Searching the Course Schedule in Self Service

1. Go to [https://selfservice.hilbert.edu/SelfService/Home.aspx](https://selfservice.hilbert.edu/SelfService/Home.aspx)
   a. You do not need to log in to search the course schedule

2. Select **Find Courses**

3. I. For a simple search type in your search parameters:

   **Section Search**

   a. If you wish to search a specific course then the course code would be typed here (ex. EN 101)
   b. In “Period” make sure you select which semester you are searching the schedule for (ex. Spring 2018)

   *If you wish to look at the full schedule do not enter a Course Code, just select the appropriate period.*
II. For an advanced search select “Advanced Search”

Section Search

a. If you wish to search a specific course then the course code would be typed here (ex. EN 101)
b. In “Period” make sure you select which semester you are searching the schedule for (ex. Spring 2018)
c. In “Starts From” and “Ends By” you can set a time-frame in which you wish to search a course (ex. Between 11:00 AM and 4:00 PM)
d. “Meeting” denotes days of the week (ex. Monday/Wednesday, or Tuesday/Thursday)

4. Click Search once your parameters are set
5. Your search will be displayed (example on next page)
6. Your course list will be displayed, and you can view information such as:
   - **Course Name**
   - **Dates/Schedule**
   - **Instructor**
   - **Credits**
   - **Available and Max Seats**.

7. You may also select the **Course Code** (ex. ACC 206) to view more information on the course.