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. **Class Search**

   Select an institution, term and search method. Click GO to continue.

   ![Class Search Form]

   **Institution**: Northern Illinois University
   **Term**: Spring 2009

   ![Search for Classes](https://example.com/search)
   ![Browse Catalog](https://example.com/browse)

   **Note**: Select the appropriate term and click the **Search for Classes** button.

6. Click **Go**.

7. **Class Search Criteria**

   ![Course Search Criteria Form]

   Select the **Course Career**. The choices are:
   - Undergraduate
   - Graduate
   - Law

   **Note**: **Course Subject**, **Course Number**, and **Course Career** are the basic search criteria. Use the **Additional Search Criteria** to narrow your search results.
8. **Show Open Classes Only**
   - Put a check in the **Show Open Classes Only** to view open classes for the term you select. If you would like to include closed classes in your search results leave this checkbox empty.

9. **Click the Additional Search Criteria link.**

10. **Additional Search Criteria**
    - There are a variety of **Additional Search Criteria** options to choose from in order to narrow your search.
      - Meeting Time
      - Day of the Week
      - Instructor
      - Session
      - Mode of Instruction
      - Campus

11. **The Additional Search Criteria section allows you to search for your classes using one or more of the items listed to narrow your search.**
    - **Example:** You can find out all night classes by selecting a Meeting Time between 5:00pm and 10:00pm.
    - **Example:** You can search for all of the classes your favorite instructor teaches by choosing your Instructor's Last Name and clicking Search.
    - **Example:** You can locate all off campus courses by selecting Off-Campus in the campus field.

12. **Example:** I am looking for all undergraduate night courses available On-Campus.
    - **Note:** Use the criteria below from the **Additional Search Criteria** section to find results for this example.

13. **Enter the desired information into the **between** field.**
    - Enter a valid value e.g. "4:00pm".
    - **between** 4:00pm

14. **Enter the desired information into the field.**
    - Enter a valid value e.g. "10:00pm".
    - **and** 10:00pm

15. **Click the Search button.**
16. Click the **OK** button to continue.

17. The results shown are:
- Undergraduate
- Open Classes Only
- Meeting time between 4:00pm-10:00pm
- Main NIU DeKalb Campus

![Course Information](image)

**Note:** Results are listed in alphabetical order by course.

18. Click the **Start a New Search** button.

19. Click the **Additional Search Criteria** link.

**Example:** I am looking for all Graduate courses available On-Campus.

20. Select the **Course Career**.

The choices are:
- Undergraduate
- Graduate
- Law.

21. Select **Main NIU DeKalb Campus** from the **Campus** dropdown list.

22. Click the **Search** button.
23. Click the **OK** button to continue.

24. The results shown are:
- Graduate Courses
- Open Classes Only
- Main NIU DeKalb Campus

![ACCY 532 - Financial Reporting II](attachment:image.png)

**Note:** Results are listed in alphabetical order by course.

25. You have completed the Using Advanced Search topic.
**End of Procedure.**