WebAdvisor & Student Planning Guide

Searching for Courses: Faculty & Staff
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The Course Catalog in WebAdvisor provides multiple search options to help you find the information you need about courses at the University of Guelph, Ridgetown Campus and University of Guelph-Humber.

1. To begin, go to WebAdvisor at uoguelph.ca/webadvisor.
2. Click on the **Access WebAdvisor** button and log in with your University central login information.

   ![WebAdvisor Access Button](image)

   If you do not have WebAdvisor access, go to the [ORS Resources for Staff and Faculty](https://example.com) website, log in with your central login information, click on **WebAdvisor Course Catalog** in the top menu or under "Applications and Tools" and then skip to Step 4 below.

3. Select **Course Catalog**.

4. In the Course Catalog, you will notice two tabs: **Subject Search** and **Advanced Search**.

![Course Catalog Tabs](image)
Subject Search Tab
5. Using the **Subject Search**, you can search for courses using common words. For example, if you are looking for a management course, you can type “Management” in the field next to **Search for a course subject**. The subjects that match your keyword will populate as you type in real-time.

6. Click one of the subject results, and all the courses for this subject will be populated.
7. To narrow down your search results, you can use the filter options found on the left-hand side. You can search for courses taught by a specific instructor, courses offered in a specific term, specific course levels (such as 1st year, 2nd year, etc.) and more. By selecting any of the filters, the results will automatically update to reflect your request.
Advanced Search Tab (for Validating Scheduling Section Details)

8. If you wish to search for courses directly using the course code or certain filters, you can use the **Advanced Search** tab. In this tab, you have many search criteria options to narrow down your search.

9. Under **Results View**, you can select **Catalog Listing** or **Section Listing**.

The **Section Listing** option in the **Advanced Search** will provide a table with details about course sections. This is the best way to review capacity, meeting times, rooms, instructors, course titles, final exam information, etc. For the Guelph campus, once final exam information has been posted on WebAdvisor, it will appear in the **Meeting Information** column. You can click on the section name to view the course description, restrictions and departments. You can further refine or revise your search using the filter options on the left-hand side.
The **Catalog Listing** view includes course descriptions and details about restrictions, departments, requisites, etc. You can also see information about course sections in your **Catalog Listing** search results by clicking the down arrow beside **View Available Sections for (course code)**. You can further refine or revise your search using the filter options on the left-hand side.

If you have any questions, visit your campus's Student Planning website.

- [Student Planning website for the Guelph and Ridgetown campuses](#)
- [Student Planning website for the Guelph-Humber campus](#)