New College of Florida
Office of the Registrar

How to access the online *Class Schedule Search* page

1. Login to the *myNCF* portal.

2. Click the "Class Schedule" tile on the *myNCF* portal.

3. Click the down arrow button in the "Search by Term" field to select the term by which to search. Click the "Submit" button to access the *Class Schedule Search* page.

Tips for using the online *Class Schedule Search* page

➢ The *Class Schedule Search* page provides multiple search options, such as by "Instructor" and "Attribute Type."

➢ Each search option has a default item of "All." Click the "Class Search" button at the bottom of the page to view the entire class schedule with all options set to the default.

➢ Or, after selecting items from among the search options, click the "Class Search" button to view the results of your query on the "Class Schedule Listing" page.

➢ To start a new search, click the *back* arrow button (⬅) on your browser or click the "Return to Previous" link at the bottom of the "Class Schedule Listing" page. Click the "Reset" button at the bottom of the page and select items from among the options for a new search.

➢ Each course is assigned a unique 5-digit Course Request Number (CRN). The CRN is located to the right of the course title in the "Class Schedule Listing" page. Students will enter this 5-digit code on their Contract and Renegotiation forms.
(Example: In spring 2020, the CRN for the Philosophy course "Groups, Social Classification, and Reality" is 22266.)

➢ To select a single item in a single search option, click that item in the chosen search option and click the "Class Search" button at the bottom of the page.
(Example: to search for graduate courses, click "Graduate" in the "Course Level" option and click the "Class Search" button.)

➢ To select multiple items in a single search option, hold down the *Control* (Ctrl) key on your keyboard, click the items in the search option, and click the "Class Search" button.

➢ To select multiple items from multiple search options, click the item(s) in each search option and click the "Class Search" button.

How to use the *Class Schedule Search* page options

Subject:
It is recommended that you search by subject using "Attribute Type" (see below).

Course Number:
Enter a number (up to four digits long) by which to search for courses.
(Example: entering "2100" will return all courses with that number)

Title:
Enter a word or part of a word by which to search for courses.
(Example: entering "Intro" will return a list of course titles that includes "Introduction" and "Introductory")

Schedule Type:
All schedule types are displayed. Click an item (for example, "Laboratory") to view courses with that schedule type.

Course Level:
New College of Florida offers courses at two levels: undergraduate and graduate. Click either item to view the courses offered at that level.

Part of Term:
All parts of term are displayed. Click an item (for example, "Module 1") to view the courses offered for that period in the semester.

Instructor:
Scroll through the list of instructor names and click one or more to view their courses.
(Reminder: hold down the *Control* (Ctrl) key to select more than one item.)

Attribute Type:
Scroll through the list and select one or more of the attributes to search for courses:

 - from a *division or program* (Example: "Natural Sciences")

 - from a *subject or discipline* (Example: "Chemistry")

 - that satisfy a particular *Liberal Arts Curriculum* (LAC) or *Chart Your Course* (CYC) requirement (Example: "Diverse Perspectives")

You can select any of the following attributes to view courses by the instructional method/modality: Full Distance Learning Course (online), Primarily Classroom Course (in-person), or Hybrid Course (combination of online and in-person)

Start Time, End Time, and Days:
Select days of the week and/or start and end times to find classes that fit your schedule needs.