

This form is designed to let you search for one or more classes. You may fill out as many or as few of the search criteria as you need to narrow the search to the list of classes in which you are interested, but it is not required that you fill out all of the fields on the Web Form. It is recommended that you start with only one or two criteria. It is recommended that you use "Topic Code" as your search criteria. Classes that have already started will not appear on your search list.

You may fill out any combination of search fields that make sense. The following describes each of the search fields:

- **Search For (Key word) – IT IS NOT RECOMMENDED THAT YOU USE KEY WORD AS A SEARCH CRITERIA. IT IS RECOMMENDED THAT YOU USE TOPIC CODE.** To search for classes in which a word or phrase appears in the title, type the word or phrase into this field. Note: If the title of the class is Swimming for Beginners, you might enter Swim or Swimming. Entering Beginner Swimming will not find this class because the exact phrase "Beginner Swimming" is not in the title. Webadvisor does not recognize acronyms, initials. For example, if you enter "CNC Operations" as a key word, WebAdvisor will not find this course because it begins with initials.
- **Course Code Number** - if you know the exact course number for the class you wish to register for, enter the course number in this field. If the course code number is CE.ENR 018 51, you can enter it fully, or you can enter just a portion of it (CE.ENR). Enter it exactly, including any spaces or special characters.
- **Starting On/After Date and Ending By Date** - to take classes that meet during a certain time period you can enter dates to limit when a class meets. You may fill in one date, both dates, or leave both dates blank.
- **Classes Meeting After and Classes Ending Before** - if you can only attend classes during a certain time of the day you can limit the class to be after a certain hour or before a certain hour or both. You may fill in one time, both times, or leave both times blank.
- **Days of the week** - if you are interested in taking classes only on specific days of the week, check the box for each day you want to include.
- **Topic Code** - to search for classes by subject matter, select an option from the drop-down list box. For example, if you want to take a dancing class, you would select Dancing from the list.
- **Location** - to search for classes by the campus at which the class is offered, select an option from the drop-down list box.
- **Instructor's Last name** - to search for classes taught by a specific instructor, enter the actual last name of the instructor without any prefix or suffix. If there are multiple instructors with the same last name, all classes with the same instructor's name is displayed, along with the full name of the instructor.

If you do not see your class listed, contact the Continuing Education office, at 856-374-4955.

Once you have entered your selection criteria, click **Submit** to display a list of classes.

Note: First-time registration for international students must be done through the Continuing Education office because additional information is required.