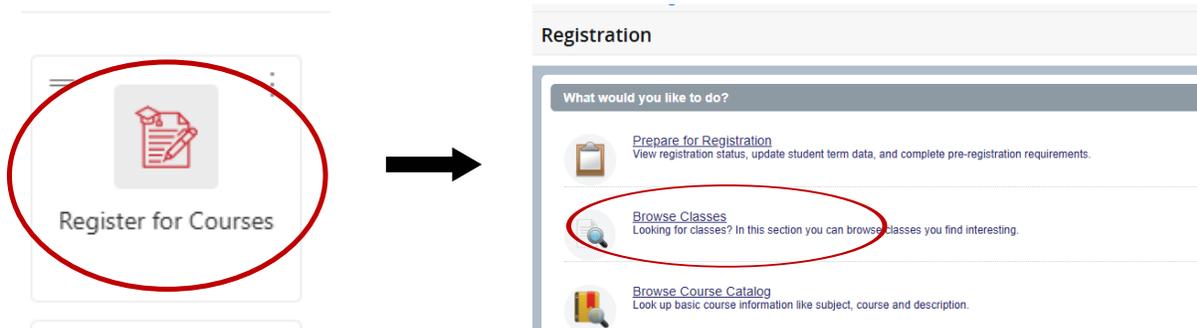


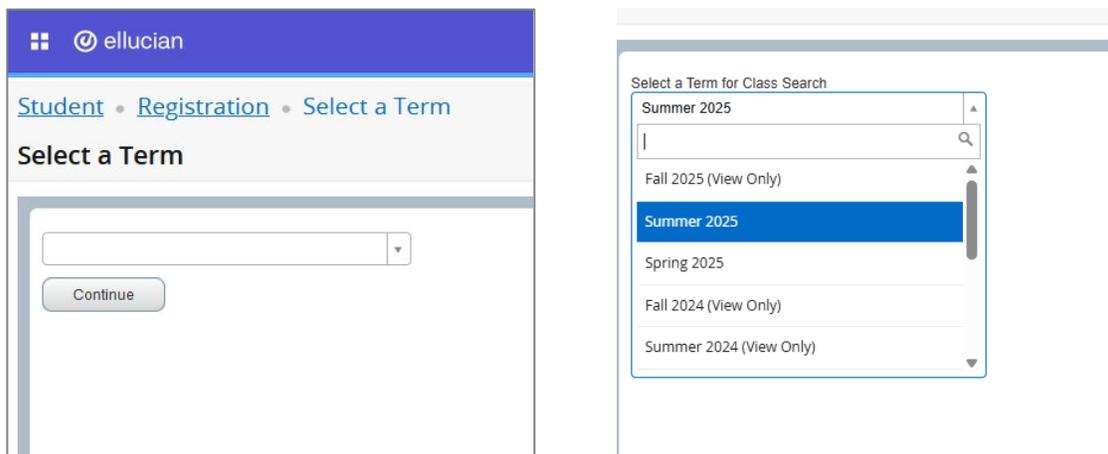
School of Professional Studies Searching and Registering for Courses

This is a brief guide of how to best search and register for your SPS courses. 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 through your Cardinal Apps.
 - Select Browse Classes after selecting register for courses



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:
 - a. For Term I (i.e. Spring I, etc.) choose: SPS Term I
 - b. For Term II (i.e. Spring II, etc.) choose: SPS Term II
 - c. For DBA choose: SPS 16 Week Term

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.

Browse Classes-Disregard 00:01-00:02 class time for DISTN classes. Asynch

Enter Your Search Criteria

Term: Summer 2025

Subject	<input type="text"/>
Course Number	<input type="text"/>
Part Of Term	SPS
Campus	SPS 16 Week Term 04/26/2025 - 08/15/2025
College	SPS 4 Week Term I 05/24/2025 - 06/20/2025
Instructional Methods	SPS 4 Week Term II 06/21/2025 - 07/18/2025
CRN or Keyword (Partial Words)	SPS Term I 04/26/2025 - 06/20/2025
	SPS Term II 06/21/2025 - 08/15/2025

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

Title	Instructor	Meeting Times	Status
▶ Financial Accounting Lecture	Pendarvis, Deborah (P...	S M T W T F S - Type: Class Building: None	13 of 25 seats r...
▶ Financial Accounting Lecture	Davis, John (Primary)	S M T W T F S - Type: Class Building: None	19 of 25 seats r...
▶ Managerial Accounting Lecture	Cantu, Michael (Primary)	S M T W T F S 05:30 PM - 09:30 PM Type: Cl	12 of 15 seats r...
▶ Managerial Accounting Lecture	Lefko, Laurie (Primary)	S M T W T F S 06:00 PM - 10:00 PM Type: Cl	18 of 20 seats r...
▶ Managerial Accounting Lecture	Davis, John (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

Class Details	Associated Term: Spring 2021
Bookstore Links	CRN: 87092
Course Description	Campus: SPS Online
Syllabus	Schedule Type: Lecture
Attributes	Instructional Method: Fully Dist Ed Crse, Async
Restrictions	Section Number: VU5
Instructor/Meeting Times	Subject: Accounting (SPS)
Enrollment/Waitlist	Course Number: 2311
Corequisites	Title: Financial Accounting
Prerequisites	Credit Hours: 3
	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Class Details for Dimen of Wellness Bridge Dimensions of Wellness 3300 NE5

Term: 202170 | CRN: 87130

Class Details	Associated Term: Spring 2021
Bookstore Links	CRN: 87130
Course Description	Campus: SPS Northeast Center
Syllabus	Schedule Type: Lecture
Attributes	Instructional Method: Fully Dist Ed Crse, Sync
Restrictions	Section Number: NE5
Instructor/Meeting Times	Subject: Dimensions of Wellness
Enrollment/Waitlist	Course Number: 3300
Corequisites	Title: Dimen of Wellness Bridge
Prerequisites	Credit Hours: 3
	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Class Details for Concepts/Functions Management Management (SPS) 3340 CC1

Term: 202170 | CRN: 88078

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

- 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	Ir	Meeting Times	Camp
Spring 2021	C	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	E	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	E	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	C	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	E	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

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

The screenshot shows a web interface for registering for classes. At the top right, there is a user profile for 'Parra, Jess'. Below the header, there is a search bar with a 'Search Again' button. The main content is a table with the following columns: Subject Description, Course Nbr, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, and Status. The table lists several Accounting (SPS) courses. In the rightmost column, there are 'Add' buttons for each row, which are circled in red. The status column shows seat availability, such as '4 of 15 seats remain' and 'FULL: 0 of 25 se...'. A 'Search Again' button is also circled in red.

Subject Description	Course Nbr	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
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 Onl...	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 Onl...	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 Onl...	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 Onl...	15 of 25 seats remain.	Add

- 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