

Tips for Using Course Schedule Information Via OneStop, pdf file, and Student Database

OneStop

1. Open your web browser to <http://onestop.ecu.edu>
2. Log in using your email **User Name** and **Password**
3. Select the **Tools** Tab
4. Click on **Course Catalog** under the **Academic Planning** group
5. Select the **term, course type, course name** and **course number**
6. OneStop will display all sections of that course for the term, including the instructor and how many seats are available for the course
7. If you click on the **Details** link, found in each section's **details** column, additional information, including the course reference number and course notes, are available

PDF File

1. Go to the Registrar's home page, <http://www.registrar.ecu.edu/>
2. Click on the **Students** link
3. Click on the **Early Registration for 2003** link, <http://www.registrar.ecu.edu/ErReg.htm>
4. Beside each group of schedule pages, is the date the file was updated (scheduled for every Monday until the start of the semester)
5. To view the Schedule Book in its entirety, click on **Course Schedule Booklet – Spring 2003**, <http://www.ecu.edu/registrar/rg226spring20037.pdf>. You must have Adobe Acrobat Reader installed to read this file. You may download this by clicking on **Adobe Acrobat Reader** on the Early Registration for 2003 page, <http://www.registrar.ecu.edu/ErReg.htm>
6. Save the document to your desktop, by clicking on the **Save** icon (a disk, found on the top left side of the document)
7. As this is a long document, take advantage of the **Find** command in the Adobe Acrobat Reader:
 - a. Click on the **Find** icon (binoculars)
 - b. Type in the **course prefix** you want to view (example Leed) and click **Find**
 - c. The document will go to the beginning of the section for the course prefix you selected
 - d. If you want to have a printed copy, print just the few pages that have the information you want by clicking on the **Printer** icon, and selecting the page numbers you want to print

Student Database

1. Sign onto the student database
2. Go to screen **RG061**
3. Type in the Term (**3**), Year (**2003**), and Course Name (Example: Leed). Main campus (**008**) is the default, but if you want to see courses offered through distance education, type in the campus code given to you by Continuing Studies.
4. Press **enter**
5. All courses offered under the course prefix are listed, including the meeting time and location, and the number of seats offered, number of seats remaining, and instructor.
6. This screen has a print function, by pressing the **F4** key. You may select printing the information in Schedule Book format, Course information, or Screen format.

Additional database information is available in the Academic Manual for Student Computer Applications, on the Registrar's web page, <http://www.ecu.edu/registrar/acaddeptmanual.pdf>.