



Frequently Asked Questions: Course Catalog Search Page

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Questions/Responses

How do I navigate to the Course Catalog Page?

After logging into *my.harvard*, click on Curriculum Management from the Main Menu (homepage). When the menu screen opens, look for the Course Catalog submenu, then select the Course Catalog link under that menu. The Course Catalog page will open.

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How do I save this page as a Favorite?

On the Course Catalog page, select the Add to Favorites link, found on the top right corner of the page. When the dialog box appears, click OK. You will receive another dialog box saying that the page has been added as a Favorite. Click OK.

Once you have save the page as a Favorite, you do not have to save it again.

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**How do I select the Academic Institution?**

Click on the magnifying glass next to Academic Institution and then click on the HRVRD link, for Harvard University. This is the only choice available.

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How do I select a subject area?

Click on the magnifying glass next to subject area. Click in the Description field. Type the first few letters of your subject area, e.g., “dram” for Dramatic Arts. Click Lookup. The subjects matching your search will appear. Click on the link next to your subject.

If you do not find your subject using the directions above, try changing the drop-down from “begins with” to “contains”.

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Is there a way I can save the Academic Institution and Subject Area so I don't have to always enter them in?

Yes. You can save the defaults using the Set Up SACR page. For details on how to do this, see the *Quick Reference: Setting User Defaults* document.

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Can I save more than one subject as a default search?

No. But you can save multiple subjects on the Course Catalog Search page to make it easy to select a particular subject area. See the *Quick Reference: Saving Searches* document for details.

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Is there a way I can save multiple subject areas or multiple searches on the Search page?

You can save multiple subjects, catalog numbers, etc. by using the Save Search Criteria link on the Course Catalog Search page. See the *Quick Reference: Saving Searches* document for details.

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What is the Catalog Number?

The Catalog Number is your department's course number. It is **NOT** the Catalog Control Number (CCN), which is the number that uniquely identified the record in the HERS2 system.

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***What is the Campus?***

The Campus is another term used for FAS. You do not have to fill in this field in order to search the Course Catalog.

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What is the Course ID?

The Course ID is the unique number for the course. It replaces the Catalog Control Number (CCN) that was used by HERS2. When a new course is created, the system will assign the unique Course ID after the course is saved in the system.

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What is the Description?

The Description is the short course title for the course. It can contain no more than 30 characters. The description is another way to find the course if you do not know the Catalog Number or Course ID number.

Tip: If you cannot find your course by the Description, try changing the drop down menu from “Begins with” to “Contains.”

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Is there a limit to the number of records that will be returned in a search?

The maximum number of records that will be returned in a search is 300. If your Department has more than 300 course records, you will need to narrow down your search results.

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How do I narrow down a search result?

The best way to narrow down your search is to search for a range of course numbers. It is possible to use the pound sign (#) to help narrow down your courses for the 100s, 200s, etc. In the Catalog Number field, type 1## for 100 numbers, 2## for 200 numbers, etc. You can also save each range as a search. See the *Quick Reference: Saving Searches* document for details.

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Can I search a range of catalog numbers?

Yes—see the previous question.

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***Why do I see more than one record with the same Course ID?***

There were two conversions of data from HERS2. The first was the conversion of all existing course data, including all courses that were retired within the system. The second conversion took the courses taught in the last few years and converted them to the new course unit (credit) system that will begin use in the 2015 Fall Term.

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In my search results, I often see 3 or more records with the same Course ID. But when I click on one of the records, only two records appear on the Catalog Record page. Why is that? Can I see all of the records with the same Course ID?

When you see a set of records sharing the same Course ID and click on one of them, you will only see the latest two records (based on effective date) returned by default. This is by system design, the thought being that you would not need to see any earlier records.

If you wish to see all of the records associated with the same Course ID, return to the search screen and check off the “Include History” checkbox. Then search for your record again. When you select a record to view, all of the records that share that same Course ID will be available on the Course Catalog screen.

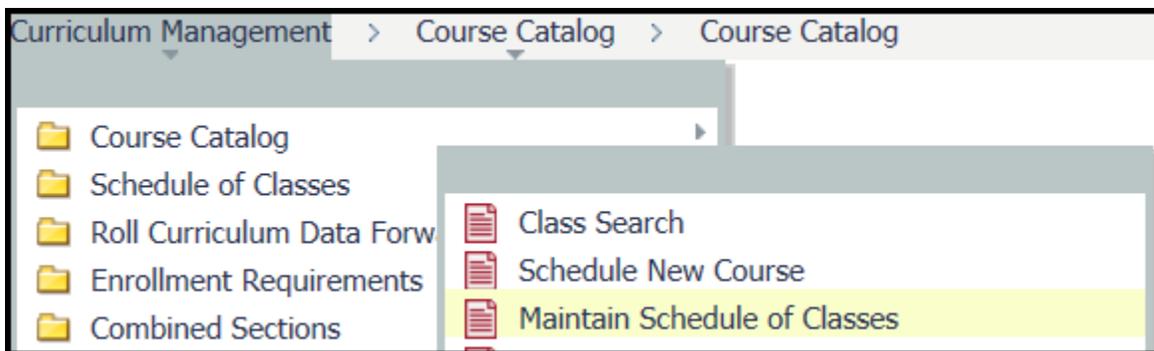
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If I see multiple courses with the same course title, how do I pick the correct course to view?

Again, when you select a course, you will see the last two records associated with the course. You will want to view the effective date, which for the fall term will have a date of 8/30/2015. You will also want to check the Course Units, which should say “4”, which reflects the new course unit schema that will be in place for the 2015 Fall Term.

If your course was taught in the last academic year, the easiest way to find your course is by searching for it in the Schedule of Classes>>Maintain Schedule of Classes page, then returning to the Course Catalog page to review the course information. Here are the steps:

1. Navigate to the Maintain Schedule of Classes page by selecting Curriculum Management>>Schedule of Classes>>Maintain Schedule of Classes:



2. Enter the Term and Click Search (note: this assumes that you have saved User Defaults):

Search Criteria

Academic Institution: = 🔍

Term: = ✕ 🔍

Subject Area: = 🔍

Catalog Nbr: begins with

Academic Career: =

Campus: begins with 🔍

Description: begins with

Course ID: begins with 🔍

Course Offering Nbr: = 🔍

Academic Organization: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

3. When the courses appear, select the schedule by clicking on the link:

Search Results

View All First 1-16 of 16 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
HRVRD	2158	DRAMA	101	FAS	FAS	Introduction to Theatre	123717	1
HRVRD	2158	DRAMA	110A	FAS	FAS	Acting Lab	126811	1

4. When the schedule page opens, note the Catalog Number and Description:

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID:	126811	Course Offering Nbr:	1					
Academic Institution:	Harvard University							
Term:	2015 Fall	FAS						
Subject Area:	DRAMA	Dramatic Arts	Auto Create Component					
Catalog Nbr:	110A	Acting Lab						

5. Return to the Course Catalog by selecting Curriculum Management>>Course Catalog>>Course Catalog

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

- Course Catalog
- Schedule of Classes
- Roll Curriculum Data Forw
- Enrollment Requirements
- Catalog Search by Career/Org
- Browse Catalog
- Course Catalog

6. Because you have come from the Schedule Record, the system will remember your Catalog Number and Course ID in the Course Catalog search. Click the Search button.

Use Saved Search:

Academic Institution: =

Subject Area: =

Catalog Nbr: begins with

Campus: begins with

Course ID: begins with

Description: begins with

Include History Correct History Case Sensitive

[Basic Search](#) [Delete Saved Search](#)

7. When the results appear, select the course based on the Catalog Number and Description you had in the Schedule Record:



Search Results

View All First ◀ 1-2 of 2 ▶ Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
HRVRD	DRAMA	110A	FAS	117459	Beginning Acting
HRVRD	DRAMA	110A	FAS	126811	Acting Lab

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Is it possible to view my courses by term?

It is not possible to search the Course Catalog by term. You must search for courses by term in the Schedule of Classes. See the steps in the previous question for the fastest way to find your courses by term.

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Need Additional Help?

Contact the SIS Support Center, 617-495-7777, or via email at sis_support@harvard.edu.