

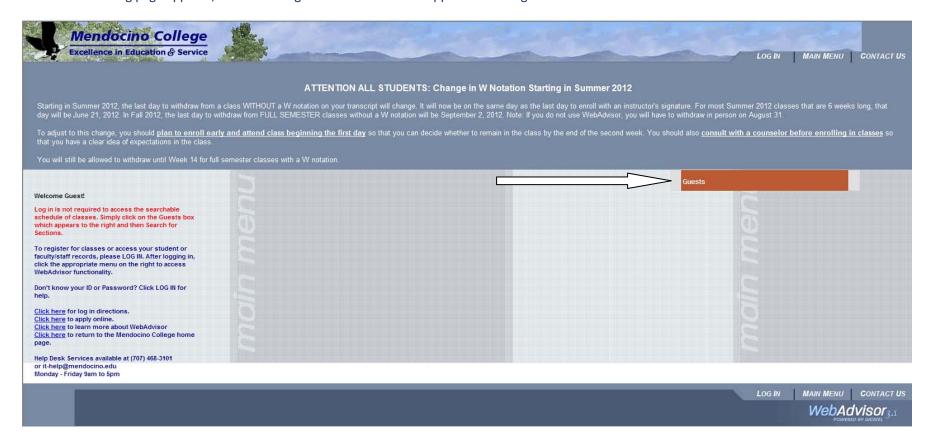
MENDOCINO COLLEGE

USING THE ONLINE SEARCHABLE CLASS SCHEDULE

To access the online searchable class schedule, go to the Mendocino College website (<u>www.mendocino.edu</u>) and click on the available WebAdvisor link:



When the following page appears, click the orange Guest button which appears to the right:



At the following page, click on the Search for Sections option:



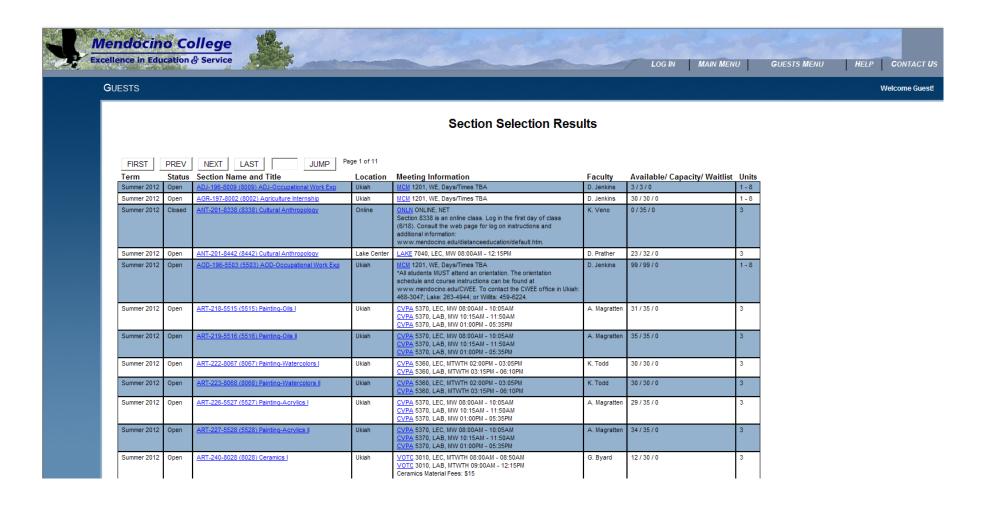
The system will return a screen similar to the following:

| M Exc | endocino College ellence in Education & Service LOG IN MAIN MENU GUESTS MENU HELP CONTACT U | ıs |
|----------|--|----|
| (| GUESTS Welcome Guest! | |
| | Search for Sections | |
| | Term V | |
| | Starting On/After Date Ending By Date | |
| | Subjects Course Number Section Section Sections Meeting After Sections Ending Before | |
| | Mon Tue Wed Thu Fri Sat Sun | |
| | Course Title Keyword(s) Location Instructor's Last Name | |
| | SUBMIT | |
| | LOG IN MAIN MENU GUESTS MENU HELP CONTACT U WebAdvisor 3.1 | S |

The only required field in this screen is the selection of a term from the drop down menu (see arrow above). Please note, the more information provided, the more defined the search results will be.

To review an alphabetical listing of all courses scheduled for a particular term, select the desired Term and then click Submit. The search can be further refined by selecting a Location or Subject prior to clicking on the Submit button.

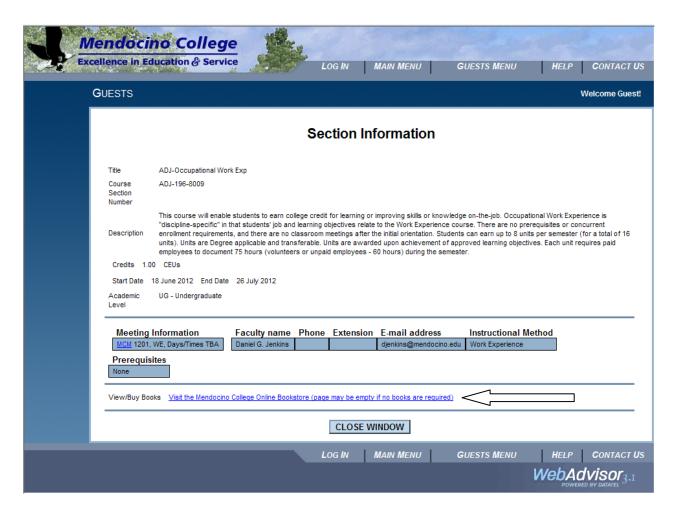
An example of the search results can be seen below:



More detailed information regarding a course can be viewed by clicking on the Section Name and Title of the desired course.

| Term | Status | Section Name and Title | Location | Meeting Information | Faculty | Available/ Capacity/ Waitlist | Units | |
|-------------|--------|---|----------|------------------------------|------------|-------------------------------|-------|--|
| Summer 2012 | Open | ADJ-196-8009 (8009) ADJ-Occupational Work Exp | Ukiah | MCM 1201, WE, Days/Times TBA | D. Jenkins | 3/3/0 | 1-8 | |

A new window, similar to the example below, will display:



In addition to providing more detailed information regarding the course, a link to the Bookstore is also provided so that information regarding textbooks may be reviewed.

Should questions regarding the use of the schedule arise, please do not hesitate to contact our help desk at webaccess@mendocino.edu or 707-468-3101.