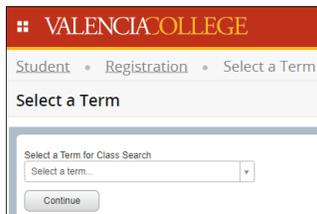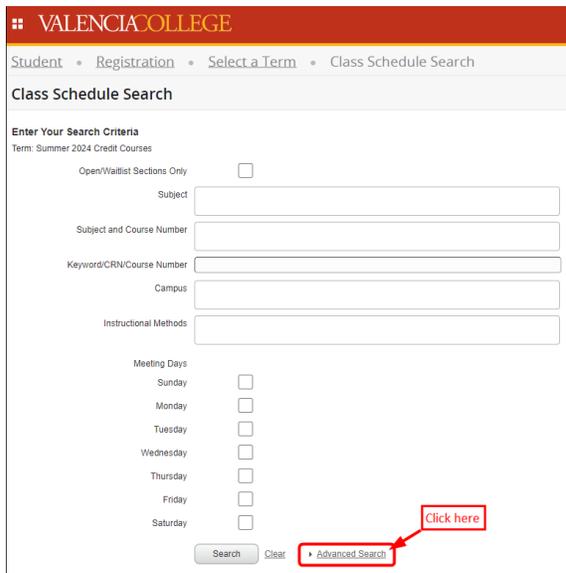# How to Search for Classes by Department

Many Valencia College degree programs require courses from different subject areas that are offered within the same division or academic department. For example, the Associate in Science in Business, Management, and Administration requires courses in Business Law (subject prefix BUL), General Business, (subject prefix GEB), Management (subject prefix MAN), etc. These subjects are taught by the Business, Management, and Administration division/academic department. You may search for all of these course subjects at once via the **Departments** search criteria field in the **Class Schedule Search**:

1. Access the **Class Schedule Search** via the Valencia College public website or via your Atlas account

2. Select the **Term** you wish to perform your **Departments** search for and click Continue :

3. Click on Advanced Search to display the additional search criteria field options:

4. Locate the **Departments** search criteria field:

5. Click inside the **Departments** field to open a drop-down menu; scroll to find and select the division/academic department by clicking on it:

6. Click the Search button to generate the search results:

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Student • Registration • Select a Term • Class Schedule Search

Class Schedule Search

Enter Your Search Criteria
Term: Summer 2024 Credit Courses

Monday	☐
Tuesday	☐
Wednesday	☐
Thursday	☐
Friday	☐
Saturday	☐
Instructor	
Class Type	
Departments	✖ Business Admin & Management
Schedule Type	
Term Options (Blank= All)	
Course Number Range	[ ] to [ ]
Start Time	∨ ∨ ∨
End Time	∨ ∨ ∨

Click here after selecting the division/academic department

Search   Clear   ▼ Advanced Search

7. All of the courses being offered by the division/academic department for the **Term** you selected will display on the **Search Results** page; you may need to use the page navigation shown on the bottom left of your screen to see all of the search results:

Need help? Reach out to one of our Student Support Services. For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email askatlas@valenciacollege.edu.