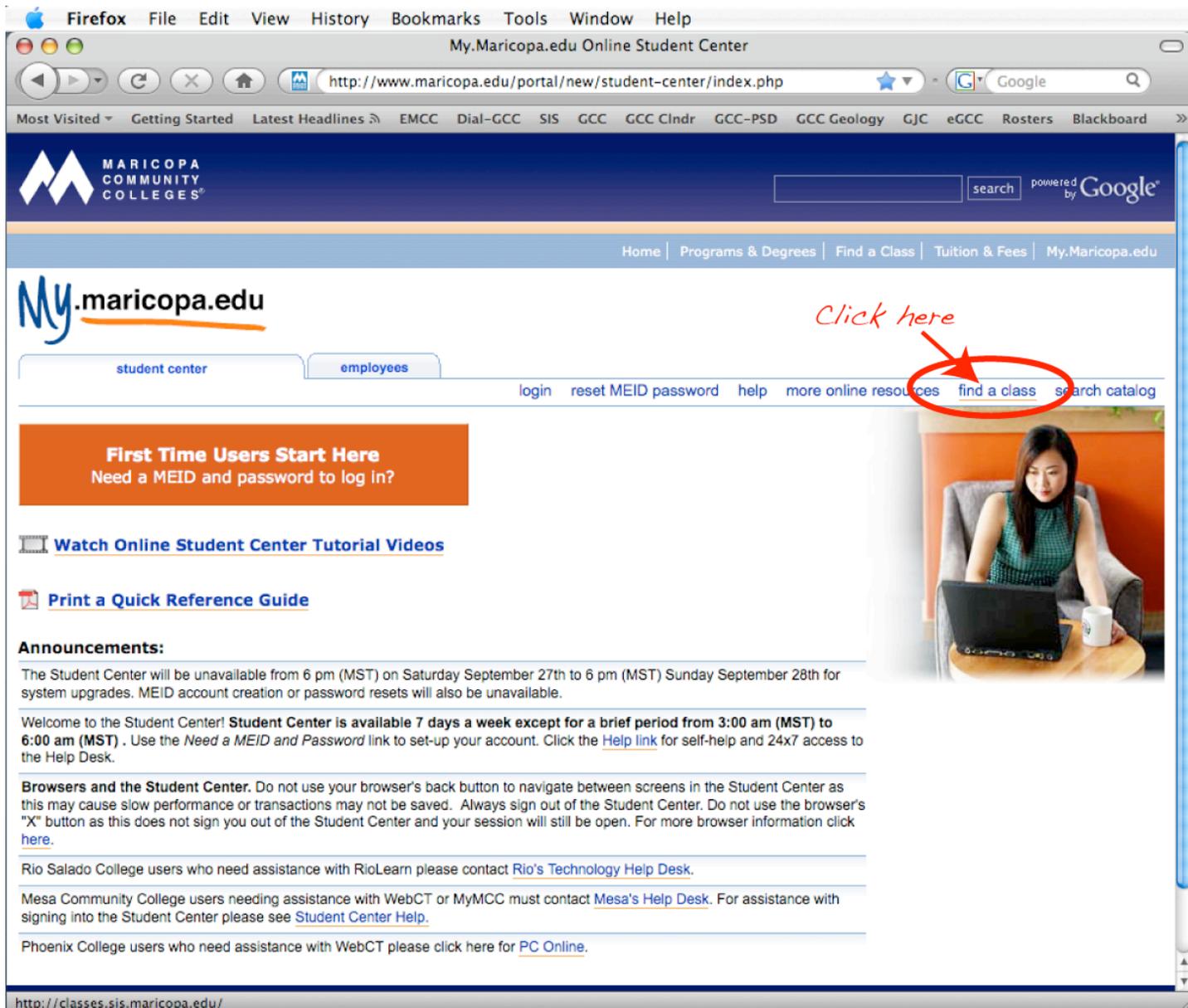


Instructions for finding courses that will satisfy General Education requirements using MyMaricopa.edu.

1. Using your web browser, go to <http://my.maricopa.edu>. You should see the following page.



2. As shown above, click on the “find a class” link. You do not need to log in to find courses. You will be taken to the following page.

The screenshot shows a Firefox browser window with the URL <http://classes.sis.maricopa.edu/>. The page title is "Find a Class". The Maricopa Community Colleges logo is in the top left. A navigation bar contains links: Home, Programs & Degrees, Tuition & Fees, My.Maricopa.edu. The main content area is titled "Find a Class" and contains a search form with the following fields:

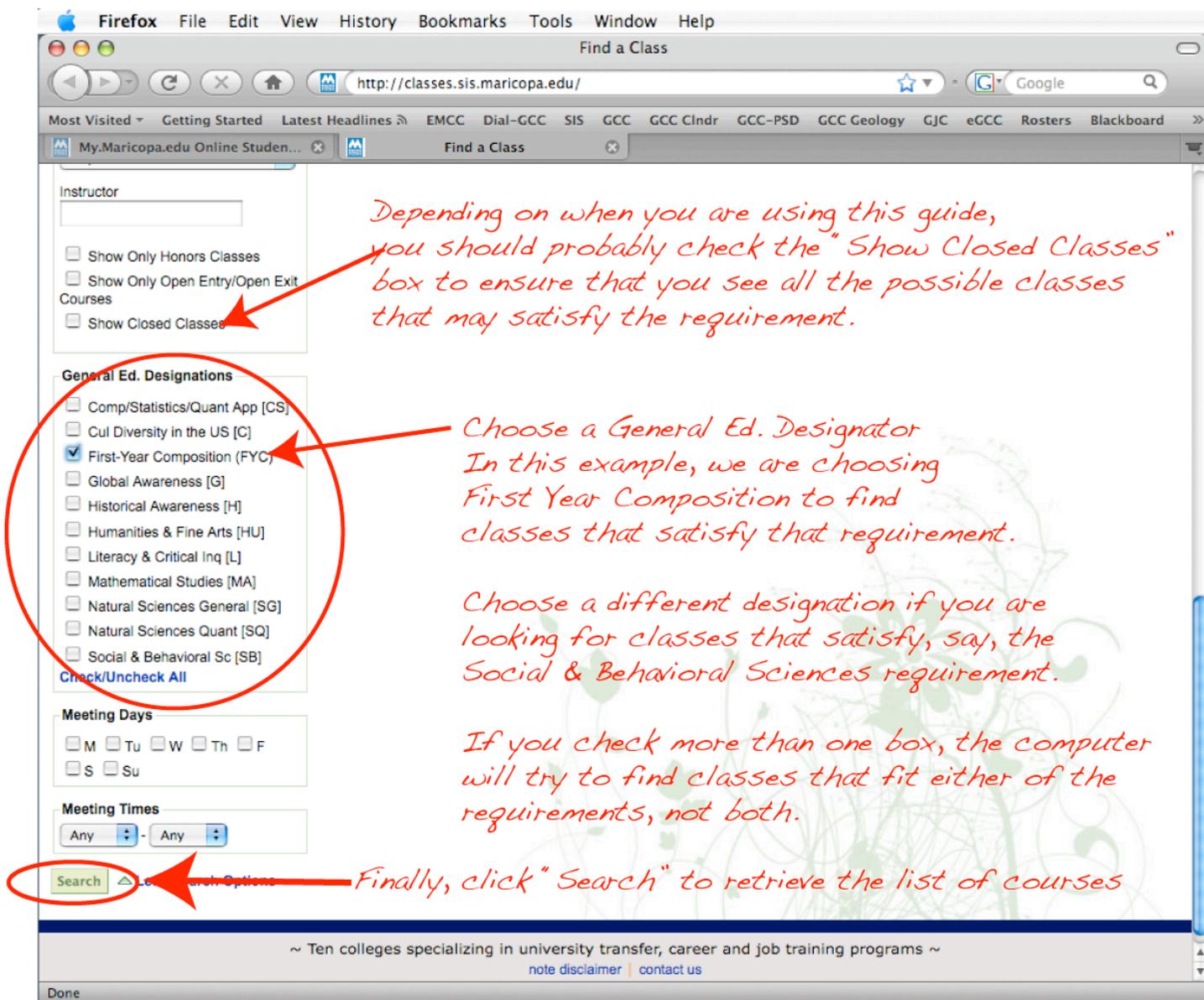
- Keywords/Course Number**: An empty text input field.
- Semester(s)**: A dropdown menu with "Fall 2008" selected and a "Check/Uncheck All" link below it.
- College(s)**: A list of checkboxes for various campuses: Chandler-Gilbert (CGCC), Estrella Mountain (EMCC), GateWay (GWCC), Glendale (GCC), Mesa (MCC), Paradise Valley (PVCC), Phoenix (PC), Rio Salado (RSC), Scottsdale (SCC), and South Mountain (SMCC). A "Check/Uncheck All" link is at the bottom.
- Search**: A green button with a dropdown arrow and the text "More Search Options".

Red handwritten annotations include:

- A left-pointing arrow next to the text: "Please choose search options from the left menu."
- An arrow pointing to the "Glendale (GCC)" checkbox with the text: "Click here if you want to choose a particular campus to satisfy your requirements. We recommend GCC!! ;-)"
- An arrow pointing to the "More Search Options" link with the text: "Click here to expand the available options"
- A note: "If you leave this blank, courses for the entire Maricopa District will show up."

At the bottom of the page, there is a footer: "~ Ten colleges specializing in university transfer, career and job training programs ~" with links for "note disclaimer" and "contact us". The browser's status bar at the very bottom shows "javascript:void(0)".

3. As above, click on the "More Search Options" link to expand your available options. Before doing so, you may wish to narrow your choice of college. You can still do so on the next step however. Your page should be expanded to look as follows.



4. If you scroll down you should see all of the General Education designations. Choose the designation for which you would like to retrieve the applicable courses. If you are simply searching for which courses will generally satisfy the requirement, check the “Show Closed Classes” option. Otherwise, MyMaricopa will only show you those courses that are open for registration at the time in which you are doing the search. *Also, if you choose more than one designation, MyMaricopa will show you all classes that satisfy one OR the other. Apparently, it will not attempt to show the courses that satisfy BOTH requirements (the desirable “double dippers”). You will have to cross reference these on your own. The list of courses, however, does include all the General Education requirement that a course will satisfy, so it’s not too much of a problem to scroll through the list to find the double dippers.*

5. Click “Search” to retrieve the list of possible courses. *Happy Hunting!*