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 Crse.: 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)]
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:

![Class Details for Financial Accounting Accounting (SPS) 2311 YUS]

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 Dimensions of Wellness Bridge Dimensions of Wellness 3300 NE6]
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.

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

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