



STUDENT SUCCESS

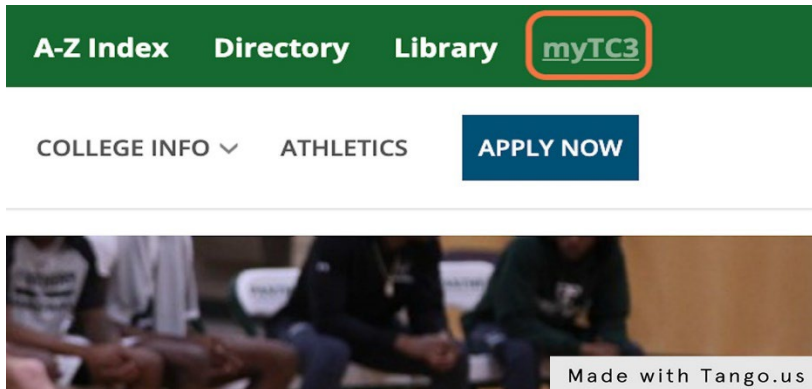
ADVISING, CAREER, TRANSFER

Using Self Service to Search for Classes

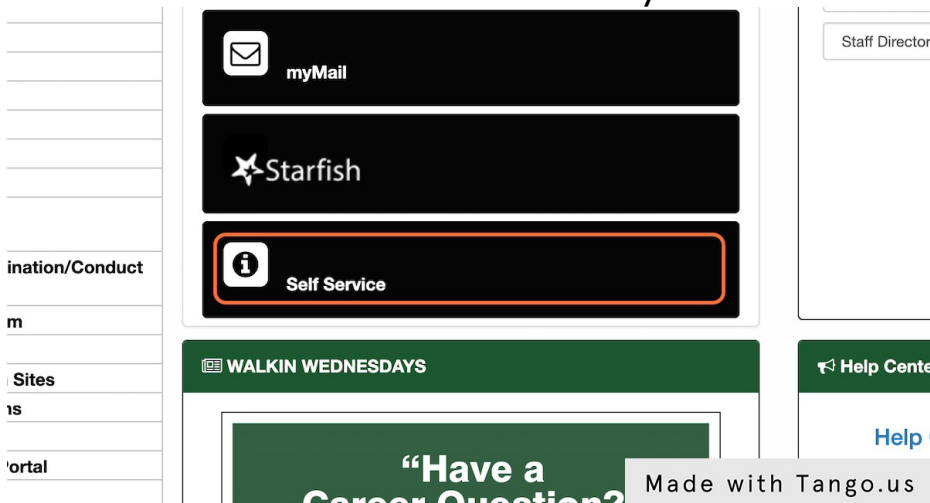
This guide provides an overview of how to use Self Service (found in myTC3) to search for classes. Note: There is also a guide for Registering for Classes.

Step 1: To get started, go to: <https://www.tompkinscortland.edu/>

- Click on myTC3

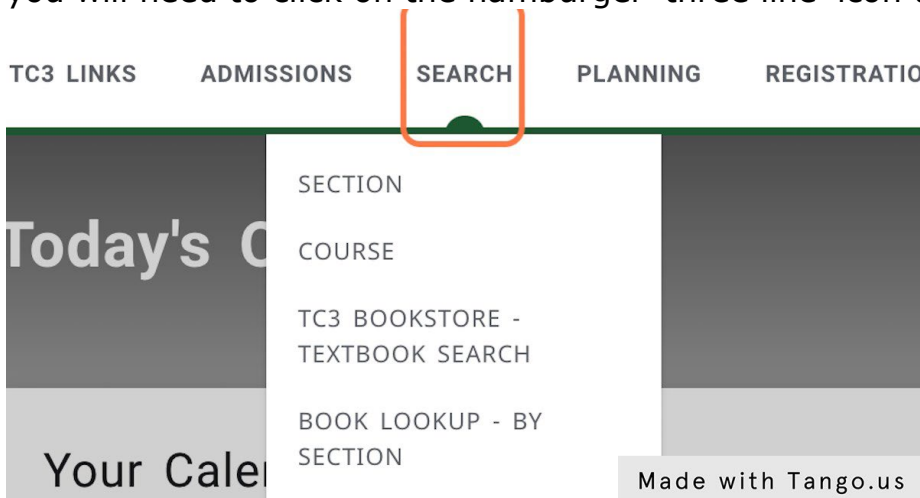


Step 2: Click on Self Service within myTC3.

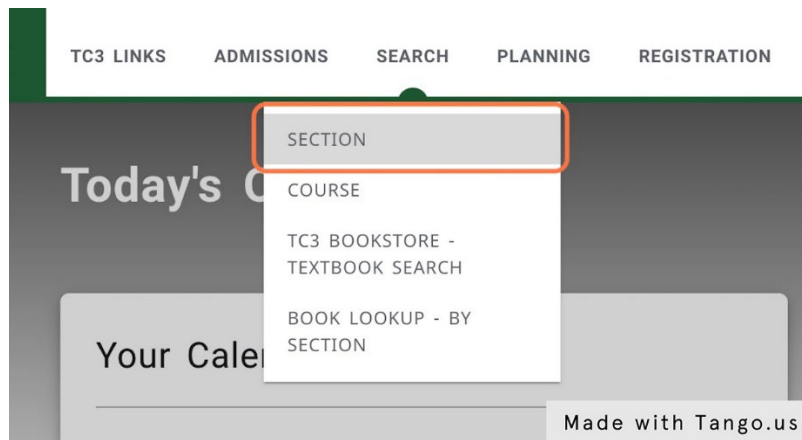


Step 3: Today's Overview displays the homepage of Self Service. To begin searching for classes, click on **SEARCH**.

- Note if your browser is not in full screen mode or you are on a mobile device, you will need to click on the hamburger 'three line' icon to find the **SEARCH**.

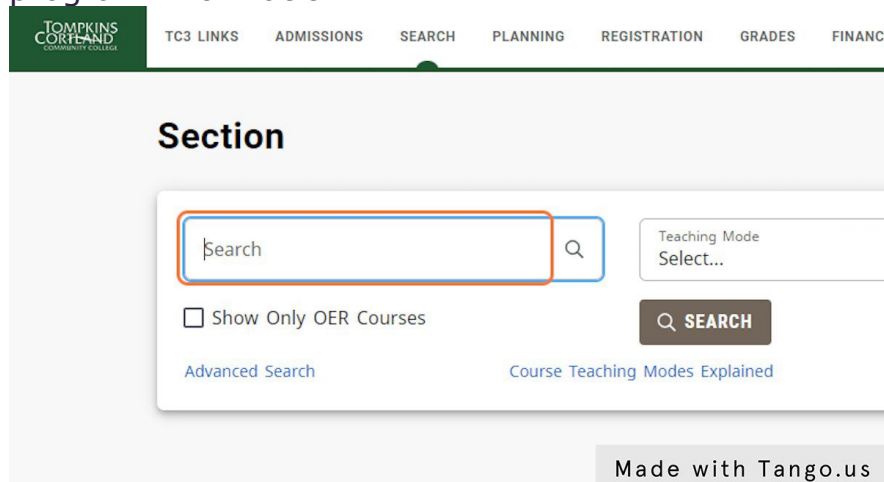


Step 4: Click on SECTION.



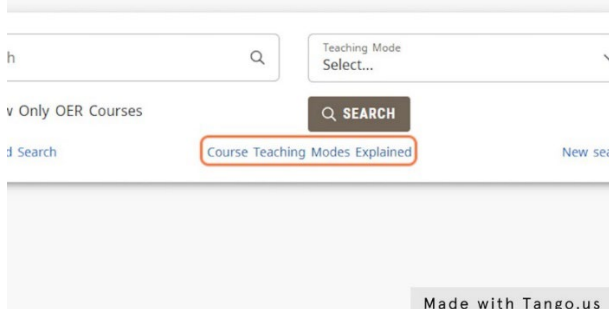
Step 5: Type in the specific course you need to take into the **search box** or **course search (under Filters)**.

- Unsure which class to search for?
 - Check-in with your Academic Advisor.
 - Check out your DegreeWorks to determine what courses to take (there's a guide for that) AND/OR go to <https://www.tompkinscortland.edu/academics/programs> to find your program information.



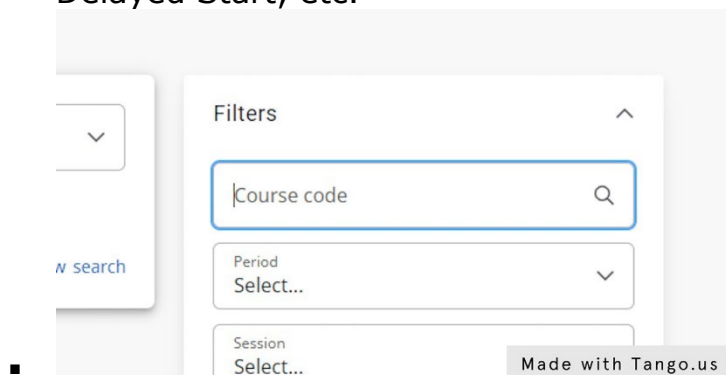
Step 6: 'Teaching Mode' located next to the 'Search' allows you to select your preferred class teaching style (e.g. on campus meetings, Hybrid, etc.).

- Teaching Modes Definitions can be viewed by selecting the 'Course Teaching Modes Explained Button' under the 'Teaching Mode' Selection box.



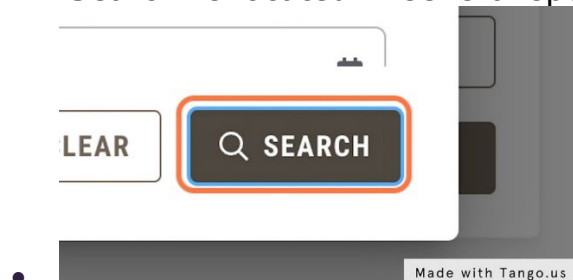
Step 7: Select the **'Period'** (e.g. Spring 2023, Fall, 2023, etc.) at a minimum for the filters. This will allow you to only view classes within the specific class semester that you are searching for.

- You can select this by using the **'Period'** box that displays to the right of the keyword search box labeled as **'Filters'**.
 - If the **Filters tab** is not displaying the **Course Code, Period, and Session** filters, click on the 'Filters' name and it will display the dropdowns.
 - **'Session'** selection allows you to filter by Late Start/10 wks, Delayed Start, etc.



Step 8: Once you're ready to search, click on **'Search'** to display your class results based on the filters you have used.

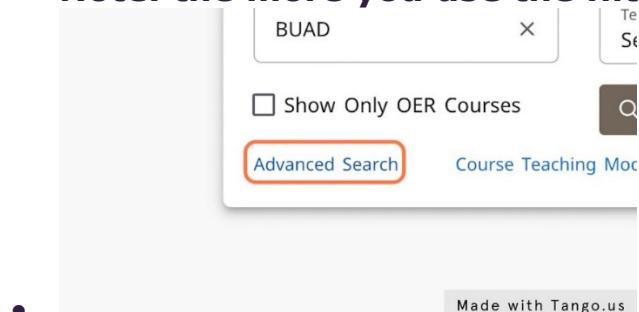
- 'Search' is located in several spots within the Search section.



The below steps are Optional

Step 9: You can also refine your search further to identify a specific time, day of the week, credit type, and more using the 'Advanced Search' box.

- **Note: the more you use the filters, fewer class results may display.**



Step 10: Recommended: Within the **Advanced Search**, go to the **'Course**

Details' and Select '**Credit**' to refine search results for students who are not dually enrolled high school students.

