Searching for a Course - Planner

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This is how to search for a course in the Course Offerings Planner.

1) Log into MAUI (http://www.mauuiow.edu).

2) From MAUI HOME screen, click on Registrar tab.

3) Select Offerings Planner.
4) There are two ways to search for a course subject—using the Search box or Browse offerings by course.

**Example 1 – Search Box**

A. Select desired **Session** from drop down list,
B. Type the subject:course (e.g., 010:006 or RHET:1060) in the Search box, and click **Search**.

**Example 2 – Browse Offerings by course**

A. Select desired **Session** from drop down list, and click **Browse Offerings by course**.

B. Select either the **Academic Unit** or the **Course Subject** from drop down list, and click **Go**.
Searching for a Course – Planner (cont.)

Example 2 – Browse Offerings by course

C. Select view next to the desired course.

5) MAUI will display the sections created for the course.
Searching for a course section in Offerings Planner

This page will detail the multiple ways to search for course sections in Offerings Planner.

Search Box

The search box is located in the top left hand corner in offerings planner and can be used in multiple ways to search for a course section.

Searching by Subject Acronym

- Typing the subject acronym into the search box will display a total list of all courses that are listed under that subject acronym in a table format called the course list.
- Although this page is a session based page, all courses under the subject acronym will display even if they are not being offered for that session.
- The table includes multiple sortable columns:
  - Subject:Course - this column will display the MAUI subject acronym and course number as well as the legacy subject:course.
  - Title - this column will display the title of the course.
  - Sections for Session - if a check mark appears in this column it means that course has sections that have been replicated or created in MAUI Offerings Planner for the selected session.
  - All Sections Approved - if a check mark appears in this column it means that all sections for a course that were replicated or created in MAUI Offerings Planner have been through the workflow process and have been approved by the Office of the Registrar.
  - Cross-Referenced - this column will display all cross-references for the course.
- Clicking on the View link will take the user to a list of all sections for a particular course in a selected session.

Searching by Subject Acronym and Course Number

- Typing in the subject acronym and course number will display a total list of all sections in a table format called the section list.
- The section list has two viewing options which can be changed via a dropdown box on the left hand side under the banner.
  - Default - if this viewing option has been selected then only courses with a Registration Status of Open (Underway), Pending, or Study Abroad.
  - All - if this viewing option has been selected then courses with a Registration Status of Cancelled will display along with Open (Underway), Pending, or Study Abroad.
- The section list has multiple sortable columns:
  - Section Number - displays the Section Number.
  - Registration Status - displays the current Registration Status of the section in that row.
  - Planner Status - displays the current Planner Status of the section in that row.
  - Time Location - displays all the Times & Locations of the section in that row.
  - Cur - displays the current enrollment for the section in that row.
  - Opt - displays the optimum enrollment for the section in that row.
  - ISIS Opt - this is the optimum enrollment for the section in that row that will display in ISIS and can only be updated the Office of the Registrar.
  - Section Type - displays the Section Type of the section in that row.
  - Instructors - displays all instructors associated with the section in that row.
  - Book Indicated - if book information has been entered the date that it was entered will display here.
  - Credit Hours - displays the number of hours that the section in that row can be enrolled for.

Searching by Subject Acronym, Course Number, and Section Number

- Typing in the full Subject Acronym, Course Number, and Section Number will take the user directly into the Edit Section Information page (Summary Panel).
- More information on the Summary Panel.

Browse Offerings by Course

On this page users can search for courses by the Academic Unit name or by the Subject acronym.

Searching by Academic Unit
• Users can select an Academic Unit from the drop down list
• Please note that some Academic Units contain multiple Subject acronyms within.
• When searching by Academic Unit the course list that will be displayed will not have workflow check boxes next to them if they are in the Planning stage.
• Although this page is a session based page, all courses under the subject acronym will display even if they are not being offered for that session.
• The table includes multiple sortable columns:
  • Subject:Course - this column will display the MAUI subject acronym and course number as well as the legacy subject:course.
  • Title - this column will display the title of the course.
  • Sections for Session - if a check mark appears in this column it means that course has sections that have been replicated or created in MAUI Offerings Planner for the selected session.
  • All Sections Approved - if a check mark appears in this column it means that all sections for a course that were replicated or created in MAUI Offerings Planner have been through the workflow process and have been approved by the Office of the Registrar.
  • Cross-Referenced - this column will display all cross-references for the course.
• Clicking on the View link will take the user to a list of all sections for a particular course in a selected session.

**Searching by Subject**

• Users can select an Subject from the drop down list
• Please note that some Academic Units contain multiple Subject acronyms within and searching by Subject will only show the subjects acronym selected.
• When searching by Subject the course list that will be displayed will have workflow check boxes next to them if they are in the Planning stage.
• Although this page is a session based page, all courses under the subject acronym will display even if they are not being offered for that session.
• The table includes multiple sortable columns:
  • Subject:Course - this column will display the MAUI subject acronym and course number as well as the legacy subject:course.
  • Title - this column will display the title of the course.
  • Sections for Session - if a check mark appears in this column it means that course has sections that have been replicated or created in MAUI Offerings Planner for the selected session.
  • All Sections Approved - if a check mark appears in this column it means that all sections for a course that were replicated or created in MAUI Offerings Planner have been through the workflow process and have been approved by the Office of the Registrar.
  • Cross-Referenced - this column will display all cross-references for the course.
• Clicking on the View link will take the user to a list of all sections for a particular course in a selected session.

**Browse Courses**

On this page users can search for courses by the Academic Unit name, Subject acronym (and Course number if desired), Management Type, and Planner Status. These criteria can be searched for individually or combined to create ad-hoc queries.

**Searching by Academic Unit**

• Users can select an Academic Unit from the drop down list
• Please note that some Academic Units contain multiple Subject acronyms within.
• When searching by Academic Unit the course list that will be displayed will not have workflow check boxes next to them if they are in the Planning stage.
• Although this page is a session based page, all courses under the subject acronym will display even if they are not being offered for that session.
• The table includes multiple sortable columns:
  • Subject:Course - this column will display the MAUI subject acronym and course number as well as the legacy subject:course.
  • Title - this column will display the title of the course.
  • Sections for Session - if a check mark appears in this column it means that course has sections that have been replicated or created in MAUI Offerings Planner for the selected session.
  • All Sections Approved - if a check mark appears in this column it means that all sections for a course that were replicated or created in MAUI Offerings Planner have been through the workflow process and have been approved by the Office of the Registrar.
  • Cross-Referenced - this column will display all cross-references for the course.
• Clicking on the View link will take the user to a list of all sections for a particular course in a selected session.

**Searching by Subject Acronym and Course Number**

• Typing in the subject acronym and course number will display a total list of all sections in a table format called the section list.
• The section list has two viewing options which can be changed via a dropdown box on the left hand side under the banner.
  • Default - if this viewing option has been selected then only courses with a Registration Status of Open (Underway), Pending, or Study Abroad.
  • All - if this viewing option has been selected then courses with a Registration Status of Cancelled will display along with Open (Underway), Pending, or Study Abroad.
The section list has multiple sortable columns:
- Section Number - displays the Section Number
- Registration Status - displays the current Registration Status of the section in that row
- Planner Status - displays the current Planner Status of the section in that row
- Time Location - displays all the Times & Locations of the section in that row
- Cur - displays the current enrollment for the section in that row
- Opt - displays the optimum enrollment for the section in that row
- ISIS Opt - this is the optimum enrollment for the section in that row that will display in ISIS and can only be updated by the Office of the Registrar
- Section Type - displays the Section Type of the section in that row
- Instructors - displays all instructors associated with the section in that row
- Book Indicated - if book information has been entered the date that it was entered will display here
- Credit Hours - displays the number of hours that the section in that row can be enrolled for

Searching by Management Type
- Users can search for all courses with a particular Management Type.
- Users can combine Management Type with an Academic Unit or Subject to find sections that meet both criteria.

Searching by Planner Status
- Users can search for all courses with a particular Planner Status.
- Users can combine Planner Status with an Academic Unit or Subject to find sections that meet both criteria.