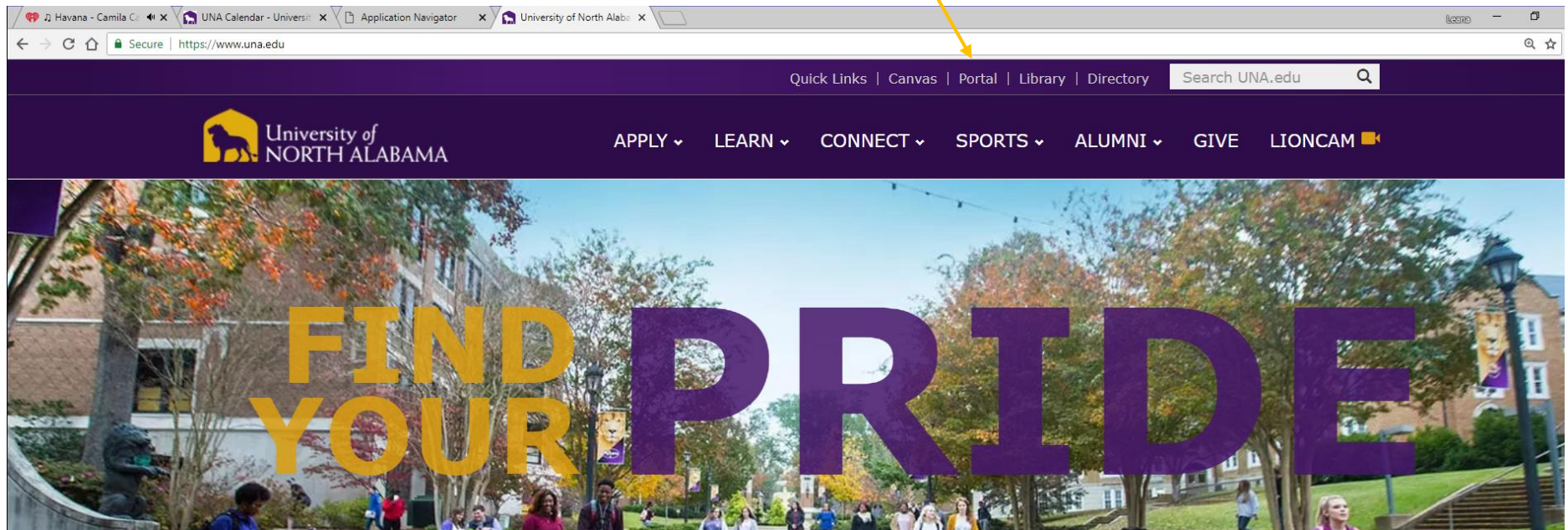


COURSE SCHEDULE

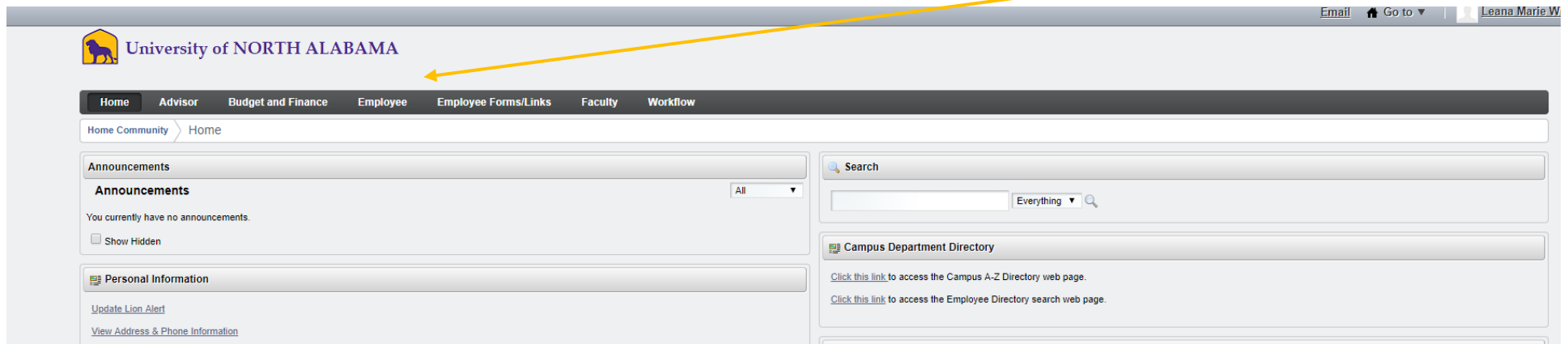
How do I find the current course listing?

This instructional document has been created to assist you in viewing the most current up to date course offerings each semester.

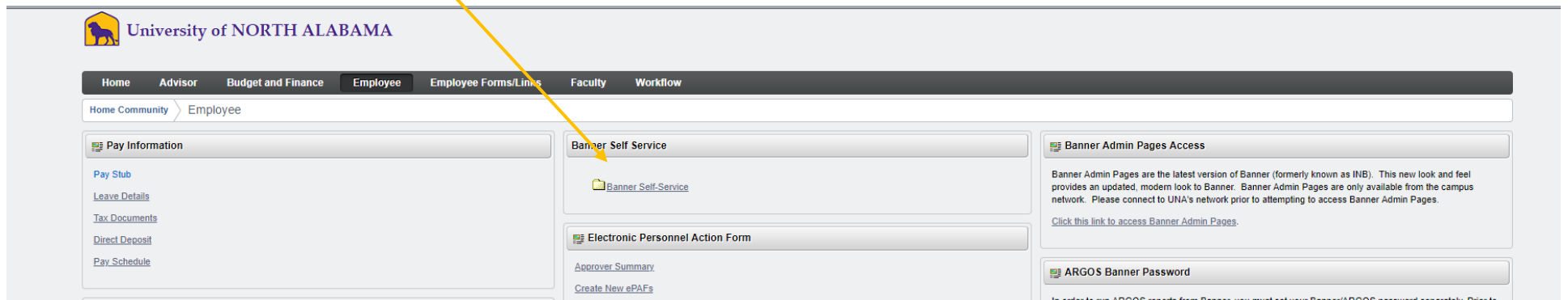
To access the most current **course listing** for each semester, please access your [PORTAL](#) from the UNA home page:



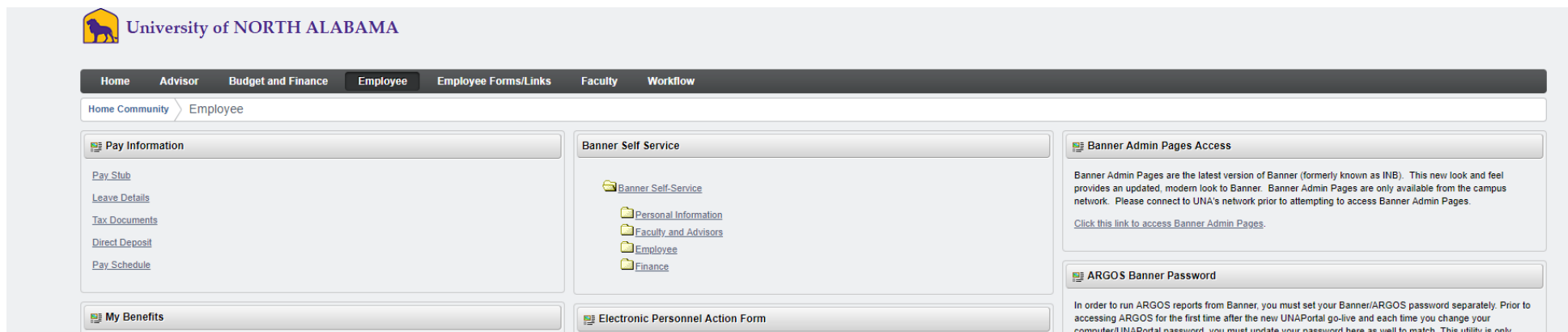
Once you click on the PORTAL link from the UNA website, it will take you into the following screen, click **EMPLOYEE**



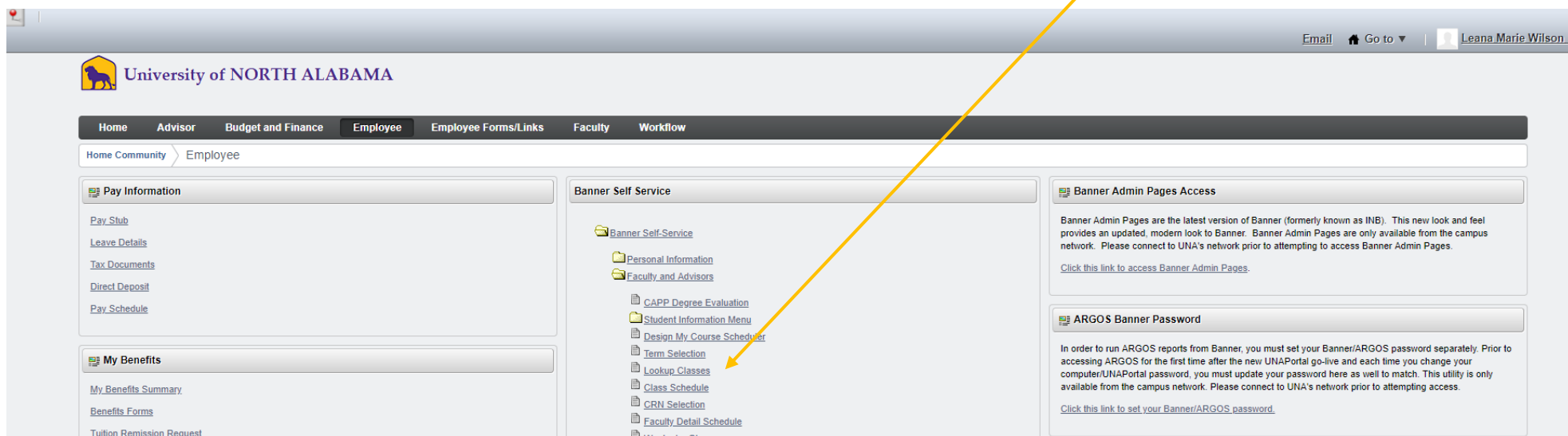
Next click on the below link **BANNER SELF SERVICE:**



Once you click on **Banner Self –Service**, a list of other links will appear, click on the **FACULTY AND ADVISORS** link:



Once you click on the Faculty and Advisors link, a list of additional links will appear, click on the **CLASS SCHEDULE** link



You will then select the below drop down box and select your **TERM** (Fall 2018, Spring 2019) and hit submit:



Personal Information **Faculty Services** Employee Finance

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term or Date Range

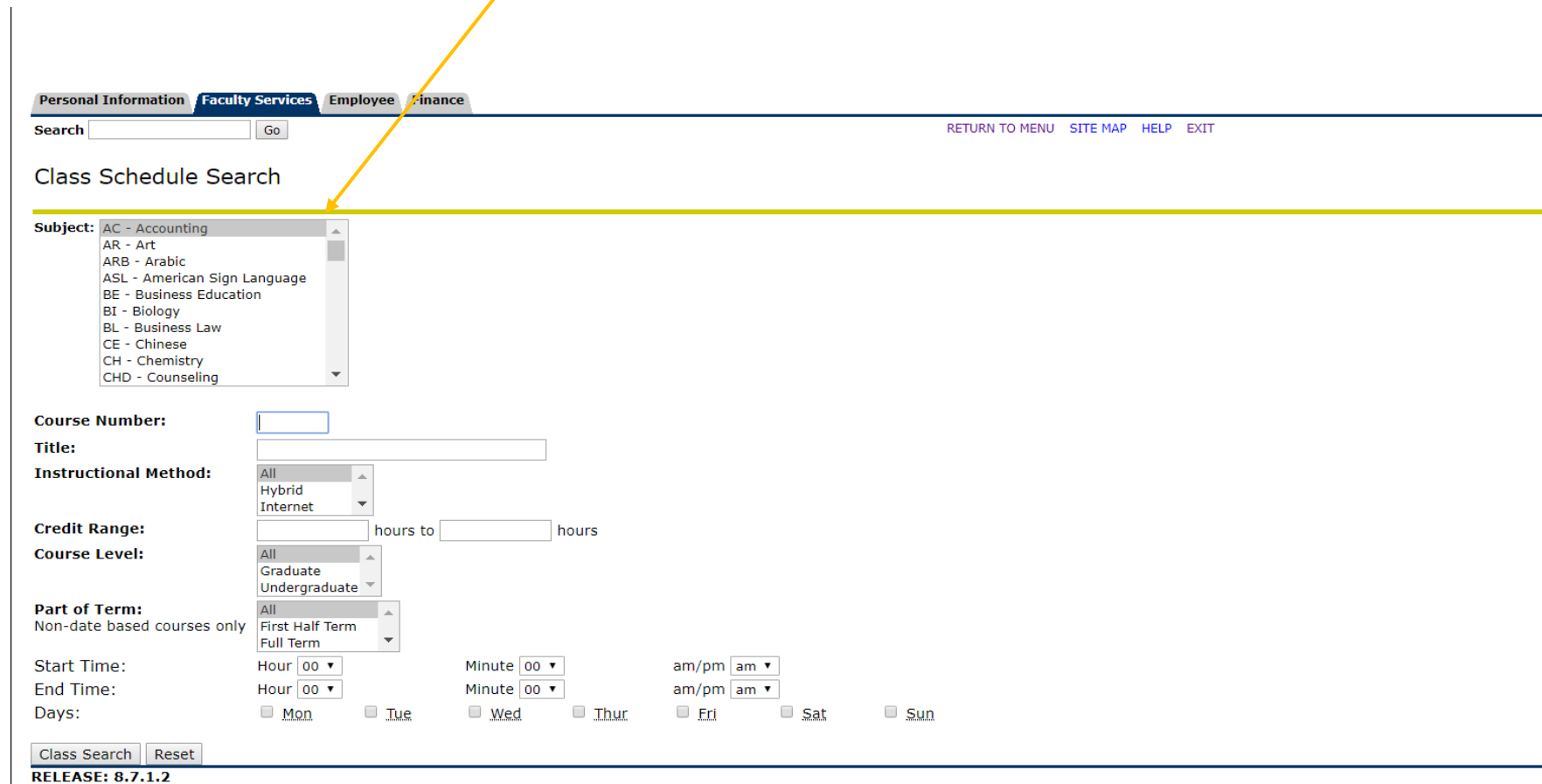
Search by Term:

Fall 2018

RELEASE: 8.7.2

Once you **select your TERM** and **hit submit**, the below will appear. This gives you many options on how to see the course offerings for each particular term. You can view by a **certain subject, instructional method, class level, Part of term, start time, end time , days of the week**. Many possibilities! I will go over the most common ways to retrieve the information you are seeking:

In the below scenario, I have selected **ACCOUNTING** to view **ALL** accounting courses offered for the term:



The screenshot shows a web application interface for searching class schedules. At the top, there are tabs for 'Personal Information', 'Faculty Services', 'Employee', and 'Finance'. Below these is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main section is titled 'Class Schedule Search'. A yellow arrow points to the 'Subject' dropdown menu, which is currently set to 'AC - Accounting'. Other subjects listed include AR - Art, ARB - Arabic, ASL - American Sign Language, BE - Business Education, BI - Biology, BL - Business Law, CE - Chinese, CH - Chemistry, and CHD - Counseling. Below the subject menu are fields for 'Course Number', 'Title', 'Instructional Method' (All, Hybrid, Internet), 'Credit Range' (hours to hours), 'Course Level' (All, Graduate, Undergraduate), 'Part of Term' (All, First Half Term, Full Term), 'Start Time' (Hour, Minute, am/pm), 'End Time' (Hour, Minute, am/pm), and 'Days' (Mon, Tue, Wed, Thur, Fri, Sat, Sun). At the bottom, there are 'Class Search' and 'Reset' buttons, and a version number 'RELEASE: 8.7.1.2'.

Personal Information Faculty Services Employee Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Class Schedule Search

Subject: AC - Accounting
AR - Art
ARB - Arabic
ASL - American Sign Language
BE - Business Education
BI - Biology
BL - Business Law
CE - Chinese
CH - Chemistry
CHD - Counseling

Course Number:

Title:

Instructional Method: All
Hybrid
Internet

Credit Range: hours to hours

Course Level: All
Graduate
Undergraduate

Part of Term: All
First Half Term
Full Term

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Class Search Reset

RELEASE: 8.7.1.2

The below is the outcome from selecting ACCOUNTING only courses:

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 8:45 pm	T	Keller Hall 322	Aug 22, 2018 - Dec 12, 2018	Lecture	Justin Heath Coats (P) 

Accounting Concepts I - 14629 - AC 291 - 101

Associated Term: Fall 2018

Registration Dates: Mar 19, 2018 to Aug 02, 2018

Levels: Undergraduate

Main Campus

Lecture Schedule Type

Internet Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Online Course	ONLN Aug 22, 2018 - Dec 17, 2018	Lecture	Mark L Lawrence (P) 

Accounting Concepts II - 13563 - AC 292 - 01

Associated Term: Fall 2018

Registration Dates: Mar 19, 2018 to Aug 02, 2018

Levels: Undergraduate

Main Campus

Lecture Schedule Type

3.000 Credits

[View Catalog Entry](#)

What if I want to find all the sections for a particular course? You would select the SUBJECT and input the COURSE NUMBER:

← → ↻ 🏠 Secure | https://selfserve.una.edu/UNAP/bwckgens.p_proc_term_date

 University of
NORTH ALABAMA

Personal Information Faculty Services Employee Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Class Schedule Search

Subject:
AR - Art
ARB - Arabic
ASL - American Sign Language
BE - Business Education
BI - Biology
BL - Business Law
CE - Chinese
CH - Chemistry
CHD - Counseling

Course Number:

Title:

Instructional Method:
Hybrid
Internet

Credit Range: hours to hours

Course Level:
Graduate
Undergraduate

Part of Term:
Non-date based courses only
First Half Term
Full Term

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

RELEASE: 9.7.13

Below is the outcome of selecting the **subject and course number**, all **sections** are listed:

← → ↻ 🏠 Secure | https://selfserve.una.edu/UNAP/bwlkffcs.p_disp_dyn_sched_list

 University of NORTH ALABAMA

Personal Information Faculty Services Employee Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Class Schedule Listing

Sections Found

[Accounting Concepts II - 13563 - AC 292 - 01](#)

Associated Term: Fall 2018
Registration Dates: Mar 19, 2018 to Aug 02, 2018
Levels: Undergraduate

Main Campus
Lecture Schedule Type
3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:00 pm - 1:15 pm	MW	Raburn Wing of Keller Hall 104	Aug 22, 2018 - Dec 12, 2018	Lecture	Rebecca Elizabeth Hamm (P) 

[Accounting Concepts II - 13565 - AC 292 - 02](#)

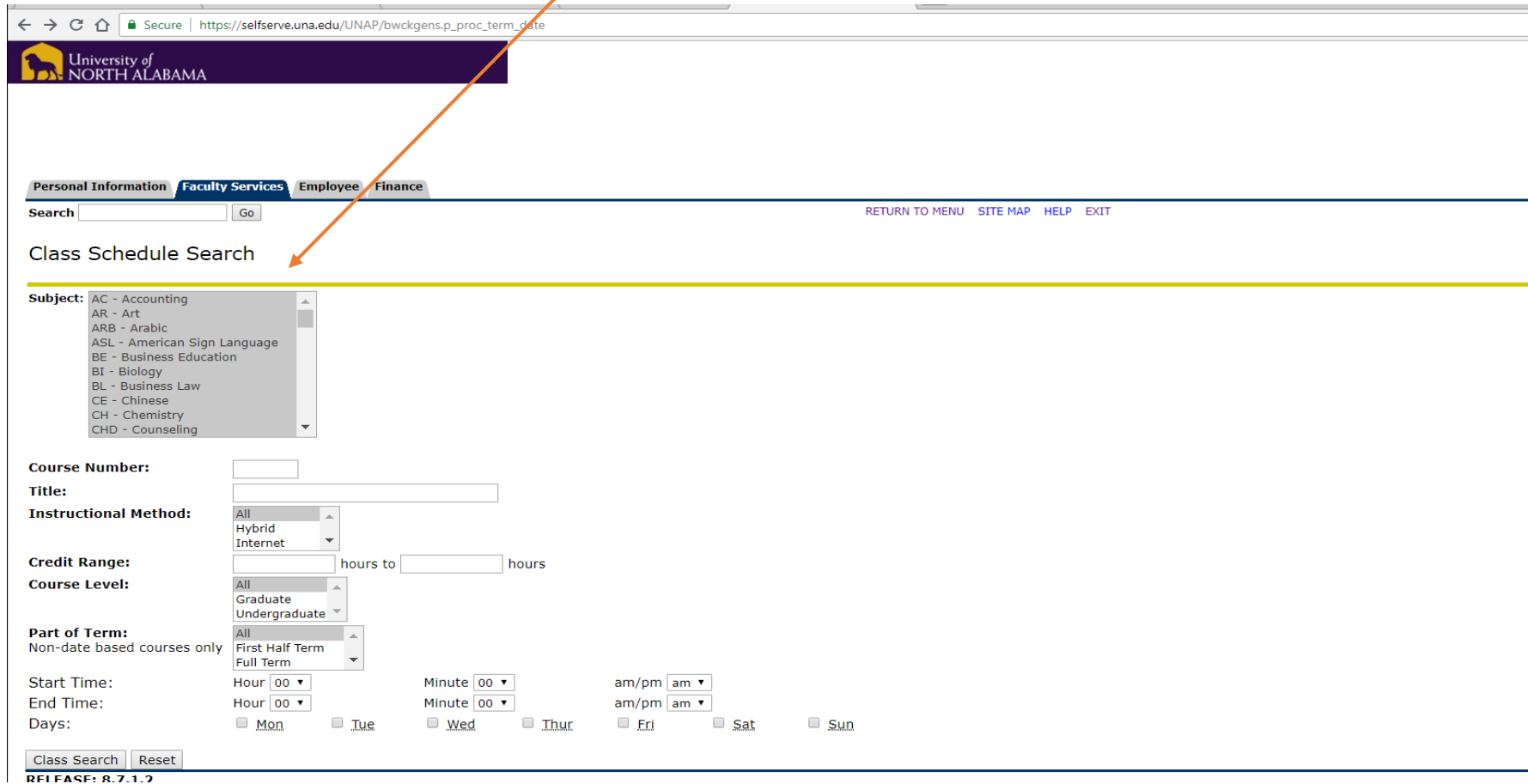
Associated Term: Fall 2018
Registration Dates: Mar 19, 2018 to Aug 02, 2018
Levels: Undergraduate

Main Campus
Lecture Schedule Type
3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:00 am - 12:15 pm	TR	Raburn Wing of Keller Hall 104	Aug 22, 2018 - Dec 12, 2018	Lecture	Amanda Prince Barksdale (P) 

What if you want to review the entire course offering for the semester? You will place your mouse inside the box, hold down the [CTRL button](#) on your keyboard and hit the [letter "A"](#) this will highlight the entire box and select all the subjects. The outcome will be a list of all course offerings and sections in alpha order



University of NORTH ALABAMA

Personal Information Faculty Services Employee Finance

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Class Schedule Search

Subject: AC - Accounting
AR - Art
ARB - Arabic
ASL - American Sign Language
BE - Business Education
BI - Biology
BL - Business Law
CE - Chinese
CH - Chemistry
CHD - Counseling

Course Number:

Title:

Instructional Method: All Hybrid Internet

Credit Range: hours to hours

Course Level: All Graduate Undergraduate

Part of Term: All First Half Term Full Term

Non-date based courses only

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Class Search Reset

RFI EASE: 8.7.1.2

Below is the outcome (section) of selecting ALL subject codes as shown above.

Independent Study-Research - 14130 - AC 499 - 01

Associated Term: Fall 2018

Registration Dates: Mar 19, 2018 to Aug 02, 2018

Levels: Undergraduate

Main Campus

Independent Study Schedule Type

3.000 Credits

[View Catalog Entry](#)

Art Appreciation - 10428 - AR 170 - 02

Associated Term: Fall 2018

Registration Dates: Mar 19, 2018 to Aug 02, 2018

Levels: Undergraduate

Main Campus

Lecture Schedule Type

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	5:00 pm - 7:45 pm	M	Visual Arts 121	Aug 22, 2018 - Dec 12, 2018	Lecture	TBA

Art Appreciation - 10429 - AR 170 - 03

Associated Term: Fall 2018

Registration Dates: Mar 19, 2018 to Aug 02, 2018

Levels: Undergraduate

Main Campus

Lecture Schedule Type

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:45 am	TR	Visual Arts 120	Aug 22, 2018 - Dec 12, 2018	Lecture	TBA

Art Appreciation - 10430 - AR 170 - 04

Associated Term: Fall 2018

Registration Dates: Mar 19, 2018 to Aug 02, 2018

Levels: Undergraduate

How do I find all what business law courses are offered for full term for Fall 2018? You select the SUBJECT, instructional method=ALL, and Part of Term=Full Term.

The screenshot shows the 'Class Schedule Search' form on the University of North Alabama website. The form includes several dropdown menus and input fields for filtering search results. Annotations include a green arrow pointing to the 'Subject' dropdown, an orange arrow pointing to the 'Instructional Method' dropdown, and a black arrow pointing to the 'Part of Term' dropdown. The 'Full Term' option is selected in the 'Part of Term' dropdown.

University of NORTH ALABAMA

Personal Information Faculty Services Employee Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Class Schedule Search

Subject: AC - Accounting
AR - Art
ARB - Arabic
ASL - American Sign Language
BE - Business Education
BI - Biology
BL - Business Law
CE - Chinese
CH - Chemistry
CHD - Counseling

Course Number:

Title:

Instructional Method: All
Hybrid
Internet

Credit Range: hours to hours

Course Level: All
Graduate
Undergraduate

Part of Term: All
First Half Term
Full Term

Non-date based courses only

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

RELEASE: 8.7.1.2

Below is the outcome from the above criteria. You see sections for **BL 240** and **BL 460P**

Legal Environment of Business - 10908 - BL 240 - 04

Associated Term: Fall 2018

Registration Dates: Mar 19, 2018 to Aug 02, 2018

Levels: Undergraduate

Main Campus

Lecture Schedule Type

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:15 am	TR	Keller Hall 122	Aug 22, 2018 - Dec 12, 2018	Lecture	Thomas M Lovett (P) 

Legal Environment of Business - 13557 - BL 240 - I01

Associated Term: Fall 2018

Registration Dates: Mar 19, 2018 to Aug 02, 2018

Levels: Undergraduate

Main Campus

Lecture Schedule Type

Internet Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Online Course	ONLN Aug 22, 2018 - Dec 12, 2018	Lecture	Thomas M Lovett (P) 

Fund of Business Law - 13742 - BL 460P - 01

Associated Term: Fall 2018

Registration Dates: Mar 19, 2018 to Aug 02, 2018

Levels: Undergraduate

Attributes: CPA Tax Review

Main Campus

Lecture Schedule Type

CPA Prep Instructional Method

3.000 Credits

[View Catalog Entry](#)

Once you find your course, you can see the specifics of that course: dates of registration, credit hours, time, days of the week offered, dates range of course offering, instructor. To get enrollment information you would click on the title of the course.

Legal Environment of Business - 10908 - BL 240 - 04

Associated Term: Fall 2018
Registration Dates: Mar 19, 2018 to Aug 02, 2018
Levels: Undergraduate

Main Campus
 Lecture Schedule Type
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:15 am	TR	Keller Hall 122	Aug 22, 2018 - Dec 12, 2018	Lecture	Thomas M Lovett (P) 

By clicking on the title of the course, you will be able to see the enrollment information: capacity of seating, number of students registered and remaining seat capacity. You will also see if there are any students on the waitlist for the course. You will also see additional information such as course restrictions:

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Detailed Class Information

Fall 2018
 Jul 12, 2018

Detailed Class Information

Legal Environment of Business - 10908 - BL 240 - 04

Associated Term: Fall 2018
Levels: Undergraduate

Main Campus
 Lecture Schedule Type
 3.000 Credits
[View Catalog Entry](#)

Registration Availability

Seats
Waitlist Seats

Restrictions:
 Must be enrolled in one of the following Levels:
 Graduate
 Undergraduate

Capacity	Actual	Remaining
40	36	4
10	0	10



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