

### TIPS TO UTILIZE THE DYNAMIC SEARCHABLE SCHEDULE IN OASIS

The Schedule of Classes can be located via OASIS in a dynamic and searchable format. OASIS will always provide the most up-to-date information about course availability and enrollment numbers for scheduled Oglethorpe University courses.

The “Search for Sections” feature in OASIS requires you to first choose which semester you want to view the class offerings. It then allows you to search by course start and end dates, subjects, course start times, course end times, course title keywords, or instructor’s last name. This online Schedule of Classes can be accessed via OASIS at: <http://oasis.oglethorpe.edu>. Students can log into OASIS to use the searchable schedule. Guests can access the schedule by clicking on the “Guest Menu” and selecting the “Search for Sections” link.

Here are some examples of how you can utilize the various search features to locate appropriate course options for the specific semester you are searching:

- Use the “Subjects” field if you want to find all courses offered in a particular discipline. For example, if you want to find all of the Core courses that are offered for a term, you would simply select “Core” in the drop-down Subjects menu and hit enter. All course sections for that term that are in the Core will be displayed.
- Use the “Sections Meeting After” and “Sections Ending Before” fields to find all the courses offered at a particular time. For example, if you want to locate all of the evening classes that are offered for a term – regardless of discipline, you would simply select “5pm” in the drop-down Sections Meeting After menu and hit enter. All course sections for that term that begin after 5pm will be displayed.
- Use the “Instructor’s Last Name” field to find all courses offered by a particular instructor. For example, if you want to find all the courses that are offered for a term by Dr. Petrel, you would simply type “Petrel” in the Instructor’s Last Name field and hit enter. All course sections for that term which are assigned to Dr. Petrel will be displayed.

You can use multiple search criteria to further limit your results each time, so if you want to find evening courses on only Monday/Wednesday, you search using both the Sections Meeting After field and the Days of the Week field.

Once you get a list of your search results, you will find detailed information about each section that met your search parameters. The display provides the following details: section name and title, meeting information (including course start and end dates, days of the week and time of course offering, course classroom assignment location, faculty member assigned to the course, available seats in course, enrollment capacity established for the course, credits for the course, and academic level of the course. If you click on the “Section Name and Title”, you will find the official course description as approved by the Oglethorpe faculty.

The section numbers that are assigned to a course also help to identify when a particular course is offered. The course section name contains the following fields: SUBJECT-COURSE NUMBER-SECTION NUMBER (i.e. COR-101-001 is section 001 of Core 101). The last three digits are the section number. Each range of section numbers are affiliated with different sessions of the semester as follows:

- 001-099: Traditional 16 week term day courses offered during a fall or spring semester
- 100-199: Evening 8 week courses offered during the first 8 weeks of a fall or spring semester
- 200-299: Evening 8 week courses offered during the last 8 weeks of a fall or spring semester
- 300-399: Summer day 5 week courses offered during the first 5 weeks of the summer semester
- 400-499: Summer day 5 week courses offered during the last 5 weeks of the summer semester
- 500-599: Summer evening 8 weeks courses
- 600 and above: Special program courses. Registration for these sections is not online.

Please make sure to pay particular attention to course start and end dates when using the Schedule of Classes.