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.

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).
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**
     o Search for Available Course Sections in Multiple Subjects
     o Search for Multiple Subjects
     o Search for Specific Courses
     o Adding Additional Lines
     o Search for Courses By Location
     o Other Filters Available Under the Advanced Search
   - **Search by Course**
     o Searching for a Specific Course

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
   b. Course Description, Course Designation (if applicable, for example Writing Intensive course)
   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)
   d. Location: includes Main Campus, Ballston (includes 4040 Bldg.), Online and Reston Center
   e. Offered (not shown in example below): Individual courses may be offered only in the Fall or Spring, or every two years
   f. “Add to Plan”: Click this button to add course to your timeline.
“Filter Results” Features

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

- **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/Thur 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.
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.

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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.
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

Catalog Advanced Search

<table>
<thead>
<tr>
<th>Term</th>
<th>Meeting Start Date</th>
<th>Meeting End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>Meeting Start Date</th>
<th>Meeting End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>201</td>
<td>Section</td>
</tr>
<tr>
<td>Marketing</td>
<td>301</td>
<td>Section</td>
</tr>
</tbody>
</table>

Subject

<table>
<thead>
<tr>
<th>Course number</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Add More
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.

Other Filters Available Under the Advanced Search

11) The following other filters are available under the advanced search:
   a. Days of the Week
   b. Academic Level
   c. Time of Day
   d. Course Type

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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.