MyPlan FILTER FUNCTIONS
HOW TO FILTER COURSE SEARCHES IN MyPlan

Use Filter Functions to narrow down your course search in MyPlan. Control your results by quarter, meeting times, meeting days, general education requirements, credits offered and more.

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Filter Functions Overview

When using MyPlan to search for courses, there are various filter functions available. These filter functions will limit the search results to classes which fit the parameters you have selected. Several filter functions are located below the search bar in the “Find Courses” tab. Here you can specify the quarter, campus, and class meeting times you prefer. After you have entered your initial search criteria, more filter functions are available along the left side of the screen next to your search results under “Narrow Results.” Here you can specify general education requirements, credits, course levels, course prefixes and current or projected quarters the course is offered.
Select a Campus

You can also choose which UW campuses will be included in your search. By default all campuses will be selected. You can find the campus options directly under the search bar. Remove a campus from your search by selecting the square to the left of the campus, removing the grey check mark from the square. Add a campus back to your search by selecting the square again. You’ll see the grey check mark for the campus you’ve selected.

Select a Quarter

To choose a quarter, select the arrow on the right side of the phrase “All Quarters.” This option is located in a box to the right of the search bar. Under the drop down menu, select which quarter you would like to search. Note that you must select a quarter in order to use the meeting times and meeting days filter functions.
Select Meeting Times and Days

To select the time of day you would like classes in your search to take place, you can select a start time and an end time from the drop down menus. These are located to the right of “meeting times”, under campus selection. These drop down menus will be set as “Any Start Time” and “Any End Time” by default. To change the time, select the arrows on the right side of the box, and select a time from the drop down menu. All classes in your search will begin and end within your specified time frame.

Located to the right of “Meeting Days,” at the bottom of the filter functions are days of the week listed with grey check marks. To remove classes taking place during any day of the week, select the square to the left of that day in order to remove the check mark. To add a day of the week to your search, select the square again. You'll see the blue check mark for the day you have selected. By default all days of the week will be selected.
**Open Sections Only Search**

Open sections only
“Open section” search reduces the number of returned search results by excluding:
Sections with “closed” status.
Sections that are withdrawn or suspended.
And by including:

Sections that have “open” status.
Sections that require add codes.
Sections that require faculty codes.

<table>
<thead>
<tr>
<th>Search Filters</th>
<th>Open sections only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Times:</td>
<td>Any Start Time to Any End Time</td>
</tr>
<tr>
<td>Meeting Days:</td>
<td>Mon Tue Wed Thu Fri Sat</td>
</tr>
</tbody>
</table>
Select Gen Ed Requirements, Credits, Course Level, Course Prefix and Projected Quarter

After you have searched for a course, you will be able to filter a number of course characteristics using additional filter functions on the left hand side of the screen. Each filter function will contain individual filters under the title with check boxes to the left of each filter. You can view more filter options under a specific characteristic by scrolling. To the right of each filter is a number in parenthesis, indicating how many results that filter will display. You may check and uncheck squares to the left of specific general education requirements, credits, course levels, course prefixes or quarters by selecting the box. A grey checkmark will appear to indicate your selection. By default a square titled “all” will be selected. By selecting a square next to a specific filter, the “all” check mark will automatically be deselected. You may select as many or as few filters as you want.

You can select a check-box under the filters to optimize your results.
Filter Definitions

GENERAL EDUCATION REQUIREMENTS
General Education Requirements (abbreviated on MyPlan as Gen. Edu. Rec.) are requirements necessary to graduate with an undergraduate degree from UW that may or may not relate to requirements for a specific major. Areas of knowledge such as Individuals and Societies (I&S), Visual Literary and Performing Arts (VLPA) and Natural World (NW) are common, as well as other general education requirements like Writing (W) and Quantitative and Symbolic Reasoning (QSR).

CREDITS
A full-time undergraduate student takes between 12 and 18 credits during any given quarter. Courses offer a different number of credits based on how many hours a week they meet, and require two hours of study outside the classroom for every one hour inside the classroom. For example, a 5 credit class will meet for 5 hours per week and require about ten hours of work per week outside of class.

COURSE LEVEL
Course levels correspond to the level of subject matter expertise involved in the class. A 100-level class will generally be more introductory than a 200-level class. A higher course level will often have more course prerequisites (other classes you have to complete before you can take the course). As long as you meet all course prerequisites, you may register for any class regardless of course level, but remember that upper level classes have a more specific focus and require foundational knowledge of the subject.

COURSE PREFIX
A course prefix is an abbreviation which represents a division or sub-category of knowledge or a subject matter. All courses are divided into at least one of these categories. For example, classes instructed on the subject matter of psychology have the course prefix “PSYCH.” Courses have a name as well as a course prefix and number. The course name Biopsychology has the course prefix and number PSYCH 202. Some courses may have more than one course prefix if they fit more than one category of knowledge, such as Psychology of Gender. This course is offered jointly as GWSS (Gender, Women, and Sexuality Studies) 257 and PSYCH 257.