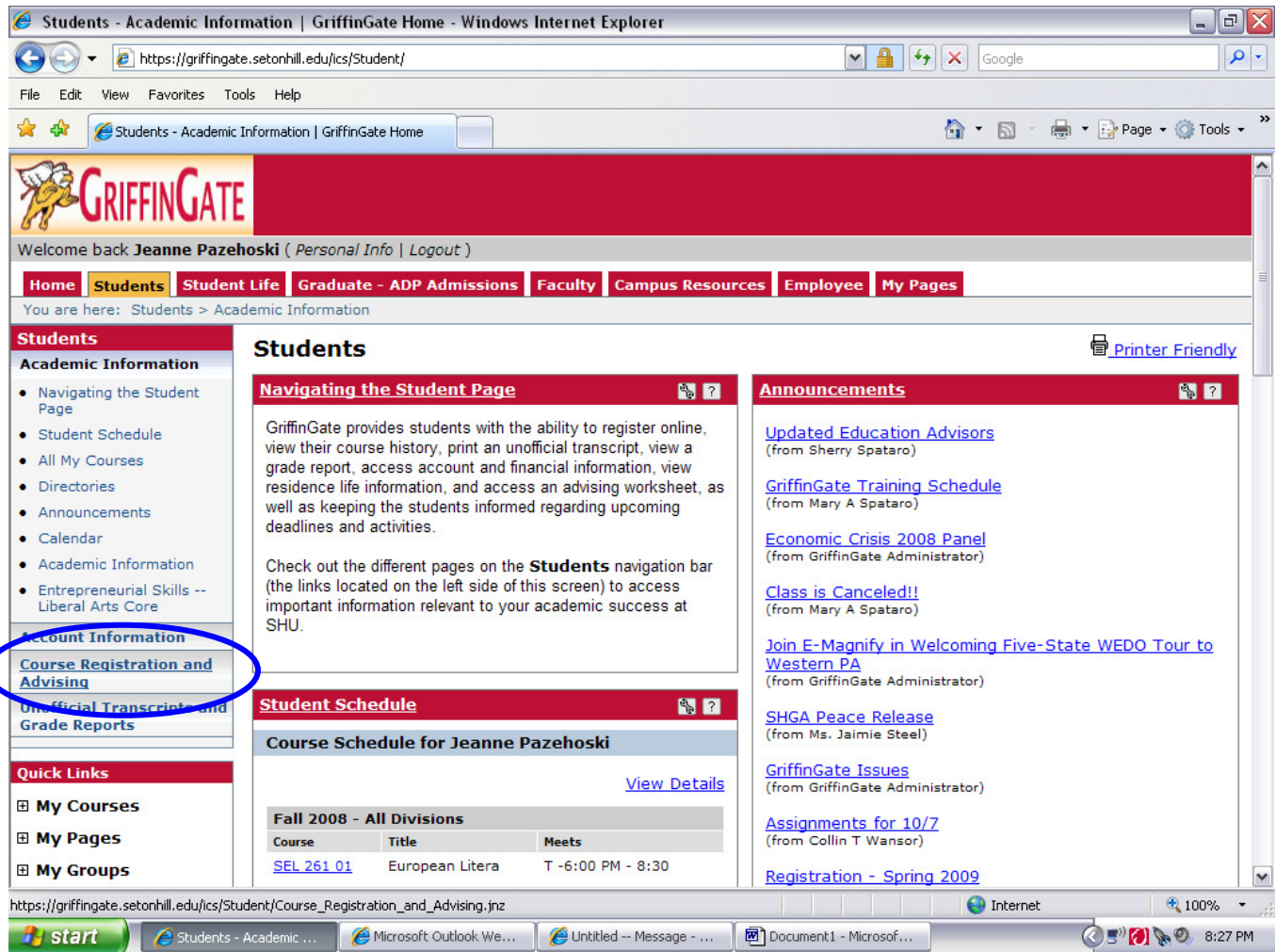
Log in to **GriffinGate** and click on the **Students Tab** (Figure 1):

Figure 1



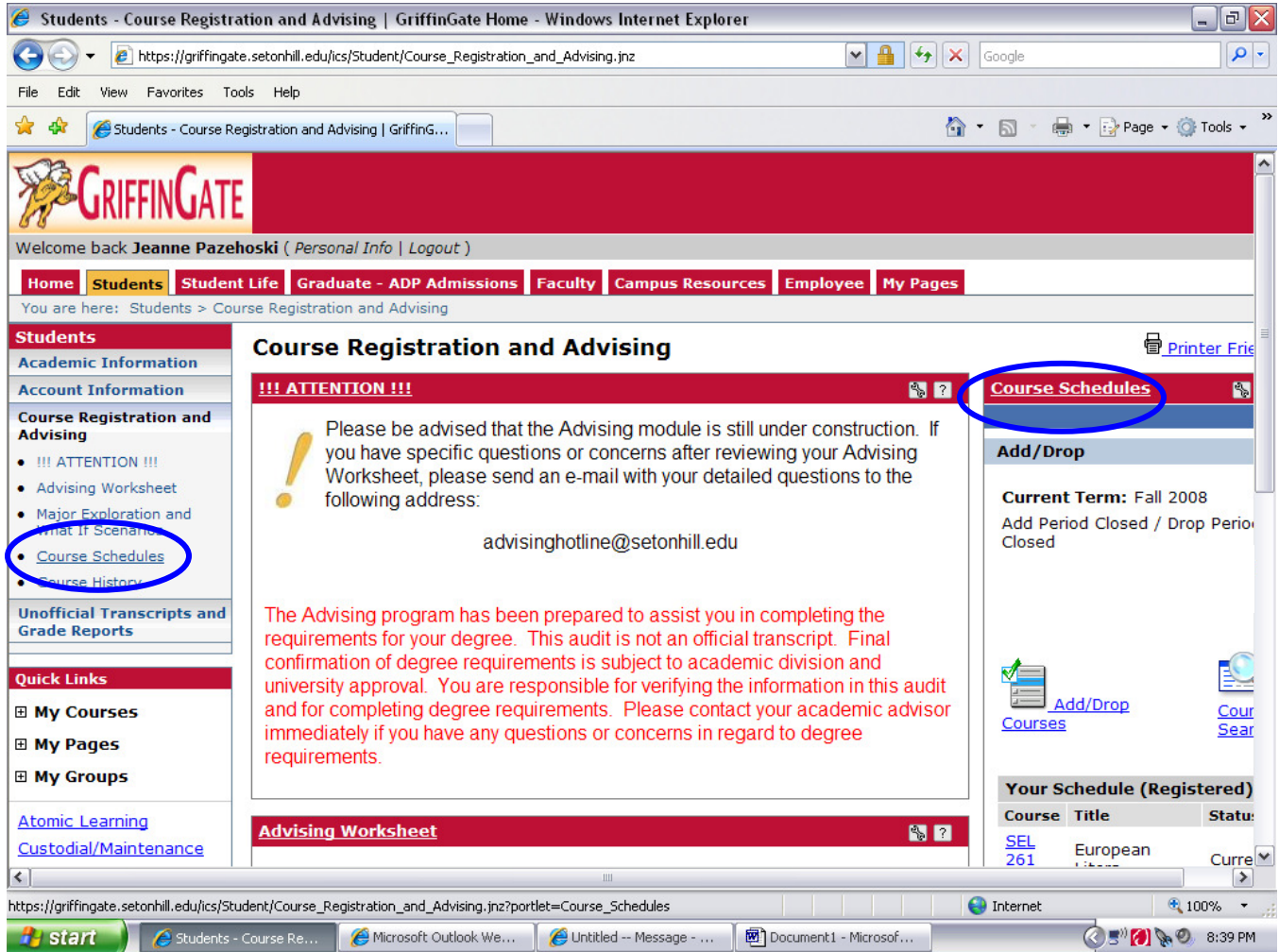
Once on the **Student Tab**, click on the **Course Registration and Advising** page from the pages links on the left side of your screen (Figure 2):

Figure 2



Once on the **Course Registration and Advising** page, expand the **Course Schedules** portlet by either clicking on the portlet name in the red banner area of the portlet or by clicking on the quick link on the left side of the page (Figure 3):

Figure 3



To view available courses for any term, click on the [Course Search](#) link in the **Course Schedules** portlet (Figure 4):

Figure 4

The screenshot shows a web browser window displaying the GriffinGate Course Registration and Advising page. The page title is "Students - Course Registration and Advising | GriffinGate Home - Windows Internet Explorer". The URL is "https://griffingate.setonhill.edu/ics/Student/Course\_Registration\_and\_Advising.jnz?portlet=Course\_Schedules". The page features a navigation menu with links like Home, Students, Student Life, Graduate - ADP Admissions, Faculty, Campus Resources, Employee, and My Pages. The main content area is titled "Course Registration and Advising" and includes a "Course Schedules" portlet. Within this portlet, there is a section for "Add/Drop" with the current term set to "Fall 2008". Below this, there are two links: "Add/Drop Courses" and "Course Search", with the latter being circled in blue. A table titled "Your Schedule (Registered)" shows the user's current courses: SEL 261 01 (European Litera) and SMA 100 01 (Struct.Number S), both with a status of "Current".

Students - Course Registration and Advising | GriffinGate Home - Windows Internet Explorer

https://griffingate.setonhill.edu/ics/Student/Course\_Registration\_and\_Advising.jnz?portlet=Course\_Schedules

File Edit View Favorites Tools Help

Students - Course Registration and Advising | GriffingG...

**GRIFFINGATE**

Welcome back **Jeanne Pazehoski** ( [Personal Info](#) | [Logout](#) )

[Home](#) [Students](#) [Student Life](#) [Graduate - ADP Admissions](#) [Faculty](#) [Campus Resources](#) [Employee](#) [My Pages](#)

You are here: [Students](#) > [Course Registration and Advising](#)

**Students**

Academic Information

Account Information

Course Registration and Advising

- !!! ATTENTION !!!
- [Advising Worksheet](#)
- [Major Exploration and What If Scenarios](#)
- [Course Schedules](#)
- [Course History](#)

Unofficial Transcripts and Grade Reports

Quick Links

- [My Courses](#)
- [My Pages](#)
- [My Groups](#)

[Atomic Learning](#)

[Custodial/Maintenance](#)

[E-magnify](#)

**Course Registration and Advising** [Printer Friendly](#)

**Course Schedules**

**Add/Drop**

**Current Term:** Fall 2008

Add Period Closed / Drop Period Closed

[Add/Drop Courses](#) [Course Search](#)

**Your Schedule (Registered)**

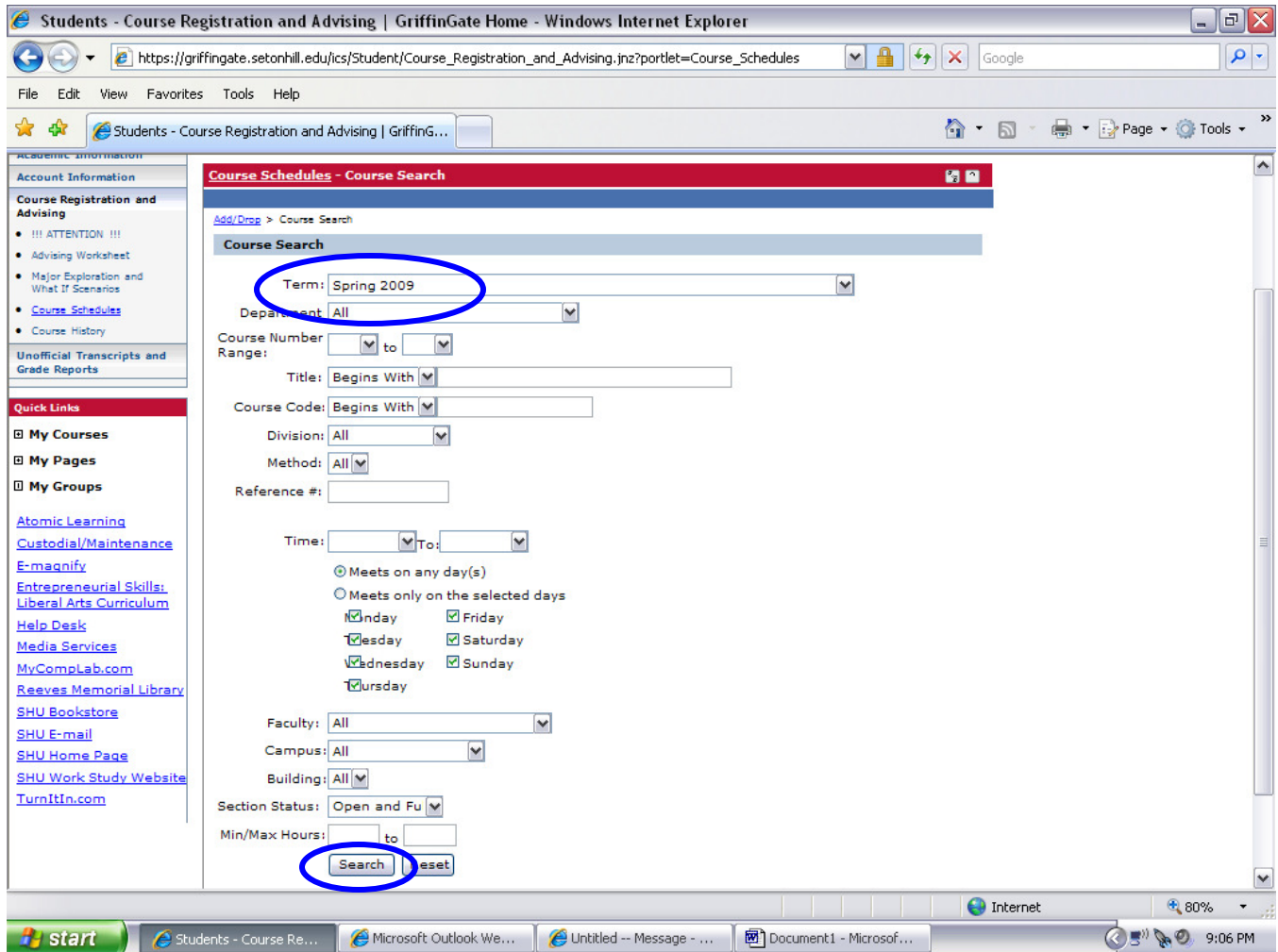
Course	Title	Status
<a href="#">SEL 261 01</a>	European Litera	Current
<a href="#">SMA 100 01</a>	Struct.Number S	Current

Internet 100% 8:45 PM



From the **Course Search** portlet, choose the term in which you'd like to view available courses (Figure 5). If you click on the Search box from there without entering any other information, **all** available courses for that term will be displayed (Figure 6). Remember, the more information you enter, the more precise your search return. Play around to see the various search returns so you'll be sure you have all available information you need to make informed decisions. (Figures 7, 8, and 9).

Figure 5



This Figure shows complete listing of all available courses for Spring 2009:

Figure 6

**Course Registration and Advising**

**Course Schedules - Results**

Add/Drop > Course Search > Results

**Search Results**

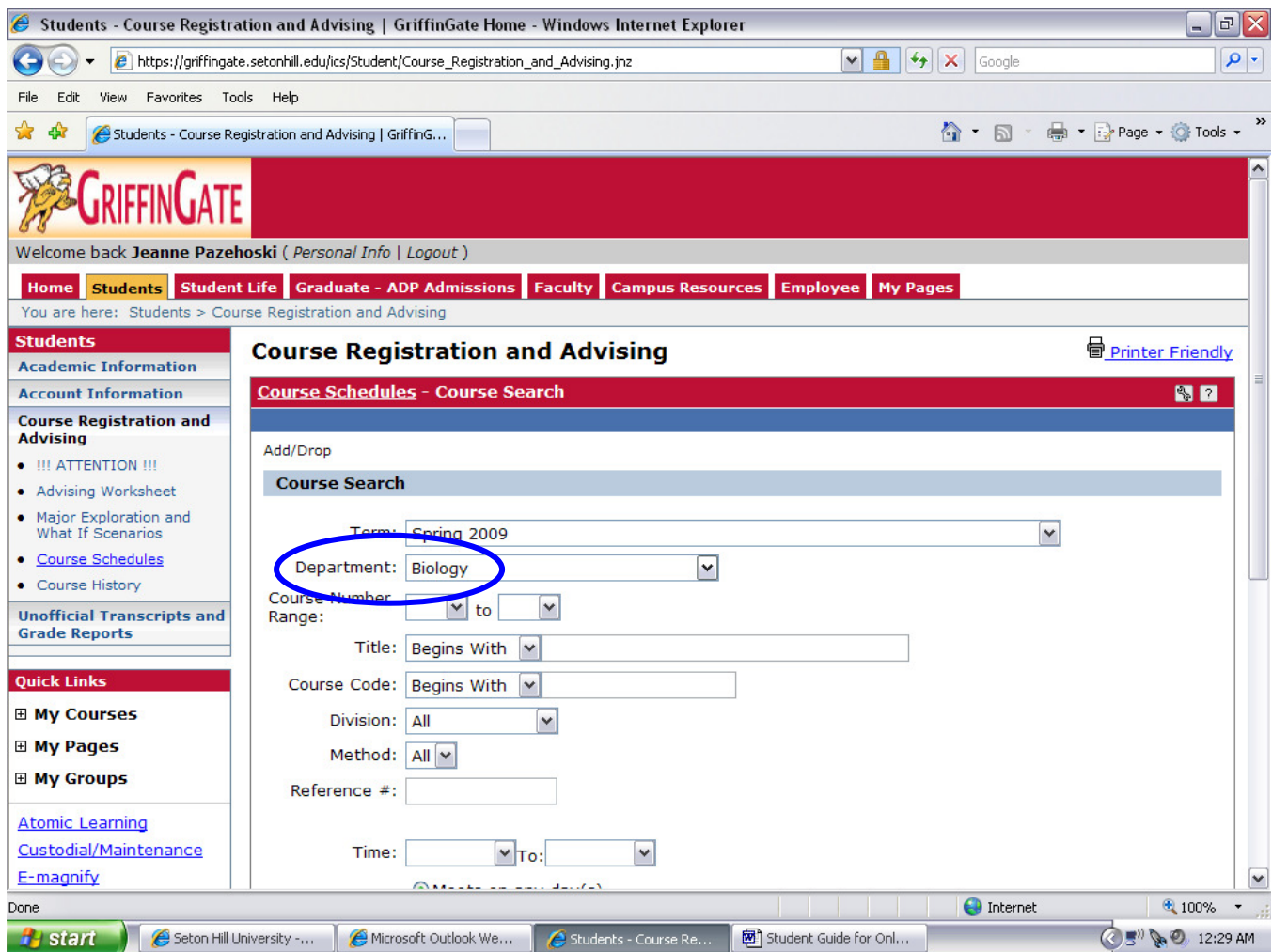
Search Term: Spring 2009 Division: All Search

Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
	<a href="#">SAB 100 01</a>	Elem.Arabic Lan	El-Turky, Fatma I	99/99	O	MWF 9:00 AM-9:50 AM	3.00
	<a href="#">SAB 105 01</a>	Elem. Arabic La	El-Turky, Fatma I	99/99	O	MWF 10:00 AM-10:50 AM	3.00
	<a href="#">SAB 205 01</a>	Intermed. Arabi	Faculty, SHU	18/18	O	MWF 8:00 AM-8:50 AM	3.00
	<a href="#">SAB 210 01</a>	Intermed. Arabi	Faculty, SHU	18/18	O	MWF 11:00 AM-11:50 AM	3.00
	<a href="#">SAR 110 01</a>	Hist.Western Ar	Vissat, Maureen	35/35	O	MWF 9:00 AM-9:50 AM	3.00
	<a href="#">SAR 110 02</a>	Hist.Western Ar	Vissat, Maureen	35/35	O	MWF 10:00 AM-10:50 AM	3.00
	<a href="#">SAR 120 HP</a>	Design I	Ferrell, Brian J	15/15	O	MW 1:00 PM-3:50 PM	3.00
	<a href="#">SAR 125 01</a>	Clay	Faculty, SHU	12/12	O	TR 9:00 AM-11:50 AM	3.00
	<a href="#">SAR 135 01</a>	B/W Photography	Stoner, Richard A	12/12	O	W 9:00 AM-11:50 AM	3.00
	<a href="#">SAR 135 02</a>	B/W Photography	Stoner, Richard A	12/12	O	W 1:00 PM-3:50 PM	3.00
	<a href="#">SAR 180 01</a>	Digital Imaging	Andrews, James	15/15	O	TR 6:00 PM-8:50 PM	3.00
	<a href="#">SAR 180 98</a>	Digital Imaging	Andrews, James	15/15	O	S 8:15 AM-11:45 AM	3.00
	<a href="#">SAR 210 01</a>	20th Century Ar	Vissat, Maureen	35/35	O	MWF 12:00 PM-12:50 PM	3.00

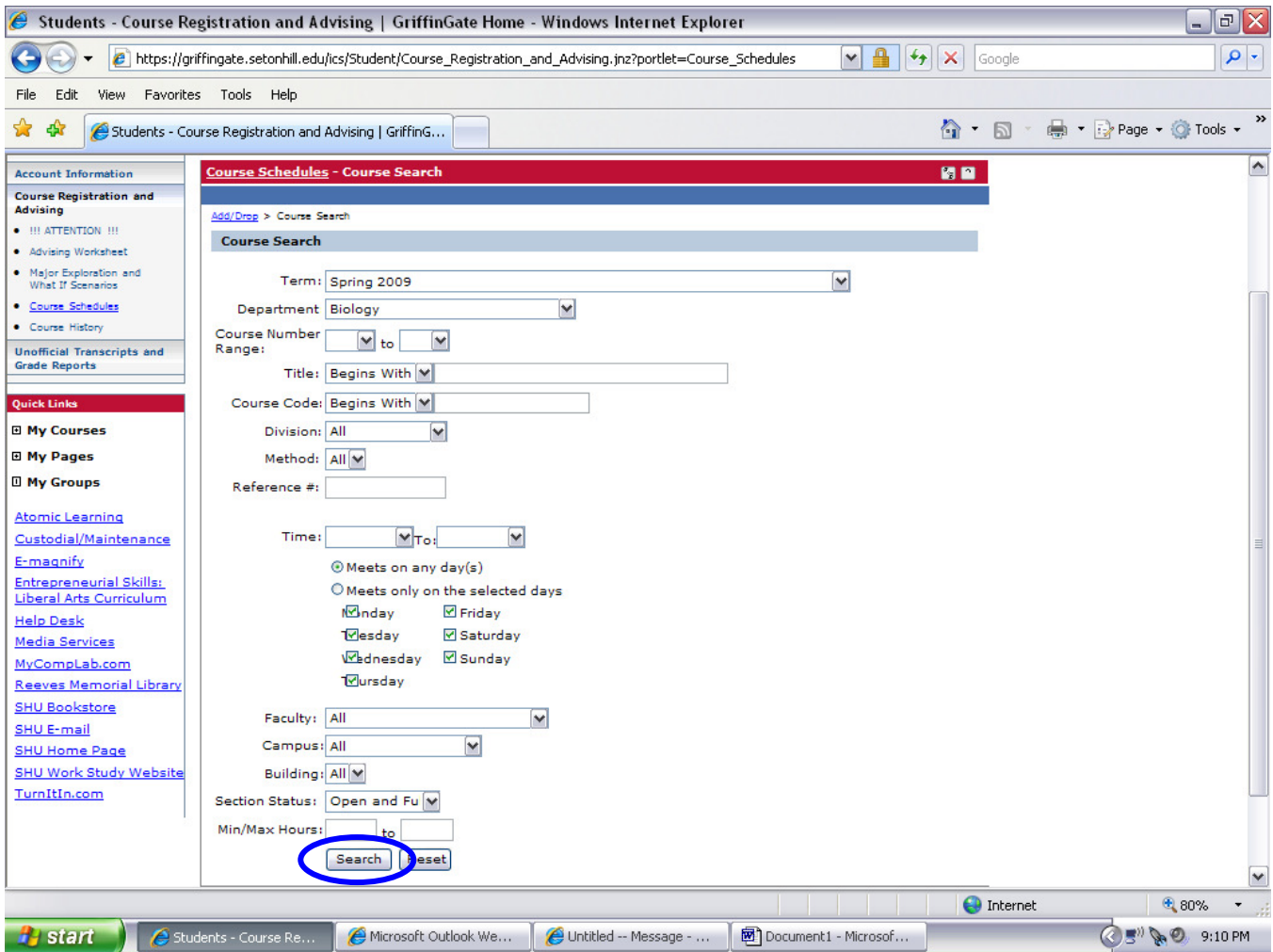
If you select a department from the drop-down in the **Department** field (Figure 8):

**Figure 7**



Then click on the **Search** box (Figure 8), all courses available for that department in the selected term will display (Figure 9):

**Figure 8**





This Figure shows all courses available in the Biology Department for the Spring 2009 term:

Figure 9

The screenshot shows a web browser window titled "Students - Course Registration and Advising | GriffinGate Home - Windows Internet Explorer". The address bar shows the URL: [https://griffingate.setonhill.edu/jcs/Student/Course\\_Registration\\_and\\_Advising.jnz?portlet=Course\\_Schedules](https://griffingate.setonhill.edu/jcs/Student/Course_Registration_and_Advising.jnz?portlet=Course_Schedules). The page content includes a sidebar with navigation links and a main area titled "Course Registration and Advising" with a sub-header "Course Schedules - Results".

**Search Results**

Search Term: Spring 2009 Division: All Search

Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
	<a href="#">SBL 141 01</a>	Medical Termino	Bassett, Steven G	35/35	O	-	1.00
	<a href="#">SBL 145 01</a>	Envin:Iss.& Cho	Belli, Angela M	20/20	O	T 5:00 PM-8:40 PM	3.00
	<a href="#">SBL 152 01</a>	General Biology	Fondy, Bernadette R	48/48	O	MWF 11:00 AM-11:50 AM	3.00
	<a href="#">SBL 153 01</a>	General Biol.II	Fondy, Bernadette R	24/24	O	T 9:00 AM-11:59 AM	1.00
	<a href="#">SBL 153 02</a>	General Biol.II	Fondy, Bernadette R	24/24	O	R 9:00 AM-11:59 AM	1.00
	<a href="#">SBL 203 01</a>	Microbiology	Fornsaglio, Jamie L	24/24	O	MWF 10:00 AM-10:50 AM	3.00
	<a href="#">SBL 204 01</a>	Microbiology La	Fornsaglio, Jamie L	24/24	O	T 9:00 AM-11:59 AM	1.00
	<a href="#">SBL 216 01</a>	Human Anat & Ph	Bassett, Steven G	30/30	O	MWF 11:00 AM-11:50 AM	3.00
	<a href="#">SBL 217 01</a>	Hum Anat/Phys I	Bassett, Steven G	24/24	O	W 1:00 PM-3:59 PM	1.00
	<a href="#">SBL 220 01</a>	Compar.Verteb.A	Bassett, Steven G	24/24	O	MWF 9:00 AM-9:50 AM	3.00
	<a href="#">SBL 221 01</a>	Comp.Vert.Anat.	Bassett, Steven G	24/24	O	R 1:00 PM-3:59 PM	1.00
	<a href="#">SBL 247 01</a>	Cell Biology	Fornsaglio, Jamie L	24/24	O	MWF 9:00 AM-9:50 AM	3.00
	<a href="#">SBL 248 01</a>	Cell Biology La	Fornsaglio, Jamie L	24/24	O	W 1:00 PM-3:59 PM	1.00
	<a href="#">SBL 301 01</a>	Research Semina	Bassett, Steven G	35/35	O	-	1.00

Once you are ready to begin Registering for classes, click on the [Add/Drop](#) link (Figure 10) above your search results to go back to the **Course Schedules** page (Figure 11).

Figure 10

The screenshot shows a web browser window displaying the 'Course Schedules - Results' page. The page title is 'Course Registration and Advising'. The breadcrumb trail is 'Add/Drop > Course Search > Results'. The search criteria are 'Term: Spring 2009' and 'Division: All'. A table of search results is displayed with columns for Add, Course Code, Name, Faculty, Seats Open, Status, Schedule, and Credits. The 'Add/Drop' link is circled in blue.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
	<a href="#">SBL 141 01</a>	Medical Termino	Bassett, Steven G	35/35	O	-	1.00
	<a href="#">SBL 145 01</a>	Environ.Iss.& Cho	Belli, Angela M	20/20	O	T 5:00 PM-8:40 PM	3.00
	<a href="#">SBL 152 01</a>	General Biology	Fondy, Bernadette R	48/48	O	MWF 11:00 AM-11:50 AM	3.00
	<a href="#">SBL 153 01</a>	General Biol.II	Fondy, Bernadette R	24/24	O	T 9:00 AM-11:59 AM	1.00
	<a href="#">SBL 153 02</a>	General Biol.II	Fondy, Bernadette R	24/24	O	R 9:00 AM-11:59 AM	1.00
	<a href="#">SBL 203 01</a>	Microbiology	Fornsaglio, Jamie L	24/24	O	MWF 10:00 AM-10:50 AM	3.00
	<a href="#">SBL 204 01</a>	Microbiology La	Fornsaglio, Jamie L	24/24	O	T 9:00 AM-11:59 AM	1.00
	<a href="#">SBL 216 01</a>	Human Anat & Ph	Bassett, Steven G	30/30	O	MWF 11:00 AM-11:50 AM	3.00
	<a href="#">SBL 217 01</a>	Hum Anat/Phys I	Bassett, Steven G	24/24	O	W 1:00 PM-3:59 PM	1.00
	<a href="#">SBL 220 01</a>	Compar.Verteb.A	Bassett, Steven G	24/24	O	MWF 9:00 AM-9:50 AM	3.00
	<a href="#">SBL 221 01</a>	Comp.Vert.Anat.	Bassett, Steven G	24/24	O	R 1:00 PM-3:59 PM	1.00
	<a href="#">SBL 247 01</a>	Cell Biology	Fornsaglio, Jamie L	24/24	O	MWF 9:00 AM-9:50 AM	3.00
	<a href="#">SBL 248 01</a>	Cell Biology La	Fornsaglio, Jamie L	24/24	O	W 1:00 PM-3:59 PM	1.00
	<a href="#">SBL 301 01</a>	Research Semina	Bassett, Steven G	35/35	O	-	1.00

Now that you're back at the **Course Schedules** page, you can proceed to Add or Drop classes as necessary – provided the Add/Drop period is open... 😊

Figure 11

