How To: Edit Search Criteria

This guide outlines how to use search criteria listed in MyScheduler.

- **Course Status** limits what sections are included in generated schedules.
  - **Open Classes Only**: ("BEST OPTION") Includes only open sections.
  - **Open & Full w/ Waitlist**
  - **Open**: Includes open sections and sections where a waitlist is available.
  - **Open & Full**: Includes all sections being offered, including those which are full and no longer available for enrollment.
**Select Academic Groups**

- **All Groups Selected**: (*BEST OPTION*) will display all departments when searching for classes.
- If you individually select a **college**, you will only be able to see departments in that college when searching for classes (for example, “Business Administration” would only display classes for Accounting, Business, Computer Information Systems, Finance, etc.). *This option is not recommended.*
• **Instruction Mode** limits your selection of classes based on how the course is being delivered.

### Select Instruction Mode

<table>
<thead>
<tr>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Modes Selected</td>
</tr>
<tr>
<td>Hybrid Web/Online</td>
</tr>
<tr>
<td>In Person</td>
</tr>
<tr>
<td>Web/Online</td>
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</tbody>
</table>

*Please select the instruction modes you wish to include.*

- **All Modes Selected**: (*BEST OPTION*) will display all instruction delivery methods when searching for classes.
- If you individually select an instruction mode, your schedule will only include classes with that mode (e.g. “in person” will only show sections being taught in person, etc.)