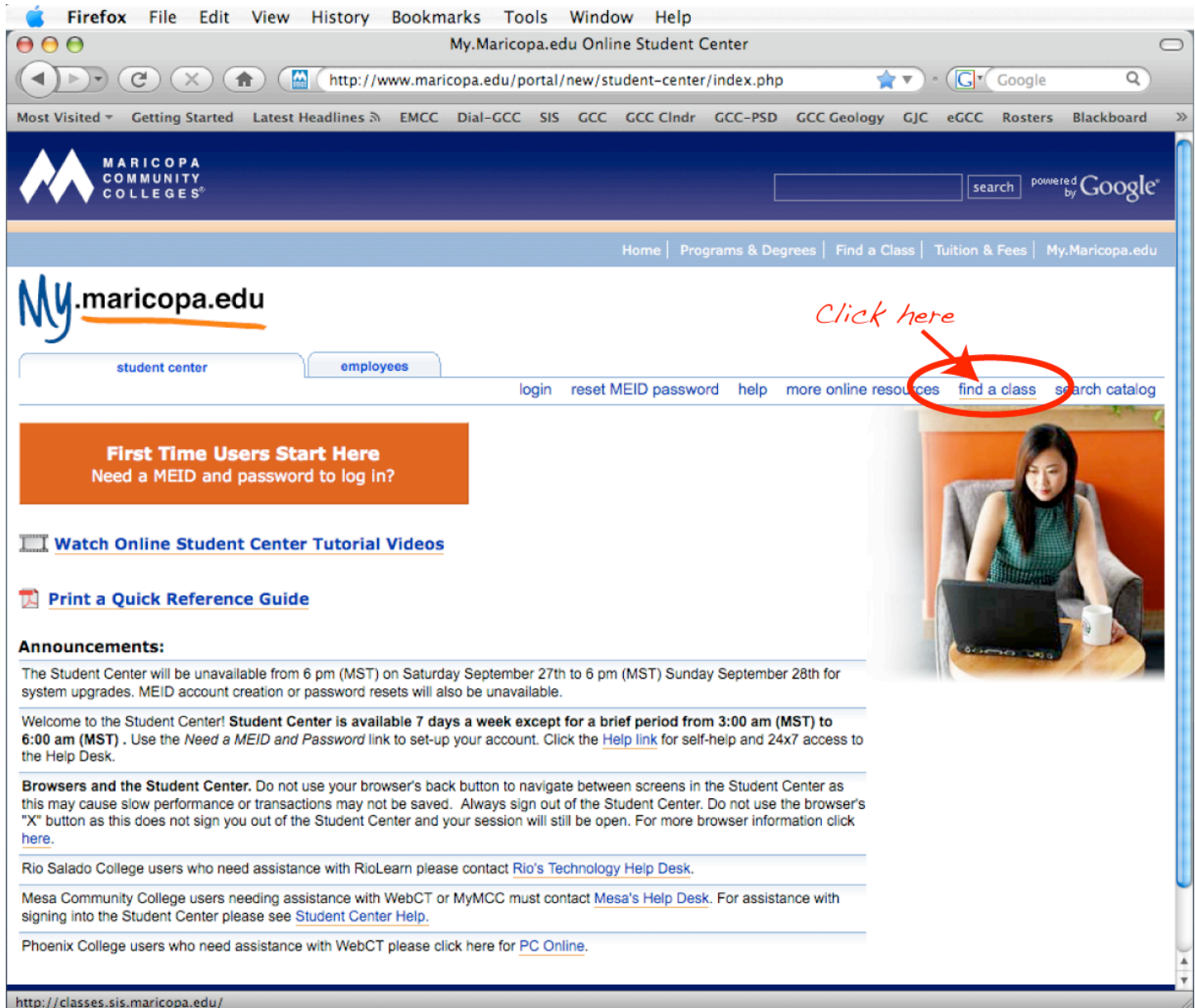


Instructions for finding courses that will satisfy General Education requirements using MyMaricopa.edu.

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 at the URL <http://classes.sis.maricopa.edu/>. The page features the Maricopa Community Colleges logo and a navigation bar with links like Home, Programs & Degrees, Tuition & Fees, and My.Maricopa.edu. The main heading is "Find a Class". Below it, there are three search filters: "Keywords/Course Number" (a text input field), "Semester(s)" (a dropdown menu with "Fall 2008" selected), and "College(s)" (a list of checkboxes for various campuses). A "Search" button is at the bottom left, and a "More Search Options" link is next to it. Handwritten red annotations include: "Please choose search options from the left menu." with an arrow pointing to the search filters; "Click here if you want to choose a particular campus to satisfy your requirements. We recommend GCC!! ;-)" with an arrow pointing to the "Glendale (GCC)" checkbox; "If you leave this blank, courses for the entire Maricopa District will show up." with an arrow pointing to the "Keywords/Course Number" input field; and "Click here to expand the available options" with an arrow pointing to the "More Search Options" link. The footer contains the text "~ Ten colleges specializing in university transfer, career and job training programs ~" and links for "note disclaimer" and "contact us".

Find a Class

Keywords/Course Number

Semester(s)

College(s)

Search

More Search Options

Please choose search options from the left menu.

Click here if you want to choose a particular campus to satisfy your requirements. We recommend GCC!! ;-)

If you leave this blank, courses for the entire Maricopa District will show up.

Click here to expand the available options

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.

The screenshot shows the 'Find a Class' page in a Firefox browser. The URL is <http://classes.sis.maricopa.edu/>. The page has several sections with checkboxes and a search button.

Instructor: [Text input field]

Show Only Honors Classes ☐
Show Only Open Entry/Open Exit Courses ☐
Show Closed Classes ☐ *Depending on when you are using this guide, you should probably check the "Show Closed Classes" box to ensure that you see all the possible classes that may satisfy the requirement.*

General Ed. Designations

- ☐ Comp/Statistics/Quant App [CS]
- ☐ Cul Diversity in the US [C]
- ☒ First-Year Composition (FYC) *Choose a General Ed. Designator. In this example, we are choosing First Year Composition to find classes that satisfy that requirement.*
- ☐ Global Awareness [G]
- ☐ Historical Awareness [H]
- ☐ Humanities & Fine Arts [HU]
- ☐ Literacy & Critical Inq [L]
- ☐ Mathematical Studies [MA]
- ☐ Natural Sciences General [SG]
- ☐ Natural Sciences Quant [SQ]
- ☐ Social & Behavioral Sc [SB] *Choose a different designation if you are looking for classes that satisfy, say, the Social & Behavioral Sciences requirement.*

[Check/Uncheck All](#)

Meeting Days

☐ M ☐ Tu ☐ W ☐ Th ☐ F
☐ S ☐ Su

Meeting Times

Any [dropdown] - Any [dropdown]

Search *Finally, click "Search" to retrieve the list of courses*

~ Ten colleges specializing in university transfer, career and job training programs ~
[note disclaimer](#) | [contact us](#)

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!*