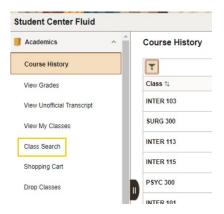
Class Search - Search the Schedule of Classes

To view the schedule of classes:

1. Click Student Center Fluid tile.

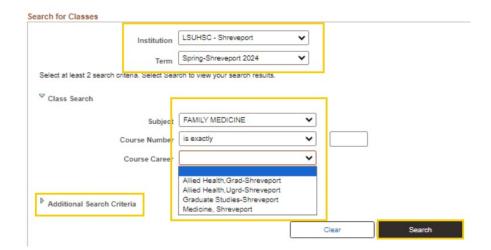


2. Click the Class Search menu option.



3. Enter the Search Criteria.

Click the drop-down button to the right of the **Institution** field to select the desired institution. Click the drop-down button to the right of the **Term** field to select the desired term.



Enter at least two search criteria from these options under the Class Search:

- 4. **Course Subject** click the drop-down menu button to display the list of options.
- 5. **Course Number** enter a course number or click the drop-down menu button to select operators.

Description of Operators:

- **contains** Select if you know a partial course number. The results will include all courses with that combination of numbers.
- **greater than or equal to** Select if you want to view courses above a certain number. For example, you want to search for all upper level courses.
- is exactly Select when searching for a specific course number.
- **less than or equal to** Select if you want to find courses below a certain number. For example, you want to search for all lower level courses.
- 6. **Course Career** click the drop-down menu button to display the list of options.

NOTE: The <u>Show Open Classes Only</u> is selected by default, if you want to include Closed Classes in the search Uncheck this option.

NOTE: You can use the Additional Search Criteria link to narrow your search, such as searching by instructors Last Name.

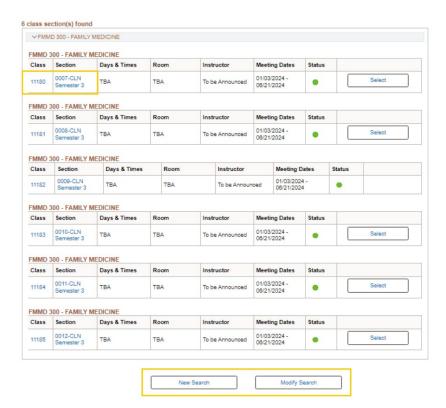
- 7. Click the **SEARCH** button to view a list of classes meeting your search criteria.
- 8. A message may display stating more than 50 classes will be returned. Click the **OK** button.



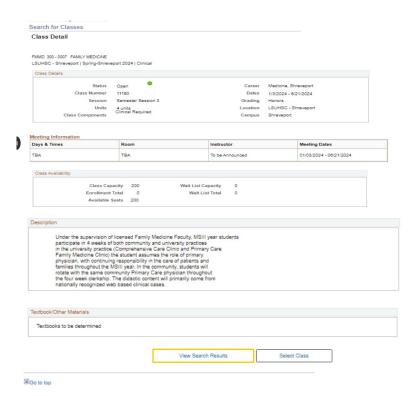
9. Click the Class or Section link to view the class details. Your class detail information displays.

NOTE: You can modify your existing search or begin a new search without returning to the main page by clicking New Search or Modify Search.

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10. Click the View Search Results button to return to the Search for Classes page.



This completes the Class Search - Search the Schedule of Classes job aid.