First, begin sorting schools.

1. Enter your name and click OK at the CIS opening screen.
   The main Menu window will appear.

2. From the Exploration Tools paddle, click School Sort.
   The School Sort introductory window will appear.

3. Read the information in the School Sort introductory window, then click OK to begin your School Sort.
   The screen titled “Item 1: What do you plan to study in college?” will appear.

Find a program title.

4. Click Explain in the upper right of the screen.
   The Programs of Study window will appear with information to assist you in answering Item 1. Read the information, then click OK to close the window.

5. Notice that the list is ordered by Cluster. Clusters are broad program areas. Click a cluster from the list on the left and find the programs within the cluster in the list on the right.

6. An alternate approach to finding a program is to click Title located in the area above the list of programs. Click the first letter of the program title you want to find, or scroll down the list until you locate the program you want.

Choose selection criteria.

7. With the Finder window ordered by Cluster, click a cluster from the list on the left.
   The programs for this cluster will appear in the list on the right.

8. Look through the list of programs, then select one.
   The indented titles are more specific titles within a cluster.

9. For a description of the selected program of study, click Describe located below the list of programs.
   A window with a description of this program of study will appear. Read the description, then click OK to close the window.
Add the criterion to your list of sorting criteria.

10. Click Select.

   *The title will appear in the Selected Programs of Study box.
   Notice the number of schools on your list at the bottom left.*

Explore School Sort’s “And/Or” sorting modes.

11. Highlight another program of study and click Select to add this program to your personal list of selection criteria.

   *The Change And/Or Mode dialog box appears because you have more than one Selected Programs of Study criteria.*

12. Read the information in the Change And/Or Mode dialog box. Notice that OR mode is selected.

13. In the Change And/Or Mode dialog box, click AND mode. Click Apply to use this sorting mode.

   *Both titles will appear on your list of Selected Programs of Study. Notice the change in number of schools on your list (bottom left).*

14. To change the “And/Or” sorting mode back, open the School Sort menu and select Change And/Or Mode.

   *The Change And/Or Mode dialog box will appear.*

15. In the Change And/Or Mode dialog box, click OR mode. Click Apply to change your sorting mode.

   *The OR mode of sorting selects schools that offer either of the program titles you chose. The AND mode of sorting selects schools that offer both of the program titles you chose.*

16. Click Next to proceed to the “Item 2: What degree do you plan to pursue now?” screen.

   Repeat step 4 for Item 2 and then continue through several more criteria.

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**Note:**

In Item 3, you can select school locations by Regions (left side of screen) or by States and Territories (right side of screen). Highlight the regions or states you wish to include in your sort. Click the name again to remove it from your sort.

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Work with your list of schools.

17. Click Show List.

   *A list of schools that match your sorting choices will appear, ordered by state.*

18. Click a school’s name and click Go to.

   *A screen displaying the National Schools file for that school will appear.*

continued
19. Read the description of the selected school by selecting each topic. If you like, you can print this information using the Print button in the upper right of the window.

20. Click Back to School Sort to return to your School Sort list.

21. Click Close to return to the sorting items. Click Review.

   A list of all of your sorting responses will appear. Review the list and click OK to close the window.

Change your list.

22. To modify your list of selection criteria, click Previous Items or Next to find an answer and change it.

   You can also use the School Sort menu to go directly to the Item screen you need.