

Searching for Classes-022708

1.	Navigate: Curriculum Management > Schedule of Classes > Class Search or Records and Enrollment > Enroll Students > Search for Classes. Class search can also be accessed through student and faculty self service.
2.	On the Class Search page, 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.
3.	Click the GO button.
4.	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.
5.	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.
6.	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.
7.	When you have found the subject code, click the Select button next to it.
8.	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.
9.	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.
10.	Enter a number in the Course Number field (unless you wish to leave it blank).
11.	The third criterion for a simple search is the Course Career. This can be left blank, or you can select a career.
12.	If you want to see both open and closed class sections, click to remove the check next to "Show Open Classes Only."
13.	When you have entered at least 2 search criteria, click Search to perform the 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:"
15.	To return to the Search Results page, click the "Return To Results" button.
16.	To enter new search criteria, click the Start a new Search button.
17.	The Change Selection button lets you change the Institution and Term.
18.	Enter a Course Subject.
19.	To have more search criteria to use, click the Additional Search Criteria button.

Quick Guide



20.	If necessary, scroll down.
21.	Use any or all of the additional search criteria fields to refine your search.
22.	When you have entered all your criteria, click Search .
23.	If there are multiple sections of a course, you can display all of them by clicking the " View All Sections " link.
24.	End of Procedure.