

Course Catalog 101 Guide

Students are encouraged to read through the comprehensive “My MU Plan 101 – Student Edition” guide before reading the “Course Catalog 101” guide. This guide deals specifically with features found on the “Course Catalog” portion of “My MU Plan” (Student Planning). For more information on selecting courses required for your degree and registering for courses, please see the “My Progress 101” and “Registration 101” guides.

How to Navigate the Course Catalog and Search For Courses

Going to the “Course Catalog”

- [Jump to Index of Features](#)

Navigating to the Course Catalog after Logging In

- 1) After logging in to “My MU Plan” (Student Planning), click the “My MU Plan” menu to access the Course Catalog or search for a specific course using the “Search for Courses” feature which is available from any menu option in “My MU Plan”. Students will primarily access the course catalog from the “My Progress” feature when selecting courses.

The screenshot shows the 'My MU Plan' navigation menu with 'Course Catalog' circled in red. A search bar labeled 'Search for courses...' is also circled in red in the top right corner. Below the menu, there are two main steps: '1. Plan & Schedule' and '2. Plan your Degree & Register for Classes'. A progress bar at the bottom shows 'Business Administration (BBA)' with a cumulative GPA of 4.000 (2.000 required).

Searching For Courses

Searching for Courses

- 2) The course catalog is organized by course subject (see #1 in the screenshot below) using the 3-letter prefix (For example a Business degree may include courses in Accounting – ACT, Economics – ECO, Management – MGT or Marketing – MKT). Therefore, courses will be listed under these subjects rather than under “Business”.

If you are looking for a specific course and already know the course prefix and number then you can use the “Search for Courses” lookup (see #2) in the right hand corner. Or if you are looking for specific course times use the “Advanced Search” option to select specific filter items or search for courses in multiple subjects (see #3).

The screenshot shows the 'Course Catalog' search interface. The 'Advanced Search' link is circled in red and labeled '#2'. A search bar labeled 'Search for courses...' is circled in red and labeled '#3'. Below the search bar, a list of subjects is shown, with 'Accounting' circled in red and labeled '#1'. Other subjects listed include Applied Arts, Astronomy, and Biology.

Index of Features on your Timeline

- 3) This guide will highlight some of the features of the course catalog
 - [General Overview of Features \(Using the “Search by Subject” option\)](#)
 - o [Course Information](#)
 - o [“Filter Results” Features](#)
 - [Advanced Search](#)
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General Overview of Features (Using the “Search by Subject” option)

Course Information

- 4) After searching by subject or by a specific course, the following information is shown under the course catalog for all Marymount courses:
 - a. Course Number (Subject Prefix and Number), Course Title and Number of Credit Hours **[#1]**
 - b. Course Description, Course Designation (if applicable, for example Writing Intensive course) **[#2]**
 - c. Requisites: Prerequisite (Another course must be taken prior to this course) or corequisite (Another course must be taken at the same time as this course) **[#3]**
 - d. Location: includes Main Campus, Ballston (includes 4040 Bldg.), Online and Reston Center **[#4]**
 - e. Offered (not shown in example below): Individual courses may be offered only in the Fall or Spring, or every two years **[NP]**
 - f. “Add to Plan”: Click this button to add course to your timeline. **[#5]**

MKT-204 Sustainable Marketing (3 Credits)	1)	5)	Add Course to Plan
Examines the history of green marketing from its development in the 1970s to the current ways in which companies use sustainable marketing as part of their branding strategies. Topics covered include understanding socially conscious consumers; environmentally friendly product strategies; greenwashing; social and cause-related marketing campaigns; the role of marketing in social innovation and entrepreneurship; eco-labeling; and fair trade, organic, and environmental certifications. Liberal Arts Core/University Requirements Designation: WL (3)			
Requisites:	None	3)	
Locations:	Ballston, Reston, On Line	4)	
View Available Sections for MKT-204			

“Filter Results” Features

- 5) The following features allow for additional filtering of courses. Some filters only work when sections are available to view:

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Filter Results
> AVAILABILITY
▼ SUBJECTS
<input checked="" type="checkbox"/> Marketing (23)
▼ LOCATIONS
<input type="checkbox"/> Ballston (13)
<input type="checkbox"/> Main Campus (4)
<input type="checkbox"/> On Line (5)
<input type="checkbox"/> Reston (4)
▼ TERMS
<input type="checkbox"/> Fall 2017 (6)
<input type="checkbox"/> 17/SU (3)
▼ DAYS OF WEEK
<input type="checkbox"/> Monday (4)
<input type="checkbox"/> Tuesday (2)
<input type="checkbox"/> Wednesday (1)
<input type="checkbox"/> Thursday (3)
<input type="checkbox"/> Friday (2)
<input type="checkbox"/> Saturday (1)

▼ TIME OF DAY
Select time range... ▼
▼ INSTRUCTORS
<input type="checkbox"/> Engelhardt, N (1)
▼ ACADEMIC LEVELS
<input type="checkbox"/> Undergraduate (14)
<input type="checkbox"/> Graduate (9)
▼ COURSE LEVELS
<input type="checkbox"/> Graduate (8)
<input type="checkbox"/> Third Year (7)
<input type="checkbox"/> Fourth Year (4)
<input type="checkbox"/> Transfer Electives (3)
<input type="checkbox"/> Second Year (1)
▼ COURSE TYPES
<input type="checkbox"/> Global Perspective (1)
<input type="checkbox"/> Writing Intensive (1)
> TOPICS
▼ INSTRUCTION TYPE
<input type="checkbox"/> Online (3)
<input type="checkbox"/> Not Online (6)

- Availability:** Search for open sections with seats available for registration
- Subjects:** To view another subject, click the “< Back to Course Catalog” link and select a new subject.
- Locations:** Select courses offered in a specific location. Some courses may be offered at multiple locations or only a single location. (This filter is available at all times regardless of whether course sections are available to view.)
- Terms:** See which courses are offered in the current or next semester.
- Days of the Week:** Select course sections by days of the week. If a course meets on Mon/Thu then it will show up when you filter by Monday courses or by Thursday courses. Online courses will not show up if a day is selected.
- Time of Day:** This feature lets you search for courses that are entirely within the following time periods.
 - Early Morning (12am-8am)
 - Morning (8am-12pm)
 - Afternoon (12pm-4pm)
 - Early Evening (4pm-8pm)
 - Night (8pm-12am)

Note courses which span multiple periods will not show up (ex. 10am-1pm courses will not show up under the Morning or the Afternoon filter, however a course from 10am-11.45am will show up as a Morning course).

- Instructors:** You can search for specific instructors.

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- h. **Academic Levels:** Filter by Undergraduate or Graduate courses. (Filter available at all times)
- i. **Course Levels:** Undergraduate courses are broken into First Year (100 numbers), Second Year (200 numbers), Third Year (300 numbers) and Fourth Year (400 numbers). These numbers should be a guide to when you are recommended to take the courses, but students may be able to take certain courses in other years (Ex. 200 level courses in their 1st year). Students can always take lower numbered courses in later years (ex. 300 level courses in their 4th year). Students should consult their advisors for when to take certain courses and follow requisite requirements when determining when to take courses. (Filter available to view at all times)

Graduate courses are listed as a “Graduate” course level.

Transfer elective courses are course numbers for transfer courses that do not equate to specific Marymount courses. These courses cannot be taken at Marymount.

- j. **Course Types:** Course types include “Experiential Learning”, “Global Perspective”, “Inquiry Learning”, “Writing Intensive”, History (HI-1 or HI-2), Literature (LT-1 or LT-2), Fine Arts (FNA), Mathematics (MT), Natural Science (NS), and Social Science (SS-1 or SS-2) designated courses. (Filter available to view at all times)
- k. **Instruction Type:** Filter by Online or other instructional method (Not Online).

Advanced Search

Search for Available Course Sections in Multiple Subjects

- 6) The “Advanced Search” function allows you to search for multiple courses. If you are searching for sections available in a specific term, use the “Term” filter and then select the subject(s) you wish to view. You will now be able to view courses with sections available.

Academics > My MU Plan > Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Term <input type="text" value="Fall 2017"/>	Meeting Start Date <input type="text" value="M/d/yyyy"/>	Meeting End Date <input type="text" value="M/d/yyyy"/>
Courses		
<input type="text" value="Accounting"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Marketing"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>

Days Of Week

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Location

Academic Level

Time Of Day

Course Type

Search for Courses and Course Sections

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<p>Filter Results</p> <p>▸ AVAILABILITY</p> <p>▾ SUBJECTS</p> <p><input type="checkbox"/> Accounting (8)</p> <p><input type="checkbox"/> Marketing (6)</p> <p>▾ LOCATIONS</p> <p><input type="checkbox"/> Ballston (14)</p> <p><input type="checkbox"/> Main Campus (3)</p> <p><input type="checkbox"/> On Line (3)</p> <p><input type="checkbox"/> Reston (4)</p> <p>▾ TERMS</p> <p><input checked="" type="checkbox"/> Fall 2017 (14)</p>	<p>Advanced Search Selection: ACT, MKT</p> <p>Filters Applied: Fall 2017 ×</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>ACT-201 Principles of Accounting I (3 Credits) <input type="button" value="Loading plan..."/></p> <p>An introduction to the basic concepts of financial analysis and recording. Introduction to the entire accounting cycle through preparation of worksheets and financial statements, special journals, and subsidiary ledgers. Prerequisite: MGT 123 or permission of the instructor. (3)</p> <p>Requisites: Take MGT-123 or permission of instructor - Must be completed prior to taking this course.</p> <p>Offered: ALL SEMESTERS, ALL YEARS</p> <p style="text-align: right;">View Available Sections for ACT-201</p> </div>
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Search for Multiple Subjects

- 7) If you simply want to search for multiple subjects, then only use the “Courses” filter. In the example below you will see all courses offered at Marymount in Accounting and Marketing.

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
Select Term leave blank ▼	M/d/yyyy	M/d/yyyy
Courses		
Accounting ▼	Course number	Section
Marketing ▼	Course number	Section

Search for Specific Courses

- 8) To search for specific courses across multiple subjects, select the subject and enter the course number. If you also select a term, then you will only see sections offered in that term. In the example below a student is searching for ACC-201 and MKT-301 for Fall 2017.

Search for Courses and Course Sections

Subject Search Advanced Search

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
Fall 2017 ▼	M/d/yyyy	M/d/yyyy
Courses		
Accounting ▼	201	Section
Marketing ▼	301	Section
Subject ▼	Course number	Section

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Adding Additional Lines

- 9) If you need to add additional subjects or courses, simply click the “+ Add More” button to add additional lines.

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
Fall 2017	<i>M/d/yyyy</i>	<i>M/d/yyyy</i>
Courses		
Accounting	201	Section
Marketing	301	Section
Subject	Course number	Section
+ Add More...		

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
Fall 2017	<i>M/d/yyyy</i>	<i>M/d/yyyy</i>
Courses		
Accounting	201	Section
Marketing	301	Section
Subject	Course number	Section
Subject	Course number	Section
Subject	Course number	Section
Subject	Course number	Section

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Searching for Courses By Location

- 10) To search for courses offered in a specific location, enter either “Main Campus”, “Ballston”, “Reston” or “Online” in the location search to find courses offered in those locations.

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
<input type="text" value="Select Term"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>

Courses

<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>

Days Of Week

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

Location

Other Filters Available Under the Advanced Search

- 11) The following other filters are available under the advanced search:

- Days of the Week
- Academic Level
- Time of Day
- Course Type

Days Of Week

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

Location

Academic Level

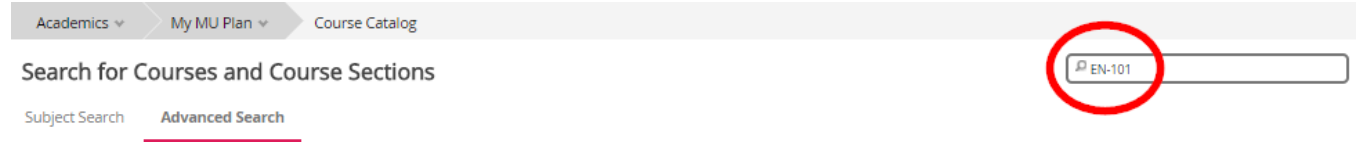
Time Of Day

Course Type

Search by Course

Searching for a Specific Course

- 12) To search for a specific course that you already know the course number for, enter the course number (Subject Prefix – Course Number, ex. EN-101) in the search bar to pull up the specific course. Then you can filter additional criteria like instructors or locations.

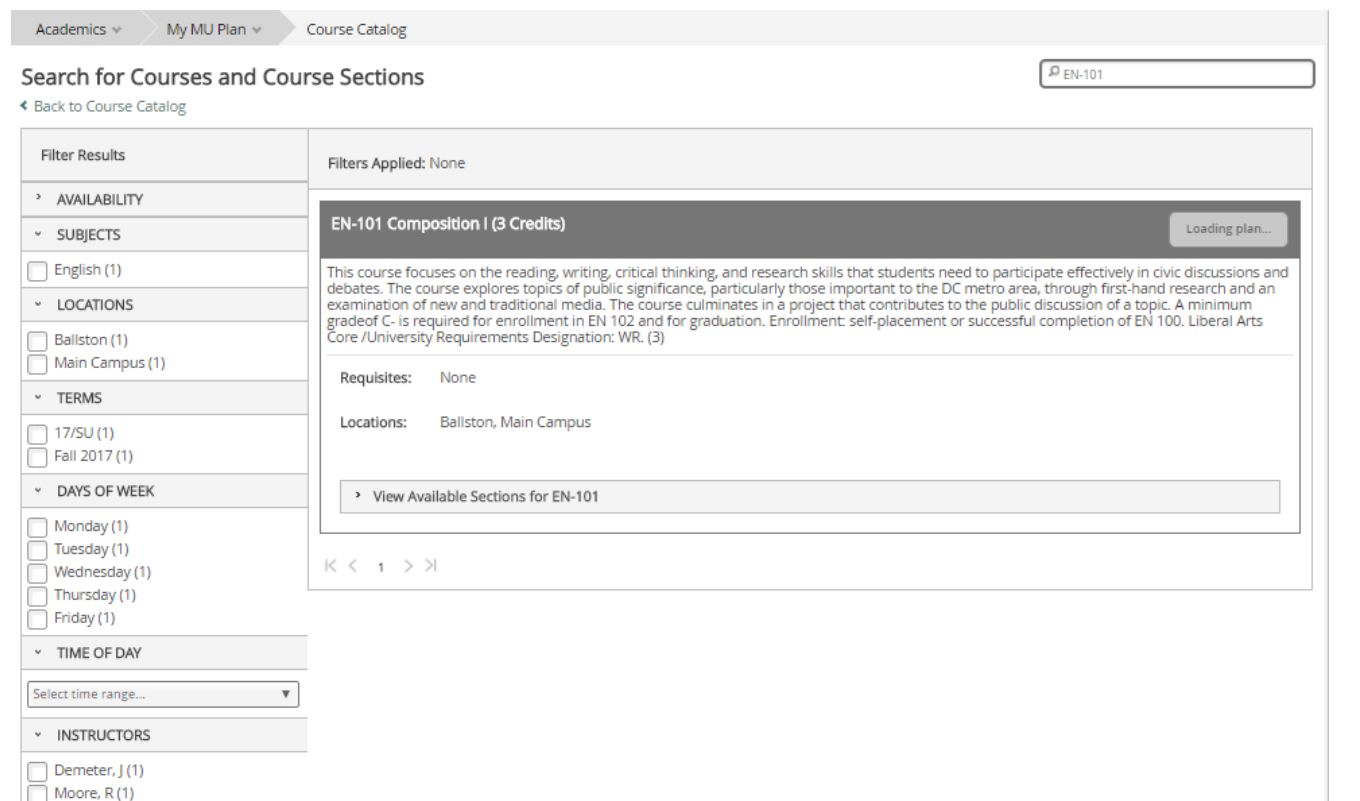


Academics > My MU Plan > Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

EN-101



Academics > My MU Plan > Course Catalog

Search for Courses and Course Sections

EN-101

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Filter Results	Filters Applied: None
AVAILABILITY	
SUBJECTS	EN-101 Composition I (3 Credits) Loading plan...
<input type="checkbox"/> English (1)	This course focuses on the reading, writing, critical thinking, and research skills that students need to participate effectively in civic discussions and debates. The course explores topics of public significance, particularly those important to the DC metro area, through first-hand research and an examination of new and traditional media. The course culminates in a project that contributes to the public discussion of a topic. A minimum grade of C- is required for enrollment in EN 102 and for graduation. Enrollment: self-placement or successful completion of EN 100. Liberal Arts Core /University Requirements Designation: WR. (3)
LOCATIONS	Requisites: None
<input type="checkbox"/> Ballston (1)	Locations: Ballston, Main Campus
<input type="checkbox"/> Main Campus (1)	View Available Sections for EN-101
TERMS	
<input type="checkbox"/> 17/SU (1)	
<input type="checkbox"/> Fall 2017 (1)	
DAYS OF WEEK	
<input type="checkbox"/> Monday (1)	
<input type="checkbox"/> Tuesday (1)	
<input type="checkbox"/> Wednesday (1)	
<input type="checkbox"/> Thursday (1)	
<input type="checkbox"/> Friday (1)	
TIME OF DAY	
Select time range...	
INSTRUCTORS	
<input type="checkbox"/> Demeter, J (1)	
<input type="checkbox"/> Moore, R (1)	

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