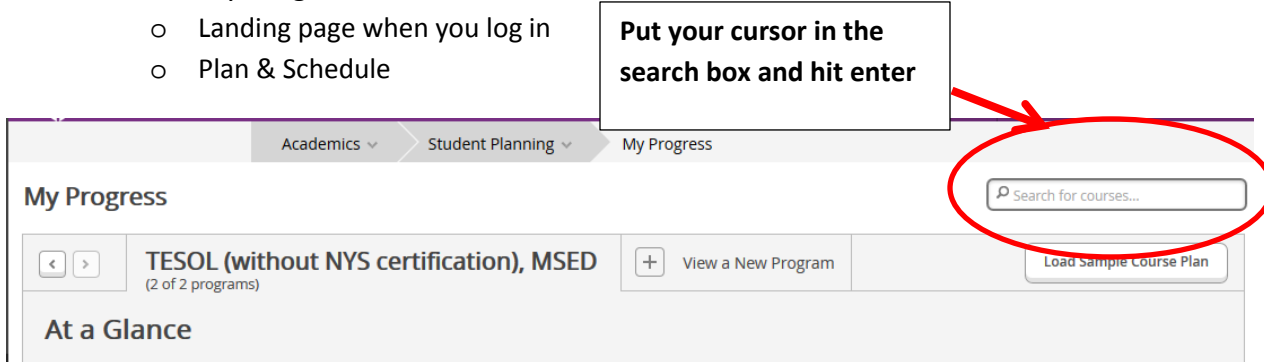
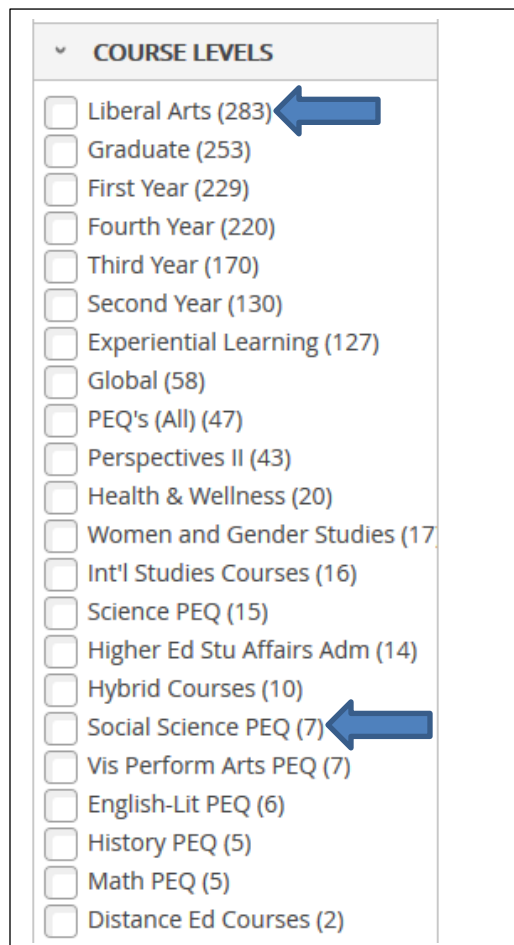
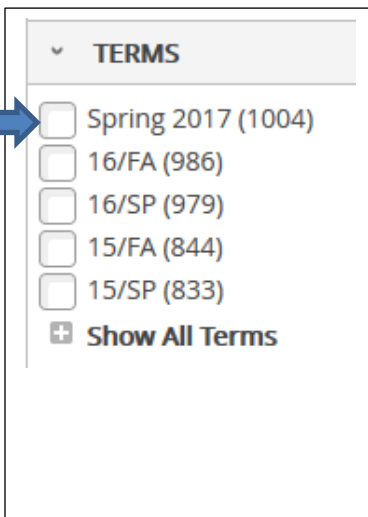


QUICK GUIDE: SEARCH FOR COURSES IN SP

- Look for the search bar in the upper right hand corner on most page views ...
 - My Progress
 - Landing page when you log in
 - Plan & Schedule



- STEP 1** After hitting enter as indicated above, all active courses will show. Now it's time to add "**FILTERS**" from the tool bar that runs down the left side of your screen. These filters will narrow your search.
- STEP 2** If courses have been posted for the upcoming term, you may want to begin by selecting that term in the TERM filter (screen shot below). *Note – Fall courses go live in mid-March and Spring courses go live in mid-October.*
- STEP 3** Look closely at the **Course Level** filter. Here is where you can really narrow your search down to just what you need. This is especially helpful if you are looking for a certain kind of PEQ course.
- STEP 4** Based on your *filters*, the courses you are looking for pop up. You can now either add one or more courses to your plan (if sections for the next term are not yet live), or you can select a specific *section* (if sections for the next term have been posted)



- Need a liberal arts course? Click the box.
- OR**
- Looking for a specific kind of PEQ? Select the one you need.

Note – if you select more than one filter, all courses that meet either course level will show, so if you want something specific, select just one filter at a time.

- All filters you select show at the top of the page; simply click the **X** to cancel any of the filters.

