COURSE CATALOG – VIEW

Use these steps to view the Course Catalog. If you see a typo in the Course Catalog, please contact the Registrar’s Office. If another type of change needs to happen to the Course Catalog such as changing pre-requisites, please work with your department and use the http://approval.ufl.edu portal.

NAVIGATION

To navigate to the view only options in the Course Catalog, use the following navigation steps for each process.

1. Log into myUFL
2. Click Main Menu
3. Click Student Information System.
4. Click Curriculum Management.
5. Click Course Catalog.

myUFL Navigation Menu Selections for View Catalog Processes

BROWSE CATALOG

The Browse Catalog process is a snapshot of the summary of each course in the catalog and serves as a basic summary as displayed to students. The Browse Catalog process is the information provided to students in the catalog publication and is the public facing view of the catalog. This view does not provide course history information (please see Course Catalog instructions below to view course history).

1. Use the navigation steps and select Browse Catalog from the menu system.
2. To search for a course, click on the first letter of the subject code (previously called the course prefix).
3. The list of courses displays. Click on the course you would like to view.
4. The course summary displays.
• Multiple offerings of the course across different departments will display.
• The subject is the course prefix.
• Course offerings is the department’s ability of to offer the course.
• If the course is offered by different departments, a pop-up window will ask which course to display.

5. To view class sections, click the **Course Number** or the **Course Name**.

<table>
<thead>
<tr>
<th>Course Nbr</th>
<th>Course Title</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>3003</td>
<td><strong>Comparative Psychology</strong></td>
<td></td>
</tr>
<tr>
<td>6056</td>
<td>Comparative Psychol</td>
<td></td>
</tr>
</tbody>
</table>

6. To see additional details, click **View Class Sections**.
7. Select the term from the dropdown menu and click **Show Sections** to view a certain section.

- An “Open” status indicates that there are seats available.
- A “Closed” status indicates that all seats are taken for that section.
- Wait list functionality is not being offered at the university.
- Instructor is the person that the department listed on the course and may not be the person that teaches the course.
- Session number indicates the sub-term designation. The regular academic term (Fall/Spring) is represented with a “1” and other sessions will include 8W1 or 8W2 for modules.
- Day, meeting times, rooms and dates are also listed.
- Course numbers are comprised of:
1026 - LEC - (33496)

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Class Type</th>
<th>Class Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1026</td>
<td>LEC</td>
<td>(33496)</td>
</tr>
</tbody>
</table>

- **Section Number**: the unique number per course, per course offering, per term. The section number will continue to be the public facing number that students can see.
- **Class Type**: lecture, lab, or individual study.
- **Class Number**: used throughout campus to identify the course. Unique, per term number. Class numbers are used internally between departments and the registrar’s office.
COURSE CATALOG

Use Course Catalog to search the detailed Course Catalog. The Course Catalog function is used for view a course's history and more details about the course itself, rather than an individual section in a term.

1. Follow the navigation steps and click Course Catalog from the main menu.
2. Enter search criteria into the search fields.
   - Previously, the course number and course prefix were combined. Now, these search options are two separate fields.
   - Institution is a required field. If “UFLOR” does not auto populate in the institution field, enter “UFLOR” it.
   - At least two search criteria are required (institution and at least one other field).
   - Subject is the course prefix, e.g. ENC.
   - Catalog number is the course number, e.g. 1101.
   - 300 results maximum will display.
   - Checking “Include History” will allow the user to see the history of the changes of the record, such as course number, title, credit, or any other course changes.

3. Click on any of the individual fields to go to the course information.

   If the same pre-fix and number displays twice, it means that something changes in the course record.
• The subject is the course prefix.
• A course offering and class offering are distinct. The course offering is the department's ability to offer a course, while the class offering is a section of that course.

**ADDITIONAL QUESTIONS**

For additional questions or concerns, please contact the Office of the University Registrar at (352) 392-1374 or registrarhelp-l@lists.ufl.edu