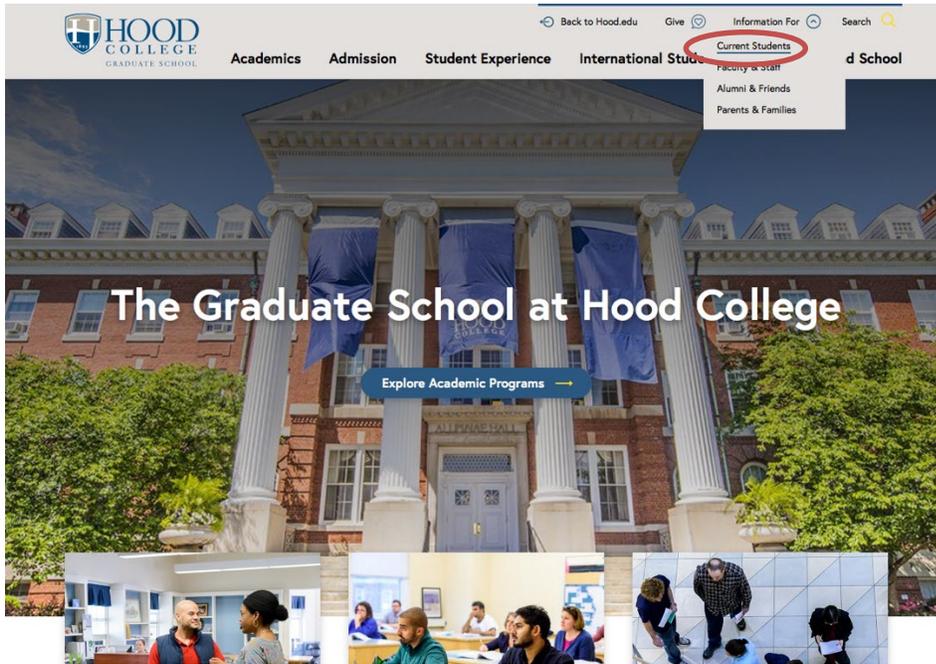


# Self Service Schedule Search

Start by going to the main Hood College webpage at: [www.hood.edu/](http://www.hood.edu/)

1. Click the “Current Students” link at the top of the page.



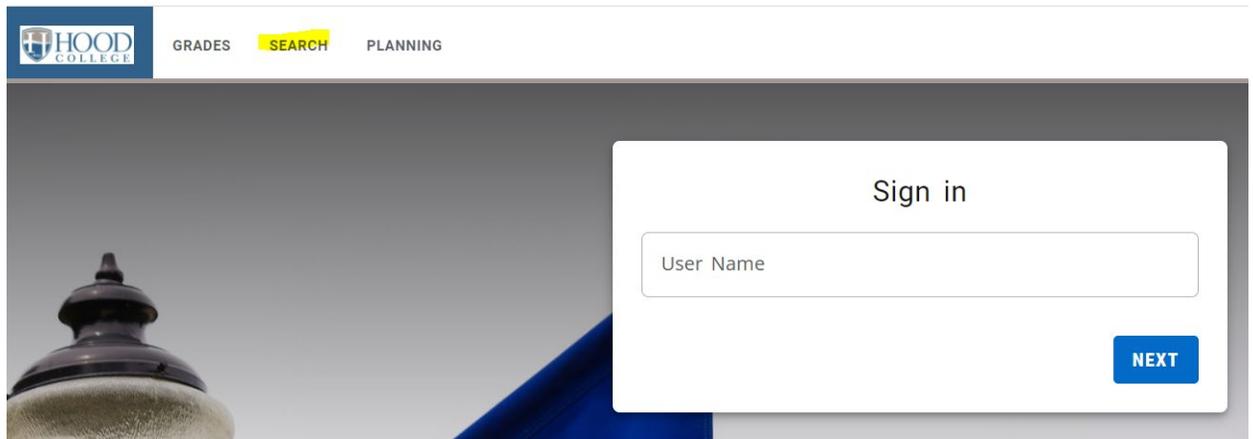
2. Click the “Self Service” link in the ApLinks column.

A screenshot of the Hood College website showing a grid of links. The 'Self Service' link in the 'ApLinks' column is circled in red. The grid is organized into columns: ApLinks, Helpful Links, Undergraduate Students, and Graduate Students. The 'ApLinks' column contains various service links, with 'Self Service' highlighted. The 'Helpful Links' column includes Academic Calendar, Academic Services, Accounting Services, Bookstore, Campus Status, Career Center, College Catalog, Consumer Information, and Cost of Attendance. The 'Undergraduate Students' column includes Blue and Grey, Commuter Life, Residence Life, and Student Clubs & Activities. The 'Graduate Students' column includes Federal Policy Updates for International Students, Graduate Forms & Guidelines, and Research Funds & Awards.

ApLinks	Helpful Links		Undergraduate Students	Graduate Students
Blackboard	Academic Calendar		Blue and Grey	Federal Policy Updates for International Students
Chalk & Wire	Academic Services	Duplicating Services	Commuter Life	Graduate Forms & Guidelines
Office 365	Accounting Services	Information Technology	Residence Life	Research Funds & Awards
Email - Quarantine Messages	Bookstore	Library	Student Clubs & Activities	
Facilities Work Order	Campus Status	Ombudsperson		
Password Reset	Career Center	Pay my Bill		
Self Service	College Catalog	Registrar		
Tutor Trac	Consumer Information			
Virtual Computer	Cost of Attendance			

3. The Self Service homepage will open and show a Sign In screen. **YOU DO NOT NEED A LOGIN TO SEARCH THE SCHEDULE**

Hover over the Search link at the top of the screen and click “Section”



The screenshot shows the Hood College Self Service homepage. At the top left is the Hood College logo. To its right are navigation links: GRADES, SEARCH (highlighted in yellow), and PLANNING. The main content area features a large image of a lamp. Overlaid on the right side of the image is a white 'Sign in' modal. The modal contains a text input field labeled 'User Name' and a blue 'NEXT' button.

4. You can search in a few ways:
  - a. Type keywords in the main search field, like the name of your program (i.e. Biomedical Science). Make sure you choose the appropriate term from the “Period” drop-down on the right to only show the courses within that program that are offered during that specific term. Click the Search button or hit Enter on your keyboard for results. **NOTE: JUST TYPING THE NAME OF YOUR PROGRAM MAY NOT YIELD ALL COURSE RESULTS. SEE OPTION B FOR ANOTHER WAY TO CREATE MORE SPECIFIC, THOROUGH RESULTS OF OFFERINGS.**
  - b. Or you could type the course prefix into the “Course Code” field on the right. Again, make sure you choose the appropriate term from the “Period” drop-down on the right. Click the Search button or hit Enter on your keyboard for results.

## Section

Search

[Advanced Search](#) [New search](#)

Filters

BMS

Period  
2021/Fall

Session  
Select...

[SHARE SEARCH](#)

- c. The results will then be displayed on the screen.
- d. If you click on the course number and title (in blue), a separate screen will open to show you any prerequisites or corequisites for the course.
- e. You can then move on to other pages by using the buttons at the bottom of the screen.

⏪ < Page 1 of 3 > ⏩ Per page: 5  Total results: 11

5. To view course descriptions, hover over the Search link at the top and click on "Course".

- a. Type the course prefix in the "Course Code" field under Filters on the right. To ensure you're pulling the appropriate level courses (undergraduate vs. graduate), choose the appropriate level under the "Program" drop-down (GR = Graduate, UG = Undergraduate, Init TC = Initial Teacher Certification)

## Course

Search

[New Search](#)

Filters

ENV

Program  
GR

Curriculum  
Select...

Subtype  
Select...

Credit type  
Select...

Class level  
Select...

- b. Click Search and results will show all courses with that prefix. **NOTE: if you just want to review the description of one course, type the entire**

**course number in the “Course Code” field (prefix space number: i.e. ENV 501).**

- c. Click on the “Find Sections” button for any course, to see if it’s offered in the upcoming term. If you get a “No Results Found”, that means the course isn’t offered in the upcoming term.**