

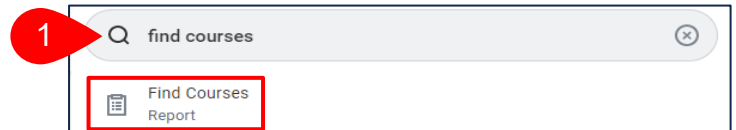
Description: This quick guide provides instruction on finding courses and course sections

Applies to: All Staff, Faculty, and Students

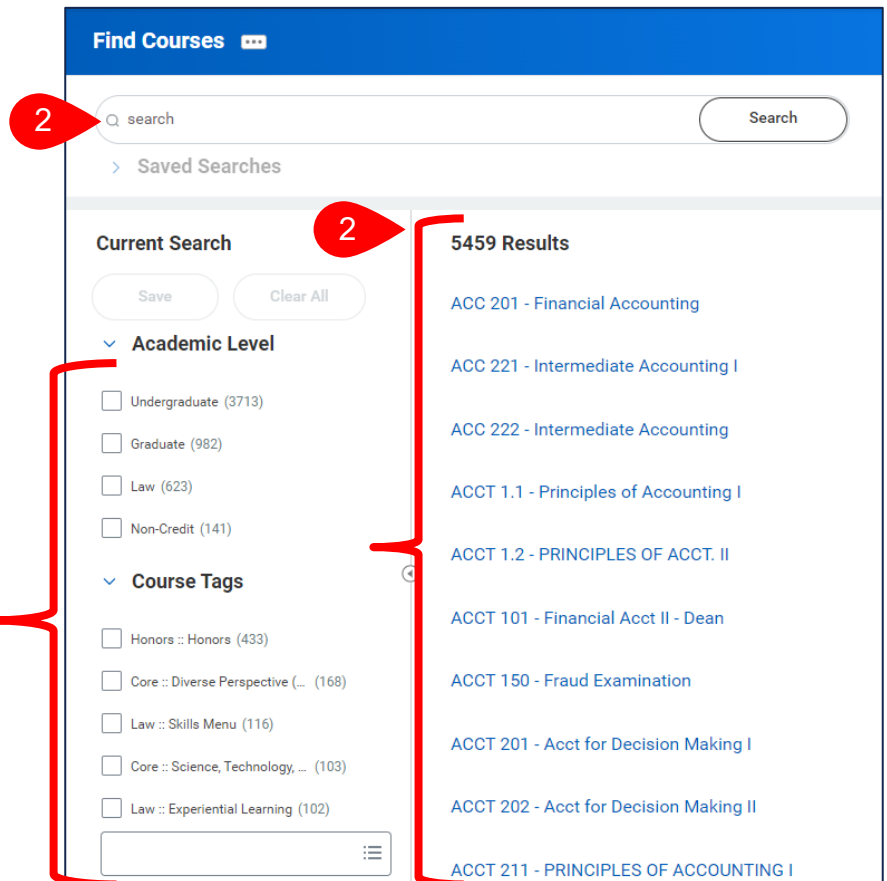
FIND COURSES

The **Find Courses** report will list all courses that are offered and published at Suffolk. The courses found in this report will not have a location, time/date, or instructor attached. Therefore, students will not be able to register for the course from this report.

1. From your Workday home page, type *Find Courses* into the search bar and select the report. You will also find this report on your Dashboard.



2. Select a **Course** to view details, or type the name of the course in the search box.



3. Use the search facets in the left panel to further refine your search.

FIND COURSE SECTIONS

The **Find Course Sections** or **Find Course Sections – Law** report will list all course sections for a specific Academic Period and Academic Level. This report will list the location, instructor, and meeting pattern associated with the course section.

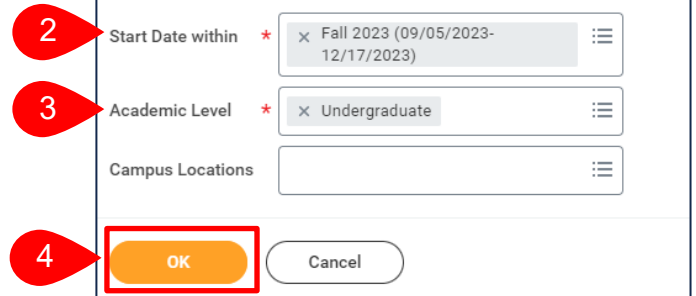
1. From your Workday home page, type *Find Course Sections* or *Find Course Sections – Law* into the search bar and select the report. You will also find these reports on your Dashboard (Academic Hub, Academic Support, or Teaching dashboards) .



Q find course sections

Find Course Sections Report

2. Select the Academic Period in the **Start Date Within** field.



Find Course Sections

Start Date within * x Fall 2023 (09/05/2023-12/17/2023)

Academic Level * x Undergraduate


Campus Locations

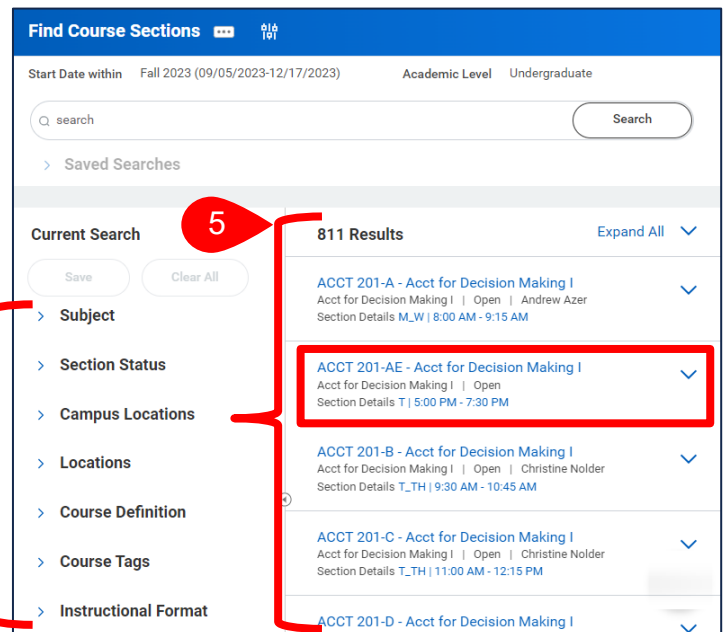
OK Cancel

3. Select the **Academic Level**.

4. Click **OK**.

5. Select a **Course Section** to view additional details.

 **Note:** Use the search facets on the left-hand side of the screen to filter this report.



Find Course Sections

Start Date within Fall 2023 (09/05/2023-12/17/2023) Academic Level Undergraduate

Q search Search

> Saved Searches

Current Search

Save Clear All

> Subject

> Section Status

> Campus Locations

> Locations

> Course Definition

> Course Tags

> Instructional Format

811 Results Expand All

ACCT 201-A - Acct for Decision Making I
Acct for Decision Making I | Open | Andrew Azer
Section Details M,W | 8:00 AM - 9:15 AM

ACCT 201-AE - Acct for Decision Making I
Acct for Decision Making I | Open
Section Details T | 5:00 PM - 7:30 PM

ACCT 201-B - Acct for Decision Making I
Acct for Decision Making I | Open | Christine Nolder
Section Details T,TH | 9:30 AM - 10:45 AM

ACCT 201-C - Acct for Decision Making I
Acct for Decision Making I | Open | Christine Nolder
Section Details T,TH | 11:00 AM - 12:15 PM

ACCT 201-D - Acct for Decision Making I