

VITERBO UNIVERSITY REGISTRAR'S OFFICE –  
*PROCEDURE MANUAL FOR VITNET SYSTEM*

**SEARCH FOR SECTIONS TIPS - SUMMER**

You must choose two criteria. Term and Start and End Dates cannot both be use. Below are some commonly used searches. Modify them as needed, remembering that the more criteria used, the narrower the search.

COMMON SEARCHES

To search **ALL** summer undergraduate course sections:

- Term – Summer 2012-2013
- Course Levels – Lower Division and Upper Division

To search **MAY TERM** course sections:

- Starting On/After Date – 05/12/2013
- Ending By Date – 06/15/2013
- Course Levels – Lower Division and Upper Division

To search **ONLINE** course sections:

- Term – Summer 2012-2013
- Location – CAL Online

The screenshot shows the 'Search for Sections' web form in a Mozilla Firefox browser window. The URL is https://clgwa.exchange.viterbo.edu/WebAdvisor/WebAdvisor?TOKENIDX=9420884120&SS=1&APP=ST&CONSTITUENCY=WBDP. The form includes the following fields and features:

- Term:** A dropdown menu set to 'Summer 2012-2013'. A red callout box labeled 'Term' points to this field.
- Starting On/After Date:** A text input field with '5/1/2013' entered.
- Ending By Date:** A text input field with '8/31/2013' entered. A red callout box labeled 'Start and End Dates' points to these two fields.
- Course Levels:** A table with columns for 'Subjects', 'Course Levels', 'Course Number', and 'S'. The 'Course Levels' column has dropdown menus set to 'Lower Division' and 'Upper Division'. A red callout box labeled 'Lower and Upper Division' points to these dropdowns.
- Location:** A dropdown menu set to 'CAL Online'. A red callout box labeled 'CAL Online' points to this field.
- Buttons:** 'LOG IN', 'MAIN MENU', and 'SUBMIT' buttons are visible.