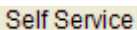


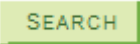


Using Advanced Search

After successful login to MyNIU at <http://myniu.niu.edu>:

1.	Navigation: Self Service > Student Center
2.	Click the Self Service link. 
3.	Click the Student Center link. 
4.	Use the green Search for Classes button in the upper right hand corner to begin your search. 
5.	<p>Class Search</p> <hr/> <p>Select an institution, term and search method. Click GO to continue.</p> <p>Institution <input type="text" value="Northern Illinois University"/></p> <p>Term <input type="text" value="Spring 2009"/></p> <p> <input checked="" type="radio"/> Search for Classes <input type="radio"/> Browse Catalog </p> <p>Note: Select the appropriate term and click the Search for Classes button.</p>
6.	Click Go. 
7.	<p>Class Search Criteria</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Course Subject <input type="text"/></p> <p>Course Number <input type="text" value="is exactly"/> <input type="text"/></p> <p>Course Career <input type="text" value="Undergraduate"/></p> <p><input checked="" type="checkbox"/> Show Open Classes Only</p> </div> <p>Select the Course Career. The choices are: -Undergraduate -Graduate -Law</p> <p>Note: Course Subject, Course Number, and Course Career are the basic search criteria. Use the Additional Search Criteria to narrow your search results.</p>

8.	<p><input checked="" type="checkbox"/> Show Open Classes Only</p> <p>Put a check in the Show Open Classes Only to view open classes for the term you select.</p> <p><input type="checkbox"/> Show Open Classes Only</p> <p>If you would like to include closed classes in your search results leave this checkbox empty.</p>
9.	<p>Click the Additional Search Criteria link.</p> <p></p>
10.	<p>There are a variety of Additional Search Criteria options to choose from in order to narrow your search.</p> <ul style="list-style-type: none"> -Meeting Time -Day of the Week -Instructor -Session -Mode of Instruction -Campus
11.	<p>The Additional Search Criteria section allows you to search for your classes using one or more of the items listed to narrow your search.</p> <p>Example: You can find out all night classes by selecting a Meeting Time between 5:00pm and 10:00pm.</p> <p>Example: You can search for all of the classes your favorite instructor teaches by choosing your Instructors Last Name and clicking Search.</p> <p>Example: You can locate all off campus courses by selecting Off-Campus in the campus field.</p>
12.	<p>Example: I am looking for all undergraduate night courses available On-Campus.</p> <p></p> <p>Note: Use the criteria below from the Additional Search Criteria section to find results for this example.</p>
13.	<p>Enter the desired information into the between field.</p> <p>Enter a valid value e.g. "4:00pm".</p> <p>between <input type="text" value="4:00pm"/></p>
14.	<p>Enter the desired information into the field.</p> <p>Enter a valid value e.g. "10:00pm".</p> <p>and <input type="text" value="10:00PM"/></p>
15.	<p>Click the Search button.</p> <p></p>

