

|                        |           |
|------------------------|-----------|
| <b>Version</b>         | 8.9       |
| <b>Date Modified</b>   | 7/23/2008 |
| <b>Last Changed by</b> | ASDS      |

## Class Search

### Concept

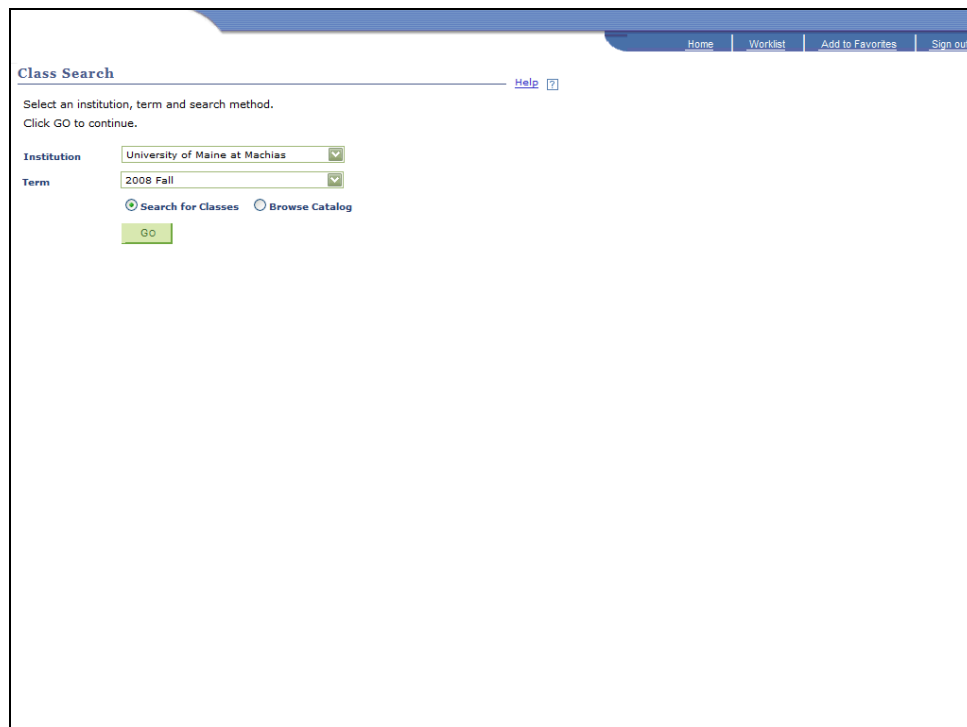
Use the **Class Search** feature to search for classes within a specific institution and term.

Students access **Class Search** via the MaineStreet Student Center (login to MaineStreet portal > click on *Student Self-Service* > Click on *Student Center* > click the *Search for Classes* button).

Faculty access **Class Search** via the MaineStreet Faculty Center ( login to the MaineStreet portal > Select *Enterprise Applications* > *Campus Solutions* > *Faculty Center* > *Class Search* tab).


### Procedure

| Step | Action  |
|------|---|
| 1.   | On the <b>Class Search</b> page, enter or look up and select the <b>Institution</b> and <b>Term</b> for which you want to find classes. You also have the option of looking at course information in the Institution's catalog. |



The screenshot shows the 'Class Search' web page. At the top right, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. The main heading is 'Class Search' with a 'Help' link. Below the heading, there is a prompt: 'Select an institution, term and search method. Click GO to continue.' The form contains two dropdown menus: 'Institution' set to 'University of Maine at Machias' and 'Term' set to '2008 Fall'. There are two radio buttons: 'Search for Classes' (which is selected) and 'Browse Catalog'. A green 'Go' button is located below the radio buttons.



| Step | Action   |
|------|--|
| 2.   | Click the <b>GO</b> button.<br> |

A screenshot of a web form titled "Class Search". At the top right, there are navigation links: "Home", "Worklist", "Add to Favorites", and "Sign out". Below the title, there is a "Help" link with a question mark icon. The instructions read: "Select an institution, term and search method. Click GO to continue." The form contains two dropdown menus: "Institution" with "University of Maine" selected, and "Term" with "2008 Fall" selected. Below these are two radio buttons: "Search for Classes" (which is selected) and "Browse Catalog". A green "Go" button is positioned below the radio buttons.

|    |  |
|----|--|
| 3. | On the <b>Search for Classes</b> page, you specify search criteria such as subject, course catalog number, career, and by using the <i>Additional Search Criteria</i> fields, meeting days, instructor, location, etc. |
|----|--|



| Step | Action   |
|------|--|
| 4.   | <p>Enter the <b>Course Subject</b> code (optional).</p> <p>If you don't know the code for the class subject you want (for example, BIO for biology, MAT for math, etc.), click the <b>Select Subject</b> button.</p> <p style="text-align: center;"><span style="border: 1px solid black; padding: 2px;">select subject</span></p> |

# Process Document

## Class Search



[Home](#) | [Workset](#) | [Add to Favorites](#) | [Sign out](#)

### Class Search

#### Course Subject Lookup

University of Maine | 2008 Fall

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

0
1
2
3
4
5
6
7
8
9

#### Select a Subject

|  |      |  |
|--|------|--|
| <input style="background-color: #92d050;" type="button" value="select"/> | AAP  | Athletic Practice Time                   |
| <input style="background-color: #92d050;" type="button" value="select"/> | ABD  | Study Abroad                             |
| <input style="background-color: #92d050;" type="button" value="select"/> | ABUP | Associate Business-ITV-USM               |
| <input style="background-color: #92d050;" type="button" value="select"/> | ACCT | Transfer                                 |
| <input style="background-color: #92d050;" type="button" value="select"/> | ACE  | Academic & Career Explorations           |
| <input style="background-color: #92d050;" type="button" value="select"/> | AE   | Agricultural Engineering                 |
| <input style="background-color: #92d050;" type="button" value="select"/> | AED  | Art Education                            |
| <input style="background-color: #92d050;" type="button" value="select"/> | AEN  | Agricultural Engineering                 |
| <input style="background-color: #92d050;" type="button" value="select"/> | AEN- | Agricultural Engineering (2yr)           |
| <input style="background-color: #92d050;" type="button" value="select"/> | AER  | Aerospace Studies                        |
| <input style="background-color: #92d050;" type="button" value="select"/> | AES  | Applied Ecology & Environmental Sciences |
| <input style="background-color: #92d050;" type="button" value="select"/> | AF   | Air Force                                |
| <input style="background-color: #92d050;" type="button" value="select"/> | AGR  | Agriculture (Transfer)                   |
| <input style="background-color: #92d050;" type="button" value="select"/> | AGSC | Transfer                                 |
| <input style="background-color: #92d050;" type="button" value="select"/> | AIM  | Transfer                                 |
| <input style="background-color: #92d050;" type="button" value="select"/> | AMS  | Transfer                                 |

| Step | Action  |
|------|---|
| 5.   | On the <b>Course Subject Lookup</b> page, click the first letter of the desired subject (B for biology for example). This will display a list of all the subject codes starting with that letter.                           |
| 6.   | When you have found the subject code, click the <b>Select</b> button next to it.<br><div style="border: 1px solid black; display: inline-block; background-color: #92d050; padding: 2px 5px; margin-top: 5px;">select</div> |

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

**Class Search** [Help](#) (?)

**Search for Classes**

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

**Class Search Criteria**

Course Subject: select subject MAT Mathematics

Course Number: is exactly ▼

Course Career: Undergraduate ▼

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

CHANGE SELECTION
CLEAR CRITERIA
SEARCH

| Step | Action   |
|------|--|
| 7.   | <p>If you don't know the exact <b>Course Number</b> (the 101 of MAT 101, for example), there are several options for specifying number ranges.</p> <p>Click the <b>Course Number</b> pull-down list.</p> |

# Process Document

## Class Search



Class Search [Help](#) ?

Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

**Class Search Criteria**

Course Subject   Mathematics

Course Number

Course Career

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

| Step | Action   |
|------|--|
| 8.   | You can ask for a number range greater than or equal to a specified number, or a range less than or equal to a number. You can also leave the field blank, which means all course numbers. |

Class Search
Home | Worklist | Add to Favorites | Sign out

[Help](#) ?

### Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

**Class Search Criteria**

Course Subject: select subject  Mathematics

Course Number: greater than or equal to

Course Career: Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

CHANGE SELECTION
CLEAR CRITERIA
SEARCH

| Step | Action   |
|------|--|
| 9.   | Enter a number in the <b>Course Number</b> field (unless you wish to leave it blank).  |
| 10.  | The third criterion for a simple search is the Course Career. This can be left blank, or you can select a career. Click the <b>Course Career</b> pull-down list. |

# Process Document

## Class Search



[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

**Class Search** [Help](#) (?)

**Search for Classes**

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

**Class Search Criteria**

Course Subject: select subject  Mathematics

Course Number: greater than or equal to

Course Career: Undergraduate

Graduate

Undergraduate

show open entry/exit classes only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

CHANGE SELECTION | 
 CLEAR CRITERIA | 
 SEARCH

| Step | Action  |
|------|---|
| 11.  | The list will show the careers for the selected Institution.  |
| 12.  | If you want to see both open and closed class sections, click to remove the check next to "Show Open Classes Only." |

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

### Class Search [Help](#) ?

#### Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

**Class Search Criteria**

Course Subject: select subject  Mathematics

Course Number:

Course Career: Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

| Step | Action   |
|------|--|
| 13.  | When you have entered at least 2 search criteria, click <b>Search</b> to perform the search.<br><div style="border: 1px solid green; padding: 2px; display: inline-block; margin-top: 5px;">SEARCH</div> |

# Process Document

## Class Search



**Class Search**

Home    Worklist    Add to Favorites    Sign out

**Class Search Results**

When available, click View All Sections to see all sections of the course.

University of Maine | 2008 Fall

The following classes match your search criteria Course Subject: **Mathematics**, Course Number greater than or equal to '300', Course Career: **Undergraduate**, Show Open Classes Only: **Y**

Open     Closed     Wait List

MAT 305 - Mathematics for Secondary School Teachers

   First 1 of 1 Last

Section [0001-LEC\(3858\)](#)    Status ●

Session Regular

| Days & Times       | Room             | Instructor    | Meeting Dates         |
|--------------------|------------------|---------------|-----------------------|
| Tu 4:00PM - 6:30PM | Neville Hall 204 | Tod L Shockey | 9/2/2008 - 12/12/2008 |

MAT 329 - Problems Seminar II

   First 1 of 1 Last

Section [0001-SEM\(3850\)](#)    Status ●

Session Regular

| Days & Times         | Room             | Instructor         | Meeting Dates         |
|----------------------|------------------|--------------------|-----------------------|
| Mo 10:00AM - 10:50AM | Neville Hall 406 | Theodore Roosevelt | 9/2/2008 - 12/12/2008 |

MAT 332 - Statistics for Engineers

   First 1-2 of 2 Last

Section [0001-LEC\(3862\)](#)    Status ●

Session Regular

| Step | Action  |
|------|---|
| 14.  | <p>On the <b>Class Search Results</b> page, you will see a list of all the class sections that meet your criteria.</p> <p>To see details of any class section, click the link immediately to the right of the word "Section:"</p> |
| 15.  | <p>If there are multiple sections of a course, you can display all of them by clicking the "<b>View All Sections</b>" link.</p> <p><input type="button" value="View All Sections"/></p>   |

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

**Class Search**

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**Class Detail**

**MAT 305 - 0001 Mathematics for Secondary School Teachers**  
 University of Maine | 2008 Fall | Lecture

[RETURN TO RESULTS](#)

**CLASS DETAILS**

|                         |                          |                 |                       |
|-------------------------|--------------------------|-----------------|-----------------------|
| <b>Status</b>           | ● Open                   | <b>Career</b>   | Undergraduate         |
| <b>Class Number</b>     | 5858                     | <b>Dates</b>    | 9/2/2008 - 12/19/2008 |
| <b>Session</b>          | Regular Academic Session | <b>Grading</b>  | Graded                |
| <b>Units</b>            | 3 units                  | <b>Location</b> | Orono UM Campus       |
| <b>Instruction Mode</b> | On Site Classroom        | <b>Campus</b>   | University of Maine   |
| <b>Class Components</b> | Lecture                  | Required        |                       |

**MEETING INFORMATION**

| Days & Times       | Room             | Instructor      | Meeting Dates         |
|--------------------|------------------|-----------------|-----------------------|
| Tu 4:00PM - 6:30PM | Neville Hall 204 | Abraham Lincoln | 9/2/2008 - 12/12/2008 |

**ENROLLMENT INFORMATION**

**Consent**                      Instructor Consent Required

**CLASS AVAILABILITY**

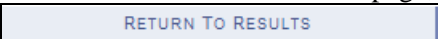
|                         |    |                           |   |
|-------------------------|----|---------------------------|---|
| <b>Class Capacity</b>   | 25 | <b>Wait List Capacity</b> | 0 |
| <b>Enrollment Total</b> | 0  | <b>Wait List Total</b>    | 0 |
| <b>Available Seats</b>  | 25 |                           |   |

**Notes**

**Class Notes**              Open to prospective secondary teachers only.

**DESCRIPTION**

Intended for prospective teachers of secondary school mathematics. MAT 305 satisfies the state certification requirements for a methods course. Topics covered include issues and problems in mathematics education, classroom

| Step | Action   |
|------|--|
| 16.  | To return to the Search Results page, click the " <b>Return To Results</b> " button. <div style="text-align: center; margin-top: 5px;">  </div> |

# Process Document

## Class Search



Class Search

Home | Worklist | Add to Favorites | Sign out

### Class Search Results

When available, click View All Sections to see all sections of the course.

University of Maine | 2008 Fall

The following classes match your search criteria Course Subject: **Mathematics**, Course Number greater than or equal to '300', Course Career: **Undergraduate**. Show Open Classes Only: **Y**

Open
  Closed
  Wait List

MAT 305 - Mathematics for Secondary School Teachers
 [View All Sections](#)
First 1 of 1 Last

Section [0001-LEC\(5858\)](#) Status

Session Regular

| Days & Times       | Room             | Instructor      | Meeting Dates         |
|--------------------|------------------|-----------------|-----------------------|
| Tu 4:00PM - 6:30PM | Neville Hall 204 | Abraham Lincoln | 9/2/2008 - 12/12/2008 |

MAT 329 - Problems Seminar II
 [View All Sections](#)
First 1 of 1 Last

Section [0001-SEM\(5860\)](#) Status

Session Regular

| Days & Times         | Room             | Instructor         | Meeting Dates         |
|----------------------|------------------|--------------------|-----------------------|
| Mo 10:00AM - 10:50AM | Neville Hall 406 | Theodore Roosevelt | 9/2/2008 - 12/12/2008 |

MAT 332 - Statistics for Engineers
 [View All Sections](#)
First 1-2 of 2 Last

Section [0001-LEC\(5862\)](#) Status

Session Regular

| Step | Action   |
|------|--|
| 17.  | To enter new search criteria, click the <b>Start a new Search</b> button.<br><input type="button" value="START A NEW SEARCH"/> |

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

### Class Search [Help](#) ?

#### Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

**Class Search Criteria**

Course Subject: select subject

Course Number:

Course Career:

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

| Step | Action  |
|------|---|
| 18.  | The <b>Change Selection</b> button lets you change the Institution and Term.<br><div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">CHANGE SELECTION</div>                            |
| 19.  | To have more search criteria to use, click the <b>Additional Search Criteria</b> button.<br><div style="border: 1px solid black; padding: 2px; width: 15px; height: 15px; display: inline-block; margin: 5px auto;">▶</div> |
| 20.  | Use any or all of the additional search criteria fields to refine your search.  |
| 21.  | To select (or avoid) classes using distance education modes of instruction, click the <b>Mode of Instruction</b> pull-down list.  |

# Process Document

## Class Search



University of Maine | 2008 Fall

Home | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

### Class Search Criteria

Course Subject: [select subject](#) | ENG | English

Course Number: is exactly

Course Career: Undergraduate

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time: between  and  (example: 1:00PM)

Day of Week: Include Only These Days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name: is exactly

Class Nbr:  (example: 1136)

Course Title Keyword:  (example: statistics)

Course Component:

Session:

Mode of Instruction:

Location:

Interactive Television  
 On Site Classroom  
 Video Conferencing  
 Video Streaming  
 World Wide Web

by General Education category

[CLEAR CRITERIA](#) [SEARCH](#)

| Step | Action                               |
|------|--------------------------------------|
| 22.  | Select the desired instruction mode. |

University of Maine | 2008 Fall Home | Worklist | Add to Favorites | Sign out

**Class Search Criteria**

Course Subject:  ENG English

Course Number:

Course Career:

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time: between  and  (example: 1:00PM)

Day of Week:

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name:

Class Nbr:  (example: 1136)

Course Title Keyword:  (example: statistics)

Course Component:

Session:

Mode of Instruction:

Location:

Check if you want to search by General Education category

| Step | Action  |
|------|---|
| 23.  | When you have entered all your criteria, click <b>Search</b> .<br><input type="button" value="SEARCH"/> |
| 24.  | <b>End of Procedure.</b>  |