

This document outlines the steps to search for open classes with and without pre-requisites in student centre.

1. Log into the MyUofC portal



2. After logging into the MyUofC portal, on the home page, scroll to the middle of the page and click on "Course Search" under the term you want to look for open classes

Home My Application	National Survey of Student Engagement (NSSE) resurfaces Complete NSSE and you could win one five \$300 Bookstore gift cards Read More	e of	
My Service Requests			UCID:
Personal Info	To Do (1) Submit Social Insurance Number	Notices (0)	Your Enrolment Start Time You may begin enrolling for the Spring / Summer 2023 Regular Academic session on 2023 February 7 3:30PM. Details
Program and Advising Info	Winter 2023 Spring 2023 Shopping Cart (Potential / Pending Cort Your Shopping Cart is e	Summer 2023 Fall 2023	Winter 2024
(5) Ay Financials	Enrolled Courses - Spring 2023 You have no enrolled courses for	r this term. Please submit from the Pending Sho	pping Cart to enroll in classes.
	Enrolment Messages	🗹 D2L 🗰 My Sche	dule (Calendar View)  Download Calendar



- 3. Upon clicking "Course Search" in the previous step, you will be presented with the below screen
  - 1. Select the term for which you are looking for open classes
  - Check the box "Show Open Classes Only" as shown in the screenshot below. This will ensure that the search results will only displays open classes.
     Note: If you only want to search open classes regardless of whether the class has any prerequisites or not, you can ignore the subsequent steps and click "Search" after selecting at least on of the fields: "Subject", "Course Career" or "Course Number".
  - 3. Click "Additional Search Criteria" to look up for classes that have no pre-requisites

Search for Classes	
Enter Search Criteria	
Search for Classes	
Institution University of Calqary	
,	
♥ Class Search	
Open Entry/Exit Classes Only	
▶ Additional Search Criteria	
Clear Search	

4. Upon clicking "Additional Search Criteria", the screen will expand. Select the value "No Pre-Requisite" from the drop-down lists for the "Course Attributes" and "Course Attributes Value" fields and click "Search"

Search for Classes	
Enter Search Criteria	
Search for Classes	
Institution III in the I	
Institution University of Calgary	×
Felext at least 2 energy exiterial Select Search to view your energy to	×
Select at least 2 search chiefla. Select Search to view your search results.	
Subject	~
Course Number contains	×
Course Career	×
Show Open Classes Only	
Open Entry/Exit Classes Only	
Additional Search Criteria	
Meeting Start Time greater than or equal to	✓
Meeting End Time less than or equal to	✓
Days of Week include only these days	✓
Mon Tues Wed	Thurs Fri Sat Sun
Instructor Last Name begins with	
Class Nbr (2)	
Course Keyword	(?)
Minimum Units greater than or equal to	✓
Maximum Units less than or equal to	✓
Course Component	×
Session	×
Mode of Instruction	×
Campus	✓
A Location	~
Course Attribute No Pre-Requisite	×
5 Course Attribute Value No Pre-Requisite	×
*	Clear Search 6



5. Upon clicking "Search", you will be directed to the below screen where the desired class selection can be made to proceed for enrollment



## END OF PROCESS