



# How to Look up Your Courses

## Accessing Course Offerings

- [www.highlands.edu](http://www.highlands.edu)
- Click on **CURRENT STUDENTS** tab at the top
- Scroll down to **VIEW**
- Click on **COURSE OFFERINGS**

by <b>Course Term:</b>	201608 - Fall Semester 2016					
by <b>Part of Term:</b>	<all>					
by <b>Subject:</b>	<all> Accounting Allied Health					
by <b>Course Number:</b>						
by <b>Title:</b>						
by <b>Campus:</b>	<all> Floyd Campus Cartersville Campus					
by <b>Start Time:</b>	Hour 00	Minute 00	am/pm am			
by <b>End Time:</b>	11	59	pm			
by <b>Days:</b>	Mon Tues Wed Thur Fri Sat Sun <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
by <b>Status:</b>	ALL Sections		Open Sections <input checked="" type="radio"/>			

When searching for courses, keep the selection boxes as blank as possible. We recommend to only select the Course Term, Campus, and Open Sections.

## Search Criteria

- **Course Term:** Select the term from the drop down list.
- **Part of Term:** Select the term of course or keep <all> for all types.
- **Subject:** Select the subject of the course.
- **Course Number:** Enter desired course number or leave blank for all.
- **Title:** If only the title of the course is known, enter in the corresponding box. If not, leave the field blank.
- **Campus:** Select your preferred campus. If you are looking for online courses, select Web Based for the campus.
- **Start Time/End Time:** Choose desired start/end times for courses or leave blank to see all possible times.
- **Days:** Choose the desired meeting day(s). Please be aware if you select only one day, such as Monday, not all course options will show.
- **Status:** Select course status. If the course is full, it will not be listed under Open Sections.