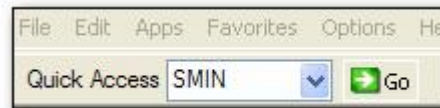
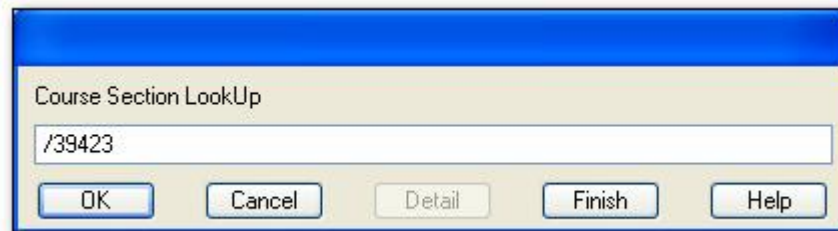


## SMIN – Section Meeting Inquiry

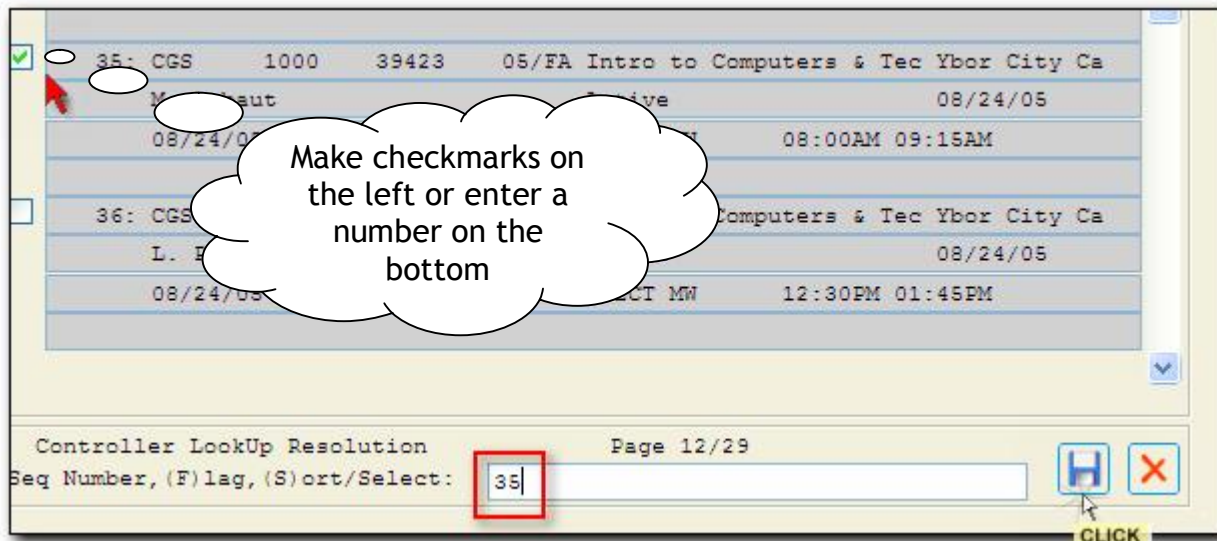
This screen gets section information quickly for you by giving you the main schedule and instructor information as well as the current enrollment. Begin by entering <SMIN> into the Quick Access area of the menu page. Click the Go button or just press your enter key on the keyboard.



Enter the course section in the pop up window's text box by starting out with a slash mark "/" then the section number. Click the OK button to continue.



If you do not know the exact section number, you may perform a quick search for it by entering other information, such as the year and term and/or the course number. For example, if you enter the year/term and a course number a list of sections will display.



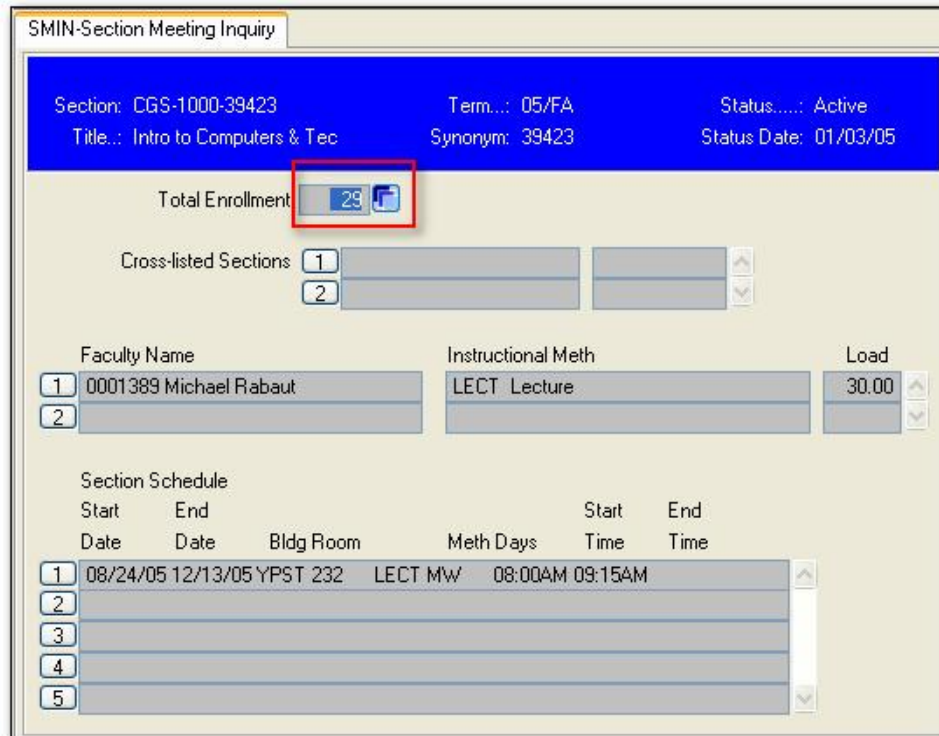
There are a couple different ways to pick the one you want to display. To look for the section you need, you can scroll down with the gray bar on the right side of the window or you can press the enter keyboard as many times as you need.

When you have found the section you need, you can enter the number to the left of the course section you need in the text box on the bottom of the page and either click the save icon, or press your enter key.

The other way is to place a checkmark in the box to the left of the course section you want and by clicking the saved icon at the bottom, the section information will display. With this way, you can actually request to look at several sections by placing checkmarks in as many boxes as you need and press the save icon. The first class you picked will display, but when you clear that section you will get a message window like the sample below that asks if you are done with the list of records you picked or do you want to see the next one. You can press the Discard button, the Next/Previous buttons or the Jump button to take you to a particular record out of all you checked.



The information is displayed on a new screen. Notice the number of students enrolled in the highlighted box below.



If you would like to see who is in the class by name, click the detail button to the right of the Total Enrollment box and a list will be displayed.

SMIN-Section Meeting Inquiry    SRSI-Section Roster Inquiry

---

Section: CGS-1000-39423      Term...: 05/FA      Status.....: Active  
 Title...: Intro to Computers & Tec      Synonym: 39423      Status Date: 01/03/05

Start Date 08/24/05    End Date 12/13/05    Location 20 Ybor City Campus

Cross-listed Course      Title

1 | [ ]      [ ]      [ ]

Faculty 1 0001389 Michael Rabaut

Meeting Times X [ ]

Include All Cross-Listed Sections No

Student	Home Loc	Stu Type	Special Needs	Creds	CEUs
1	20			3.00	
2	20			3.00	
3	20			3.00	
4	10			3.00	
5	20	USF		3.00	
6	20	FYE		3.00	
7	10			3.00	
8	10	FSR		3.00	
9	10	FYE		3.00	

Controller Cross-listed Courses      No Values

Notice all the information available to you at the top of the screen in the blue bar with white lettering. This is course and section information in general and below it will be more specific info about the class section.

Anywhere you see the detail icon next to a field, there is more information in another table underneath. In the sample above, you could look up extra information about Mike Rabaut, the instructor, or any of the students whose names appear.