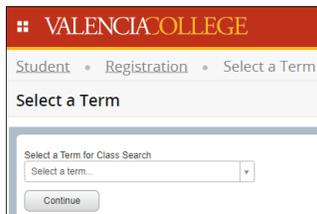


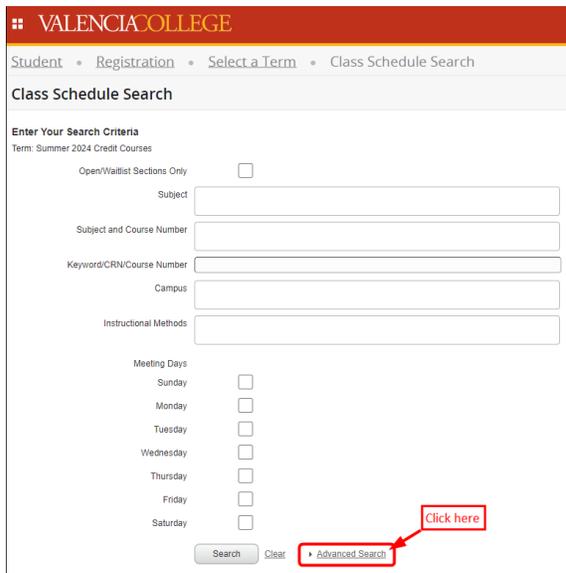
How to Search for Classes by Department

Many Valencia College degree programs require courses from different subject areas that are offered within the same division or academic department. For example, the Associate in Science in Business, Management, and Administration requires courses in Business Law (subject prefix BUL), General Business, (subject prefix GEB), Management (subject prefix MAN), etc. These subjects are taught by the Business, Management, and Administration division/academic department. You may search for all of these course subjects at once via the **Departments** search criteria field in the **Class Schedule Search**:

1. Access the **Class Schedule Search** via the Valencia College public website or via your Atlas account
2. Select the **Term** you wish to perform your **Departments** search for and click [Continue](#) :



3. Click on [Advanced Search](#) to display the additional search criteria field options:



4. Locate the **Departments** search criteria field:

The screenshot shows the Valencia College Class Schedule Search interface. At the top, there is a red header with the college logo and name. Below it, a breadcrumb trail reads: Student • Registration • Select a Term • Class Schedule S. The main heading is "Class Schedule Search". Underneath, it says "Enter Your Search Criteria" and "Term: Summer 2024 Credit Courses". The search form includes several input fields: "Open/Waitlist Sections Only" (checkbox), "Subject", "Subject and Course Number", "Keyword/CRN/Course Number", "Campus", "Instructional Methods", "Meeting Days" (checkboxes for Sunday through Saturday), "Instructor", "Class Type", "Departments" (highlighted with a red box), "Schedule Type", "Term Options (Blank= All)", "Course Number Range" (with "to" separator), and "Start Time" (dropdowns). At the bottom, there are "Search", "Clear", and "Advanced Search" buttons.

5. Click inside the **Departments** field to open a drop-down menu; scroll to find and select the division/academic department by clicking on it:

This screenshot shows the same search form as above, but with the "Departments" dropdown menu open. The menu lists several departments: "BAS Bus Organizational Leaders", "BAS Computing Tech Software Dv", "Biology", "BS Nursing", and "Business Admin & Management". The "Business Admin & Management" option is highlighted with a red box and a mouse cursor, indicating it has been selected. The other fields in the form remain visible but are not the focus of this step.

- Click the **Search** button to generate the search results:

VALENCIA COLLEGE

[Student](#) • [Registration](#) • [Select a Term](#) • [Class Schedule Search](#)

Class Schedule Search

Enter Your Search Criteria
Term: Summer 2024 Credit Courses

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Instructor

Class Type

Departments

Schedule Type

Term Options (Blank= All)

Course Number Range to

Start Time

End Time

Search Clear [Advanced Search](#)

Click here after selecting the division/academic department

7. All of the courses being offered by the division/academic department for the **Term** you selected will display on the **Search Results** page; you may need to use the page navigation shown on the bottom left of your screen to see all of the search results:



[Student](#) • [Registration](#) • [Select a Term](#) • [Class Schedule Search](#)

Class Schedule Search

Search Results — 92 Classes
 Term: Summer 2024 Credit Courses Departments: Business Admin & Management

| CRN | Subject | Course Num | Title | Hours | Campus | Meeting Times |
|-------|---------|------------|--------------------------------|-------|-------------|-----------------|
| 30385 | BUL | 2241 | Business Law I | 3 | Osceola ... | S M T W T F S - |
| 31884 | BUL | 2241 | Business Law I | 3 | Osceola ... | S M T W T F S - |
| 31603 | BUL | 2241 | Business Law I | 3 | East Ca... | S M T W T F S - |
| 31400 | BUL | 2241 | Business Law I | 3 | East Ca... | S M T W T F S - |
| 31619 | BUL | 2241 | Business Law I | 3 | East Ca... | S M T W T F S - |
| 31652 | BUL | 2241 | Business Law I | 3 | East Ca... | S M T W T F S - |
| 31882 | BUL | | | | East Ca... | S M T W T F S - |
| 30001 | BUL | | | | West Ca... | S M T W T F S - |
| 33757 | BUL | 2241 | Business Law I | 3 | West Ca... | S M T W T F S - |
| 30793 | BUL | 2241 | Business Law I | 3 | West Ca... | S M T W T F S - |

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Use these page navigation tools to scroll through all of the search results for the division/academic department

Need help? Reach out to one of our [Student Support Services](#). For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email askatlas@valenciacollege.edu.