## Class Search

1. 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).

   On the **Class Search** page, enter or look up and select the **Institution** and **Term** for which you want to find classes. You also have the option of looking at course information in the Institution's catalog.

2. Click the **GO** button.

3. On the **Search for Classes** page, you specify search criteria such as subject, course catalog number, career, and by using the Additional Search Criteria fields, meeting days, instructor, location, etc.

4. Enter the **Course Subject** code.

   If you don't know the code for the class subject you want (for example, BIO for biology, MAT for math, etc.), click the **Select Subject** button.

5. On the **Course Subject Lookup** 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 **Select** button next to it.

7. If you don't know the exact course number (the 101 of MAT 101, for example), there are several options for specifying number ranges.

   Click the **Course Number** pull-down list.

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.

9. Enter a number in the **Course Number** 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 **Course Career** pull-down list.

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."
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| 13. | **Quick Guide**
|   | When you have entered at least 2 search criteria, click **Search** to perform the search.
|   | **SEARCH**
| 14. | On the **Class Search Results** page, you will see a list of all the class sections that meet your criteria.
|   | To see details of any class section, click the link immediately to the right of the word "Section:"
|   | If there are multiple sections of a course, you can display all of them by clicking the "**View All Sections**" link.
|   | **View All Sections**
| 15. | To return to the Search Results page, click the "**Return To Results**" button.
|   | **RETURN TO RESULTS**
| 16. | To enter new search criteria, click the **Start a new Search** button.
|   | **START A NEW SEARCH**
| 17. | The **Change Selection** button lets you change the Institution and Term.
|   | **CHANGE SELECTION**
| 18. | Enter a Course Subject (optional).
| 19. | To have more search criteria to use, click the **Additional Search Criteria** button.
| 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 **Mode of Instruction** pull-down list.
| 22. | Select the desired instruction mode.
| 23. | When you have entered all your criteria, click **Search**.
|   | **SEARCH**
| 24. | If there are multiple sections of a course, you can display all of them by clicking the "**View All Sections**" link.
|   | **View All Sections**
| 25. | **End of Procedure.**