

## School of Professional Studies Searching and Registering for Courses

This is a brief guide of how to best search and register for your SPS courses. During the COVID-19 pandemic, knowing how and where your course will take place is of the utmost importance. This guide should help you through the process. If you have any additional questions, reach out to your advisor and they can assist you through the process.

1. Locate the class schedule, either from the [Cardinal Flight Plan webpage](#) (where you can always find the most up to date COVID-19 updates) or through your Cardinal Apps.

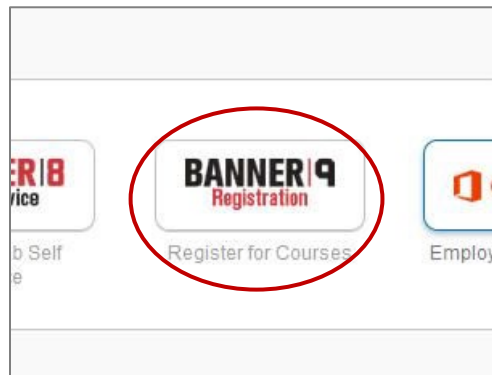

### Courses and Class Schedule

The published class schedule has been updated to indicate in-person and remote-learning sections, noting whether the online sections will be synchronous or asynchronous.

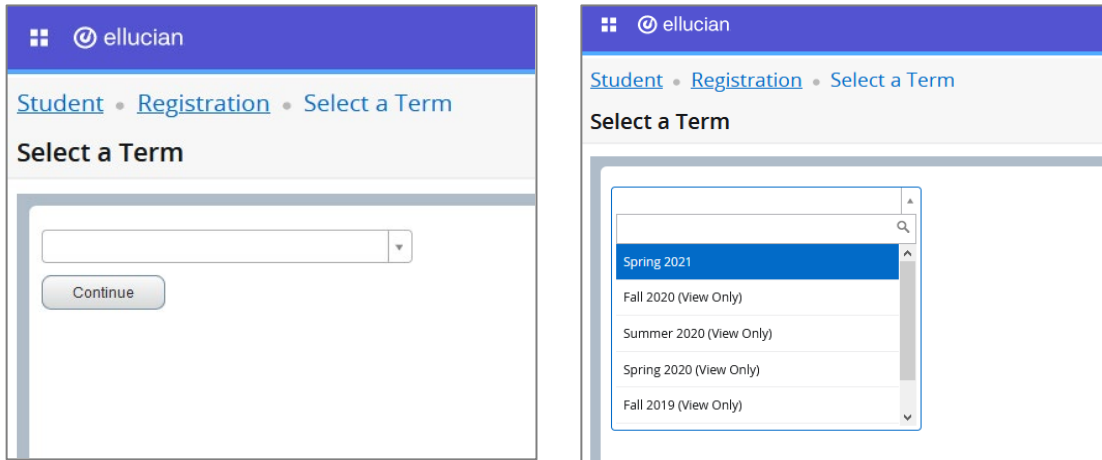
When browsing the [class schedule](#), click on the class link. Each course's "Class Details" tab will include a field for "Instructional Method." Designated instructional methods are defined as follows:

- "Face-to-Face Same Location" – In-person course delivery; Designated class meeting time [See schedule for meeting day(s)/time(s)]
- "Fully Dist. Ed. Crse., Async" – **All** online course delivery; **No** designated class meeting time [No meeting day(s)/time(s) on schedule]
- "Fully Dist. Ed. Crse., Sync" – **All** online course delivery; Designated class meeting time [See schedule for meeting day(s)/time(s)]
- "Hybrid/Blended Course; Async" – **Partial** in-person + **partial** online course delivery; No online designated class meeting time [See schedule for **in-person** meeting day(s)/time(s)]
- "Hybrid/Blended Crse.; Synch" – **Partial** in-person + **partial** online course delivery; **Online** designated class meeting time [See schedule for **in-person/online** meeting day(s)/time(s)]

[HOW TO ACCESS AND UNDERSTAND YOUR ADJUSTED SPRING SCHEDULE](#)



2. Select the semester (term) you want to view courses for



3. There are multiple ways to search for your courses. The best way to ensure that you are only seeing SPS courses is to select any of the below parts of term:

**Note:** Del Mar is the Corpus Christi Campus

- a. For Term I (i.e. Spring I, etc.) choose: ADCaP I Term, Del Mar ADCaP I Term, Online I Term
- b. For Term II (i.e. Spring II, etc.) choose: ADCaP II Term, Del Mar ADCaP II Term, Online II Term
- c. For DBA choose: EAP Professional Studies 16 Wk

You can narrow the search by Subject, Campus, and Instructional Method.

**TIP:** Do NOT narrow the search by College. Some core SPS courses (ex. RELS, SPAN, etc.) are listed under the main campus.

4. Once you search for your course, you will see something similar to the below:

Browse Classes				
Search Results — 196 Classes				
Term: Spring 2021 Part Of Term: ADCaP II Term, Online II Term, Del Mar ADCaP II Term <span style="float: right;">Search Again</span>				
Title	Instructor	Meeting Times	Status	
▶ <a href="#">Financial Accounting Lecture</a>	<a href="#">Pendarvis, Deborah</a> (P...	S M T W T F S - Type: Class Building: None	13 of 25 seats r...	
▶ <a href="#">Financial Accounting Lecture</a>	<a href="#">Davis, John</a> (Primary)	S M T W T F S - Type: Class Building: None	19 of 25 seats r...	
▶ <a href="#">Managerial Accounting Lecture</a>	<a href="#">Cantu, Michael</a> (Primary)	S M T W T F S 05:30 PM - 09:30 PM Type: Cl	12 of 15 seats r...	
▶ <a href="#">Managerial Accounting Lecture</a>	<a href="#">Lefko, Laurie</a> (Primary)	S M T W T F S 06:00 PM - 10:00 PM Type: Cl	18 of 20 seats r...	
▶ <a href="#">Managerial Accounting Lecture</a>	<a href="#">Davis, John</a> (Primary)	S M T W T F S - Type: Class Building: None	9 of 25 seats re...	

5. To find out more information about the course, including the instructional method, click on the title of the course. This will pull up all the course info, including the instructional method.

**Note:** Synchronous instructional method has a designated class meeting time.

Asynchronous instructional method does NOT have a designated class meeting time.

**Class Details for Financial Accounting Accounting (SPS) 2311 VU5**

Term: 202170 | CRN: 87092

<ul style="list-style-type: none"> <li>Class Details</li> <li>Bookstore Links</li> <li>Course Description</li> <li>Syllabus</li> <li>Attributes</li> <li>Restrictions</li> <li>Instructor/Meeting Times</li> <li>Enrollment/Waitlist</li> <li>Corequisites</li> <li>Prerequisites</li> </ul>	<p>Associated Term: Spring 2021</p> <p>CRN: 87092</p> <p>Campus: SPS Online</p> <p>Schedule Type: Lecture</p> <p><b>Instructional Method: Fully Dist Ed Crse, Async</b></p> <p>Section Number: VU5</p> <p>Subject: Accounting (SPS)</p> <p>Course Number: 2311</p> <p>Title: Financial Accounting</p> <p>Credit Hours: 3</p> <p>Grade Mode: No Section specified grade mode, please see Catalog link below for more information.</p>
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**Class Details for Dimen of Wellness Bridge Dimensions of Wellness 3300 NE5**

Term: 202170 | CRN: 87130

<ul style="list-style-type: none"> <li>Class Details</li> <li>Bookstore Links</li> <li>Course Description</li> <li>Syllabus</li> <li>Attributes</li> <li>Restrictions</li> <li>Instructor/Meeting Times</li> <li>Enrollment/Waitlist</li> <li>Corequisites</li> <li>Prerequisites</li> </ul>	<p>Associated Term: Spring 2021</p> <p>CRN: 87130</p> <p>Campus: SPS Northeast Center</p> <p>Schedule Type: Lecture</p> <p><b>Instructional Method: Fully Dist Ed Crse, Sync</b></p> <p>Section Number: NE5</p> <p>Subject: Dimensions of Wellness</p> <p>Course Number: 3300</p> <p>Title: Dimen of Wellness Bridge</p> <p>Credit Hours: 3</p> <p>Grade Mode: No Section specified grade mode, please see Catalog link below for more information.</p>
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**Class Details for Concepts/Functions Management Management (SPS) 3340 CC1**

Term: 202170 | CRN: 88078

<b>Class Details</b>	Associated Term: Spring 2021
<b>Bookstore Links</b>	CRN: 88078
<b>Course Description</b>	Campus: SPS Corpus Christi Center
<b>Syllabus</b>	Schedule Type: Lecture
<b>Attributes</b>	<b>Instructional Method: Face-to-Face Same Location</b>
<b>Restrictions</b>	Section Number: CC1
<b>Instructor/Meeting Times</b>	Subject: Management (SPS)
<b>Enrollment/Waitlist</b>	Course Number: 3340
	Title: Concepts/Functions Management
	Credit Hours: 3
	Grade Mode: Normal

6. To see more information on the registration page itself, including course start and end dates, hover your mouse between Meeting Times and Campus until a white double arrow appears and drag the arrow to expand the section.

Term	Instructor	Meeting Times	Campus
Spring 2021	[S M T W T F S]	00:01 AM - 00:02 AM Type: Class Building: None Room: None Start Date: 01/11/2021 End Date: 03/05/2021	SPS O
Spring 2021	[S M T W T F S]	00:01 AM - 00:02 AM Type: Class Building: None Room: None Start Date: 01/11/2021 End Date: 03/05/2021	SPS O
Spring 2021	[S M T W T F S]	- Type: Class Building: None Room: None Start Date: 03/08/2021 End Date: 04/30/2021	SPS O
Spring 2021	[S M T W T F S]	- Type: Class Building: None Room: None Start Date: 03/08/2021 End Date: 04/30/2021	SPS O
Spring 2021	[S M T W T F S]	00:01 AM - 00:02 AM Type: Class Building: None Room: None Start Date: 01/11/2021 End Date: 03/05/2021	SPS O

7. When you have found the course(s) you would like to register for, click the "Add" button in the rightmost column.

Parra, Jess

Register for Classes

Subject Description	Course Nbr	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Add
Accounting (SPS)	2311	CC1	3	87996	Spring 2...	Mihm, Kevin (Primary)	[S M T W T F S] 00:01 AM - 00:02 AM Type: Class Building:	SPS Cor...	4 of 15 seats remain.	Add
Accounting (SPS)	2311	NW1	3	87002	Spring 2...	Lefko, Laurie (Primary)	[S M T W T F S] 00:01 AM - 00:02 AM Type: Class Building:	SPS Nor...	13 of 20 seats remain.	Add
Accounting (SPS)	2311	VU1	3	87039	Spring 2...	Davis, John (Primary)	[S M T W T F S] 00:01 AM - 00:02 AM Type: Class Building:	SPS Ont...	FULL: 0 of 25 se...	Add
Accounting (SPS)	2311	VU2	3	87040	Spring 2...	Pendarvis, Deborah (Primary)	[S M T W T F S] 00:01 AM - 00:02 AM Type: Class Building:	SPS Ont...	9 of 25 seats remain.	Add
Accounting (SPS)	2311	VU5	3	87092	Spring 2...	Pendarvis, Deborah (Primary)	[S M T W T F S] - Type: Class Building: None Room: None	SPS Ont...	14 of 25 seats remain.	Add
Accounting (SPS)	2311	VU6	3	87091	Spring 2...	Davis, John (Primary)	[S M T W T F S] - Type: Class Building: None Room: None	SPS Ont...	15 of 25 seats remain.	Add

8. Once you have picked out all of your courses, you will press submit. Then you are done!

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 9

Submit