WebAdvisor & Student Planning Guide

Searching for Courses: Faculty & Staff
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Validating Scheduling Section Details

Faculty and staff can continue to use the old Search for Sections tool on WebAdvisor to review capacity, meeting times, rooms, instructors, course titles, final exam information, etc. It can be accessed by going to WebAdvisor (https://webadvisor.uoguelph.ca), clicking on the Faculty link on the right-hand side, under Main Menu, and then selecting Search for Sections under the Faculty Information menu.

Searching for Courses

The new Course Catalogue 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 https://webadvisor.uoguelph.ca.
2. Click on the Faculty link on the right-hand side, under Main Menu. (You can also access the Course Catalogue at the Students link. The same steps below will apply. No login is required.)
3. Under the Faculty Information menu, select Search the Course Catalogue.
4. In the Course Catalog, you will notice the two tabs: Subject Search and Advanced Search.

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**

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**.

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We recommend selecting the **Catalog Listing** view for the most up-to-date information. It 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.
The **Section Listing** option in the **Advanced Search** will provide a table with details about course sections. The table shows seat availability, meeting times, instructors and more. 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. Please note that there are delays in displaying updates to the Meeting Information and Availability columns in the **Section Listing** view page; information is updated once a day (overnight).

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