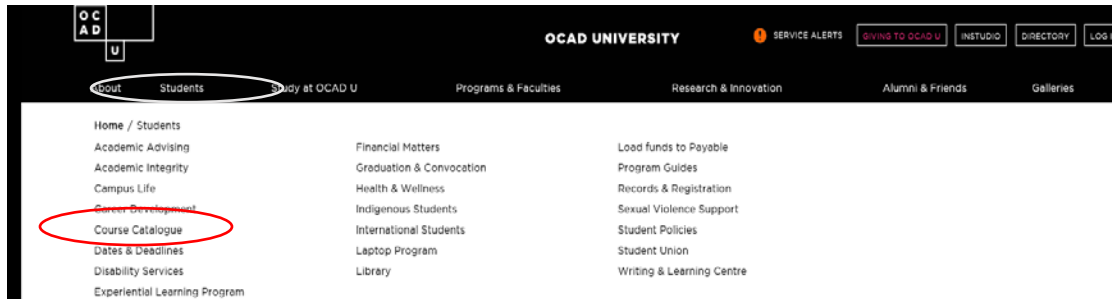


The OCAD U Course Catalogue Guide

The OCAD U Course Catalogue can be accessed online through the OCAD U website. From the homepage go to Students and select Course Catalogue from the menu.



There are four primary ways to select a course or list of courses in the catalogue (instructions on pages 3 to 6):

On the **Subject Search** page:

1. View a specific course
2. View all of the courses in one subject area
3. View all of the courses in multiple subject areas
4. View all courses which contain a specific word or phrase in the title or description

On the **Advanced Search** page:

1. View a specific course
2. View all of the courses in one subject area
3. View all of the courses in multiple subject areas
4. View all courses which contain a specific word or phrase in the title or description

The Advanced Search function offers some filters which can be used at the same time subject(s) or course(s) are selected.

Filters

All lists of courses can further be filtered using the following criteria, displayed on the left-hand side of the page once a subject has been selected. Multiple filters can be applied.

Through the Advanced Search function some of these filters can be applied at the same time subject(s) or course(s) are selected.

See pages 7 and 8 for explanations.

- a. Availability
- b. Subjects
- c. Locations
- d. Terms
- e. Days of Week
- f. Time of Day
- g. Instructors
- h. Academic Levels
- i. Course Levels
- j. Course Types
- k. Topics
- l. Instruction Type

1. View a specific course:

- a) Enter the full course code in the upper right search field. Codes can be entered in upper or lower case, with or without the dash, e.g. ENGL-1003, ENGL1003, engl1003.

OCAD UNIVERSITY

Search for Courses and Course Sections

Subject Search **Advanced Search**



Search for a course subject:

Advertising

[Art & Social Change](#)

Business

[Crit Art Dsgn & New MId Art Hist](#)

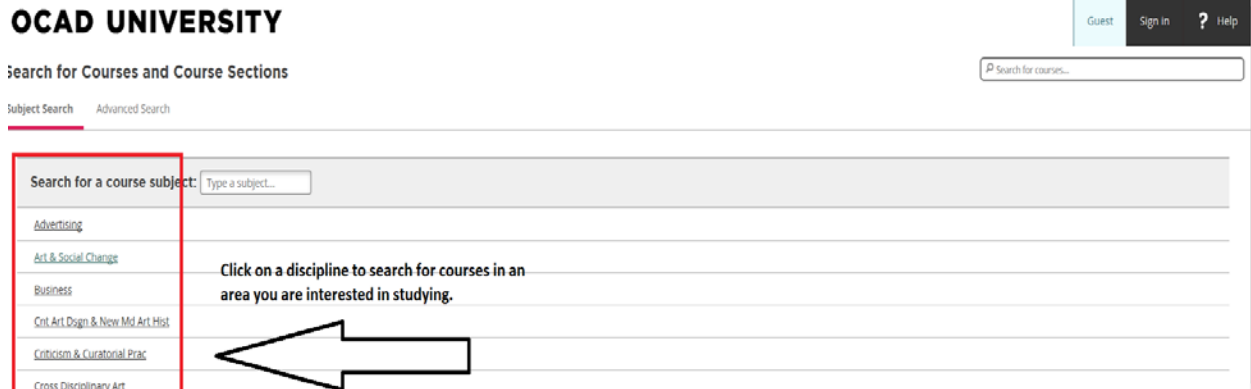
or

- b) On the Advanced Search page select a subject from the drop down list under Courses, enter the course number in the field beside it and click the Search button at the bottom of the page.

A screenshot of the OCAD University 'Advanced Search' page. The page has a dark sidebar on the left with icons for home, search, and user profile. The main content area is titled 'Catalog Advanced Search'. It contains several search criteria sections: 'Term' with a dropdown menu; 'Meeting Start Date' and 'Meeting End Date' with text input fields; 'Courses' with a dropdown menu (circled in red) and a 'Course number' field (also circled in red); 'Subject' with a dropdown menu and a 'Section' field; and another 'Subject' dropdown with 'Course number' and 'Section' fields. There is an 'Add More...' button. At the bottom, there is a 'Days Of Week' section with checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.

2. Search for courses in a specific subject area

- a) On the Subject Search page, click on a subject (discipline) in the alphabetic menu on the left to obtain a list of all courses offered in that subject area, listed in numeric order. There may be multiple pages of courses; to advance to the next page click on the arrow or next page number at the bottom of the screen.



OCAD UNIVERSITY Guest Sign in ? Help

Search for Courses and Course Sections Search for courses...

Subject Search Advanced Search

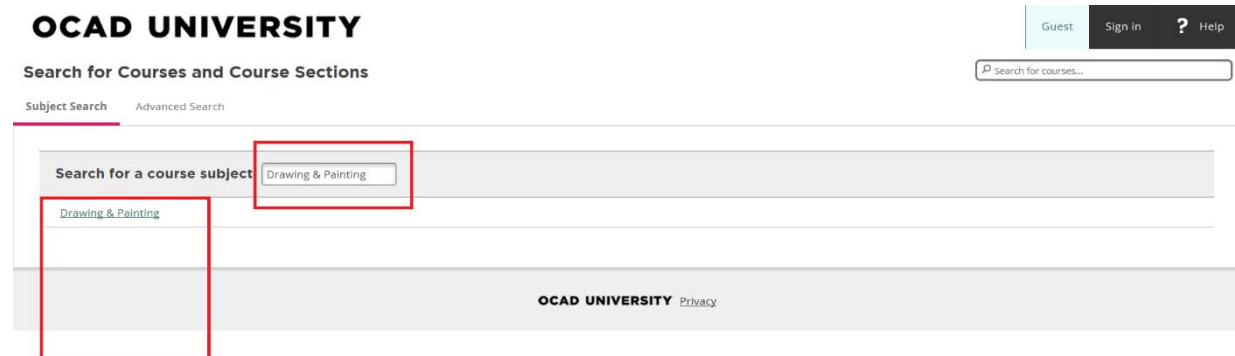
Search for a course subject: Type a subject...

- Advertising
- Art & Social Change
- Business
- Crit Art Dsgn & New Md Art Hist
- Criticism & Curatorial Prac
- Cross Disciplinary Art

Click on a discipline to search for courses in an area you are interested in studying.

or

- b) On the Subject Search page, select a subject using the “Search for a course subject” field. Type out the full name or part of the name of the subject. This will narrow the choice of subjects to only those containing that name or that part of the name. Click on the desired subject to bring up the list of courses.



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Search for Courses and Course Sections Search for courses...

Subject Search Advanced Search

Search for a course subject: Drawing & Painting

- Drawing & Painting

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or

- c) On the Advanced Search page, select a subject from the drop down list under Courses and click the Search button.

3. Search for courses in more than one subject area

- a) Type the subject codes, separated by commas, into the upper right search field to view a list of all courses with those subject codes.

or

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- b) On the Advanced Search page, select the desired subjects using multiple lines under Courses. Click the Search button.

OCAD UNIVERSITY

My Academics > Student Planning > Course Catalog

Search for Courses and Course Sections

Search for courses...

Subject Search **Advanced Search**

Catalog Advanced Search

Term: Select Term Meeting Start Date: yyyy-MM-dd Meeting End Date: yyyy-MM-dd

Courses

Advertising Course number Section

Cross Disciplinary Art Course number Section

Humanities Course number Section

Add More

Days Of Week

4. Search for a key word or phrase

Enter the key word or a phrase (in quotation marks) in the upper right search field to view a list of all courses containing the key word or phrase in the course title and/or course description. Courses will be listed in alpha-numeric order. There may be multiple pages of courses; to advance to the next page click on the arrow or next page number at the bottom of the screen.

OCAD UNIVERSITY

search for Courses and Course Sections

Search here by specific course code. → Search for courses...

Guest Sign in ? Help

Subject Search **Advanced Search**

Search for a course subject: Type a subject...

Advertising

Art & Social Change

Business

Crit Art Dsgn & New Mid Art Hist

Filters

Choose any combination of filters to narrow the list of courses resulting from a search. On the Advanced Search page some of these filters can be selected at the same time as the subject is selected:

a. Availability

Selecting 'open sections' will result in a list of only those courses which have space available. Some of these may be in a past term and therefore not open for registration. To find courses with sections available for registration, also select the specific term (see d.)

Tip: To view all currently available sections, select a subject, select open sections and the term and then deselect the subject.

b. Subjects

Once a subject has been selected, it will display with a check mark in the Subjects filter. To change subjects, uncheck the box by clicking on it and the full subject list will appear and another can be selected ('checked'). The number in brackets beside the subject indicates the number of courses offered in that subject. Subjects are listed in descending order of the number of courses offered in the academic year.

c. Locations

Courses are identified as either held in Toronto or in an "other location". Online courses, field placements, independent studies and residencies currently show Toronto as the location regardless of where the work is taking place.

d. Terms

Selecting a specific term will result in a display of courses with sections offered in that term only.

e. Days of Week

This option allows selection of course sections offered on a specific day of the week; best used in conjunction with a specific term.

f. Time of Day

This option allows selection of course sections offered only in a specific time range, i.e. morning, afternoon or evening.

g. Instructors

Selecting an instructor from the alphabetic list will result in a list of all of the course sections taught by that instructor in the current academic year.

h. Academic Levels

Selecting one of the two academic levels will result in a list of only undergraduate (Bachelor's) or only graduate (Master's) level courses.

i. Course Levels

Courses can be selected by year level. The first digit in the numeric part of the course code reflects the year level of the course. Undergraduate courses are numbered 1, 2, 3 or 4. Graduate level courses are numbered 5 or 6. (On recommendation of their Chair, undergraduate students in fourth year with an overall A average may receive special approval to take year 5 level graduate courses.)

j. Course Types

Course type currently only shows liberal studies designated courses, applicable to the undergraduate liberal studies graduation requirements.

k. Topics

This field is currently not in use.

l. Instruction Type

This field can be used to select only online or only in class courses.