

Faculty Center in SIS

Overview

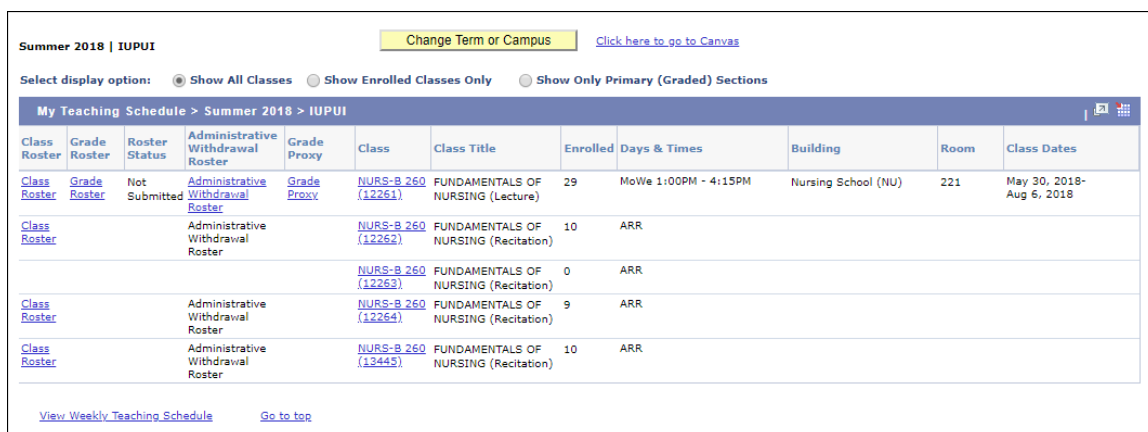
The Faculty Center can be used to manage all of your class, student and advisee related activities such as: viewing your weekly teaching schedule, viewing class details, searching for classes, viewing a class roster, and viewing and entering grades in a grade roster. You will also have the ability to see multiple terms and campuses.

Steps

Accessing the Faculty Center via One.IU

1. Navigate to: one.iu.edu.
2. Click **Sign In** and enter your **Username** and **Passphrase**.
3. In the **Search** box, type "*Faculty Center*."
4. Click on the **Faculty Center (SIS)** task.

The *Faculty Center* in SIS is displayed.



Summer 2018 | IUPUI [Change Term or Campus](#) [Click here to go to Canvas](#)

Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Summer 2018 > IUPUI

Class Roster	Grade Roster	Roster Status	Administrative Withdrawal Roster	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Roster	Not Submitted	Administrative Withdrawal Roster	Grade Proxy	NURS-B 260 (12261)	FUNDAMENTALS OF NURSING (Lecture)	29	MoWe 1:00PM - 4:15PM	Nursing School (NU)	221	May 30, 2018-Aug 6, 2018
Class Roster			Administrative Withdrawal Roster		NURS-B 260 (12262)	FUNDAMENTALS OF NURSING (Recitation)	10	ARR			
Class Roster			Administrative Withdrawal Roster		NURS-B 260 (12263)	FUNDAMENTALS OF NURSING (Recitation)	0	ARR			
Class Roster			Administrative Withdrawal Roster		NURS-B 260 (12264)	FUNDAMENTALS OF NURSING (Recitation)	9	ARR			
Class Roster			Administrative Withdrawal Roster		NURS-B 260 (13445)	FUNDAMENTALS OF NURSING (Recitation)	10	ARR			

[View Weekly Teaching Schedule](#) [Go to top](#)

5. If you have information for more than one term, you will see a **change term or campus** button on this page. Click **Change Term or Campus** to select a different term. Select the term and click **Continue**.

If you do not have information for more than one term, you will not see a **Change Term or Campus** button on this page.

Faculty Center in SIS

Your Weekly Teaching Schedule

1. To view your weekly teaching schedule, click on the [View Weekly Teaching Schedule](#) link. Your schedule will be displayed.

View My Weekly Schedule

<< Previous Week **Week of 5/21/2018 - 5/27/2018** Next Week >>

Show Week of Start Time End Time Refresh Calendar

Time	Monday May 21	Tuesday May 22	Wednesday May 23	Thursday May 24	Friday May 25	Saturday May 26	Sunday May 27
5:00AM							
6:00AM							
7:00AM							
8:00AM							
9:00AM	SPCH-S 121 - 0100		SPCH-S 121 - 0100				
10:00AM	Lecture		Lecture				
11:00AM	9:00AM - 12:15PM		9:00AM - 12:15PM				
12:00PM	Kokomo Main (KO) 105		Kokomo Main (KO) 105				
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							
10:00PM							
11:00PM							

Meeting Information not available

Class	Course Title	Start Date	End Date
BUS-F 301 - 0002 (Lecture)	FINANCIAL MANAGEMENT	05/14/2018	08/13/2018
POLS-Y 103 - 0001 (Lecture)	INTRO TO AMERICAN POLITICS	05/08/2018	08/01/2018

Display Options

Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday Sunday
 Show Instructor Role Wednesday Saturday

Refresh Calendar

[Return to Faculty Center](#) [Printer Friendly Page](#)

2. To change the week, click <<Previous Week or Next Week>>.
3. To change the time frame, enter the **Start Time** and/or **End Time**, and click Refresh Calendar.
4. To display other options such as the **Class Title** or **Instructor Role**, select the appropriate checkboxes in the **Display Options** box and click Refresh Calendar.
5. To print the schedule, click the [Printer Friendly Page](#) link.
6. Click [Return to Faculty Center](#) to return to the previous screen.

Faculty Center in SIS

Class Details

- To view details for a particular class, click the course detail link in the **Class** column.

Summer 2018 | IUPUI [Change Term or Campus](#) [Click here to go to Canvas](#)

Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Summer 2018 > IUPUI

Class Roster	Grade Roster	Roster Status	Administrative Withdrawal Roster	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
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[View Weekly Teaching Schedule](#) [Go to top](#)

- This will display the *Class Detail* page.

Class Detail

NURS-B 260 FUNDAMENTALS OF NURSING PRACTICE
Academic Institution: IUPUI | Term: Summer 2018 | Component: Recitation

[Return to Faculty Center](#) [View/Order Textbooks](#)

Class Details			
Status	Class Number	Course ID	Offer Nbr
12262	088566	1	
Session	Units	Career	Dates
Summer Session 2	0 units	Undergraduate	6/25/2018 - 8/6/2018
Class Type	Class Components	Grading	Location
★ Enrollment Section	Lecture Required, Recitation Required		Indianapolis Campus
		Associated Class	Campus
		1	Indianapolis Campus
		Offer Nbr	
		1	

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
ARR	Nursing School (NU) 330		06/25/2018 - 08/06/2018

Enrollment Information	
Add Consent	Department Consent Required
Enrollment Requirements	Academic Plan: Non Nurs Bacc to BSN-ACCEL
Requirement Designation	Significant Time in Community Setting

Class Availability			
Class Capacity	Enrollment Total	Wait List Capacity	Wait List Total
10	10	0	0
Available Seats			
0			

Notes	
Class Notes	Restricted to students enrolled in the BSN accelerated track program. Clinical dates are July 26, 27, August 2, 3 from 7:00a-3:00p. This class meets the EXPERIENTIAL LEARNING standard of the IUPUI RISE Challenge (Research, International Study, Service and Experiential Learning). To learn more about the RISE Challenge, go to http://uc.iupui.edu/UndergraduateEducation/RISEtotheIUPUIChallenge.aspx .

Catalog Description	
	This course focuses on the fundamentals of nursing from a theoretical, evidence base. Students will gain a knowledge base for, and have an opportunity to apply, fundamental nursing concepts, skills and the nursing process. The evidence based knowledge gained forms a basis for clinical reasoning and decision making as students develop their nursing skills.

Textbook/Other Materials	
	Textbook Assignment Pending (assignments not shown to students)

[Return to Faculty Center](#)

- Click [Return to Faculty Center](#) to return to the previous screen.

Faculty Center in SIS

Class Rosters

1. To view a roster for a particular class, locate the correct class and click the [Class Roster](#) link in the **Class Roster** column. Note: You can also access class rosters from One.IU.edu.

If your campus uses Student Performance Rosters or has an administrative withdrawal policy, those links will be shown.

Summer 2018 | IUPUI [Change Term or Campus](#) [Click here to go to Canvas](#)

Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Summer 2018 > IUPUI

Class Roster	Grade Roster	Roster Status	Administrative Withdrawal Roster	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
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[View Weekly Teaching Schedule](#) [Go to top](#)

The *Class Roster* page is displayed.

Class Roster NURS-B 260 Class Nbr: 12261

[NURS-B 260](#) FUNDAMENTALS OF NURSING

Lecture (12261)

Summer 2018 | Summer Session 2 | IUPUI | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 1:00PM - 4:15PM	Nursing School (NU) 221		05/30/2018 - 08/06/2018

*Enrollment Status [Change](#)

Enrollment Capacity 24 Enrolled 8

Enrolled Students

Notify	ID	Name	Send-Email	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>	000		Send-Email	Graded	5.00	Nursing Undergraduate - Non Nurs Bacc to BSN-ACCEL	Senior
<input type="checkbox"/>	00		Send-Email	Graded	5.00	Nursing Undergraduate - Non Nurs Bacc to BSN-ACCEL	Senior
<input type="checkbox"/>	00		Send-Email	Graded	5.00	Nursing Undergraduate - Non Nurs Bacc to BSN-ACCEL	Senior
<input type="checkbox"/>	00		Send-Email	Graded	5.00	Nursing Undergraduate - Non Nurs Bacc to BSN-ACCEL	Senior
<input type="checkbox"/>	00		Send-Email	Graded	5.00	Nursing Undergraduate - Non Nurs Bacc to BSN-ACCEL	Senior
<input type="checkbox"/>	00		Send-Email	Graded	5.00	Nursing Undergraduate - Non Nurs Bacc to BSN-ACCEL	Senior
<input type="checkbox"/>	00		Send-Email	Graded	5.00	Nursing Undergraduate - Non Nurs Bacc to BSN-ACCEL	Senior
<input type="checkbox"/>	00		Send-Email	Graded	5.00	Nursing Undergraduate - Non Nurs Bacc to BSN-ACCEL	Senior

[Notify Selected Students](#) [Notify Listed Students](#) [Printer Friendly Version](#)

[Return](#) [View Grade Roster](#)

Faculty Center in SIS

NOTE: If the roster is for an online class through IU Online and has students from different campuses in the class, a new **Student Campus** column will appear. See the next screen capture. This column will not appear for online classes where all of the students are from the campus offering the class.

Class Roster ANTH-E 300 Class Nbr: 29044

ANTH-E 300 CULTURE AREAS & ETHNIC GROUPS
Lecture (29044)
Spring 2014 | Regular Academic Session | East | Undergraduate

Days & Times	Room	Instructor	Meeting Dates
ARR	Web-based Class (WB) WEB	Lesley Retherford,	01/13/2014 - 05/05/2014


*Enrollment Status:

Enrollment Capacity: 10 Enrolled: 6


Notify	ID	Name	Send-Email	Grade Basis	Units	Program and Plan	Level	Student Campus
<input type="checkbox"/>	000	Br M	Send-Email	Graded	3.00	Hum & Soc Sci Undergraduate - Communication Arts BA	Sophomore	Kokomo
<input type="checkbox"/>	000	Br Ni	Send-Email	Graded	3.00	University Div Undergraduate - Undecided Baccalaureate	Freshman	Kokomo
<input type="checkbox"/>	000	Br Si	Send-Email	Graded	3.00	Nursing Undergraduate - Nursing-B.S. (Pre) BSN	Freshman	Kokomo
<input type="checkbox"/>	000	Ht El	Send-Email	Graded	3.00	Lib Arts & Sci Undergraduate - Exploratory Baccalaureate (LAS/Exploratory Baccalaureate (LAS	Freshman	South Bend
<input type="checkbox"/>	000	Ht St	Send-Email	Graded	3.00	Lib Arts & Sci Undergraduate - Informatics BS	Sophomore	South Bend
<input type="checkbox"/>	000	J Ri	Send-Email	Graded	3.00	Nursing Undergraduate - Nursing BSN	Senior	East

- You can email students directly from the class rosters.
 - To send email to an individual student from the class roster, click on the [Send Email](#) link next to their name. This will open an email message and put that student's email address in the TO line of the email message.
 - To email several students on the roster, select the checkbox next to each student's name and click [Notify Selected Students](#). This will open an email message and put all the students' email addresses (who have a selected checkbox next to their name) in the TO line of the email message.
 - To email all the students on the roster, click [Notify Listed Students](#). This will open an email message and put all the students' email addresses in the TO line of the email message.

NOTE: The instructor must have a **Preferred** email address in SIS in order to use the **Notify** links. If there is not a Preferred email address, you will receive an error message.

- The class roster can be sorted by any of the columns. Click on the column header (for example, **ID**) to sort by that column.
- To print a class roster, click [Printer Friendly Version](#) and print. Click [Return](#) to return to the previous screen.
- To zoom in on the roster, click . Click Return to return to the roster.

Faculty Center in SIS

- The roster can also be downloaded to Excel. To download the roster to Excel, click .
- When you are finished viewing the roster, click [Return to Faculty Center](#) to return to the previous screen.

Student Performance Rosters

Currently, there are two tools that faculty can use to provide feedback, the Student Performance Roster (SPR) and the Student Engagement Roster (SER). There is additional information available on the [FLAGS website](#).

The [Student Performance Roster \(SPR\)](#) has been in use since 2011 and allows faculty to identify issues students may be experiencing in a course and to make recommendations about how to improve performance. Advisors and others working in [Advising Records](#) can see this feedback on student records there and use filters to reach out to students as needed. Campus administrators can run reports in the [Decision Support](#) environment to use to support student success. For Fall of 2018, the SPR is retired at IU East, IU Kokomo, and IU Southeast. At IUPUI, IUPUC, IU Fort Wayne, IU Northwest, and IU South Bend, the SPR has been repurposed to support the campus administrative withdrawal process only.

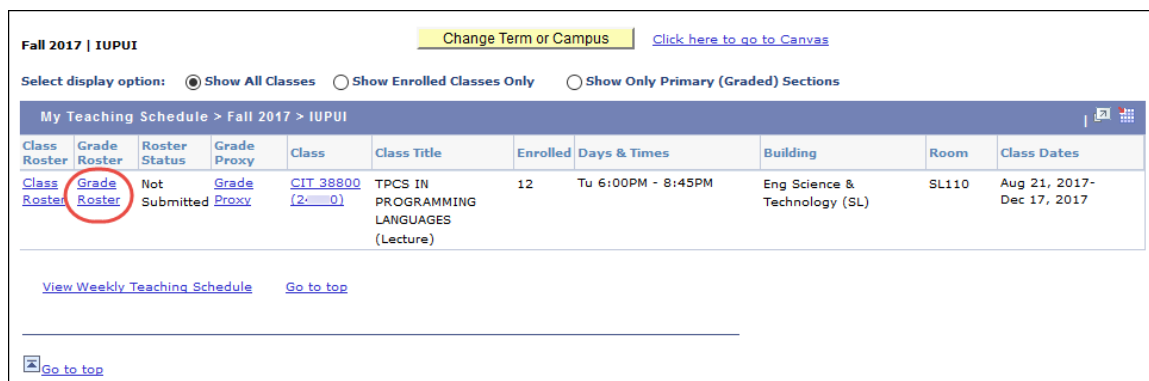
For Fall 2018, all campuses (except IU Bloomington) will be using the [Student Engagement Roster \(SER\)](#). The SER allows for a much broader range of feedback to students, including recognition of excellent performance and suggestions about ways to deepen one's educational experience to achieve success. In addition, faculty can send a specific note to a student or groups of students as needed and can also email a student's advisor if they have concerns. The new tool was designed to make providing feedback easier for faculty. SER feedback is available in Advising Records and through Decision Support environment reporting.

Grade Rosters

Viewing Grade Rosters

- To view a grade roster for a particular class, locate the correct class and click the [Grade Roster](#) link in the **Grade Roster** column. Note: you can also access grade rosters from One.IU.edu.

NOTE: The **Grade Roster** column and links will **only** be displayed when the grade rosters are available.



Fall 2017 | IUPUI [Change Term or Campus](#) [Click here to go to Canvas](#)

Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Fall 2017 > IUPUI

Class Roster	Grade Roster	Roster Status	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Roster	Not Submitted	Grade Proxy	CIT 38800 (2017-0)	TPCS IN PROGRAMMING LANGUAGES (Lecture)	12	Tu 6:00PM - 8:45PM	Eng Science & Technology (SL)	SL110	Aug 21, 2017- Dec 17, 2017

[View Weekly Teaching Schedule](#) [Go to top](#)

[Go to top](#)

Faculty Center in SIS

The *Grade Roster* page is displayed.

Grade Roster REMINDER: "Save" this page frequently as you enter your grades. The "save" button is at the top and bottom of the page. [View FERPA Statement](#)

CIT 38800 TPCS IN PROGRAMMING LANGUAGES
Lecture (2 000)
Fall 2017 | Regular Academic Session | IUPUI | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 6:00PM - 8:45PM	Eng Science & Technology (SL) SL110		08/21/2017 - 12/17/2017

Roster Type Final Grade Display Unassigned Roster Grade Only

Approve and Submit to Registrar [Assign Grading Proxy](#)

[RETURN](#) [SAVE](#) [Load Grades from Canvas](#) [Help](#)
[Load Grades from File to Roster](#) [Help](#)

Find

ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1 00			Valid Grades			Junior	Technology Undergraduate - Computer & Info Technology BS
2 00			Valid Grades			Senior	Informatics Undergraduate - Informatics BS
3 00			Valid Grades			Senior	Technology Undergraduate - Computer & Info Technology BS/Leadership Studies CRT
4 00			Valid Grades			Senior	Technology Undergraduate - Computer & Info Technology BS
5 00			Valid Grades			Senior	Technology Undergraduate - Computer & Info Technology BS
6 00			Valid Grades			Senior	Technology Undergraduate - Computer & Info Technology BS
7 00			Valid Grades			Senior	Informatics Undergraduate - Informatics BS
8 00			Valid Grades			Junior	Technology Undergraduate - Computer & Info Technology BS
9 00			Valid Grades			Junior	Technology Undergraduate - Computer & Info Technology BS
10 00			Valid Grades			Senior	Technology Undergraduate - Computer & Info Technology BS
11 00			Valid Grades			Junior	Technology Undergraduate - Computer & Info Technology BS
12 0C			Valid Grades			Senior	Technology Undergraduate - Computer & Info Technology BS

[PRINTER FRIENDLY VERSION](#)

Approve and Submit to Registrar

[Return](#) [SAVE](#)

2. The grade roster can be sorted by any of the columns. Click on the column header (for example, **Name**) to sort by that column.
3. To print a roster, click [PRINTER FRIENDLY VERSION](#).
4. The roster can also be downloaded to Excel. To download the roster to Excel, click

Faculty Center in SIS

Entering Grades into the Grade Roster

1. Verify the **Term** and **Roster Type** (should be *Final Grade*).
2. Enter all grades into the **Grade Input** fields or click [Valid Grades](#) to display a list of valid grade values and select an appropriate grade.
 - a. If you enter a grade of **FN**, the column to enter the **Last Attendance Date will not appear until the roster is saved**. A date is still required if an **FN** grade is entered, but the place to enter the date will not show up until the instructor deliberately refreshes the roster. The system will not let you enter a date in this field that is not within the Term begin and Term end dates. This should be the last date that you can document that the student attended class (last class attendance, last quiz or exam taken, etc.). If the student *never* attended the class, enter a grade of **FNN**. It is not necessary to enter a **Last Date of Attendance**.
 - b. Students who dropped during 100% refund period will not appear on the roster.
 - c. There will be a “placeholder” grade of **ZZ** for students who are taking Indiana University classes through another university. No grade is necessary for these students.

NOTE: It is important to **SAVE OFTEN so SIS does not time out**. The grade roster is only refreshed when the **SAVE** button is pressed (and/or when the **Approve and Submit to Registrar** button is pressed.) The **SAVE** button is at the top and bottom of the page.

3. Click **SAVE**. **Verify that all grades have been entered and are correct**.
4. Once you have verified and saved the grades, click **Approve and Submit to Registrar**.
 - **All students must be assigned a grade before clicking this button.**
5. When you are finished with the grade roster, click **RETURN** to return to the previous screen.

NOTE: To view more information on entering grades in a Grade Roster through One.IU, see the [Entering Final Grades via One.IU](#) job aid.

Transferring Final Grades from Canvas to SIS

In December 2014, integration between the Canvas gradebook and the SIS Grade Roster was released. This integration facilitates navigating to the SIS grade roster and transferring final grades from Canvas to SIS where you may then make manual adjustments before submitting. It's important to note the following:

- **Manual Grade Adjustments** -- It is not possible to make manual adjustments to final grades in Canvas. All grade adjustments (including changing calculated grades to I, FN, FNN, S, etc.) must be made directly in the SIS Grade Roster before final submission. This also applies to Requirement Designation (RD) grades (e.g., intensive writing, RISE course designations, etc.) in Canvas. If your course has a Requirement Designation grade, the RD grade must be set directly in the SIS Grade Roster.
- **Null/Blank Grades** -- Please also note that in Canvas, missing or empty grades do not count toward the calculated final grade. If you want to penalize a student for not completing a graded activity, you must enter a grade of 0 for that activity. To excuse a student from a graded activity, enter a grade of “EX”. Before submitting your final grades, review all empty grades in your gradebook and zero out missing grades if necessary.

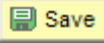
Faculty Center in SIS

Detailed instructions on submitting final grades from Canvas are provided in the IU Knowledge Base article: [Load Final Grades from Canvas into SIS Grade Roster](#). For assistance with submitting final grades, [contact your campus teaching and learning center](#) or the [UITS Support Center](#).

Assigning a Grade Proxy

1. To assign a grade proxy for a particular class, locate the correct class and click the [Grade Proxy](#) link in the **Grade Proxy** column.

NOTE: If you do not see the [Grade Proxy](#) link, either your campus does not wish to use this feature, or you are not listed as the primary instructor of this class. Only instructors listed as primary have access to assign grade proxies on their own.

2. Enter the 10 digit University **ID** for the proxy to be added. Validate that the correct person has been added by confirming the person's name and Network ID on that page. If you use the Search feature (magnifying glass) to find the 10-digit ID, you should fill in as many fields as possible to narrow the list of results to the correct person.
3. Select either **Grade** or **Approve** access in the **Grade Roster Access** column. **Grade** access allows a proxy to enter grades, while **Approve** access allows a proxy to enter grades and to submit the grades to the registrar.
4. To add additional proxies or delete existing proxies, click [+Add Row](#) and/or [-Delete Row](#) for those individuals.
5. Click . When changes are saved, an automatic email confirmation is sent to the university email address of the primary instructor who made the change. Click [Return](#) to go back to the Faculty Center home page.

Class Search

1. To search for classes, select the *Search for Classes* tab.

Faculty Center in SIS

Class Search

[Check this out](#) — NEW Course and Class Search!

Search for Classes

Institution

Term

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

Class Search

Course Career

Course Subject [select subject](#)

Course Number

Show Open Only

Additional Search Criteria

Meeting Start Time

Meeting End Time

Include

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr ?

Course Keyword ?

Class Description Keyword (example: romantic)

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

Course Attribute 1 (Ex: eText, Honors, HYBRID, Distance Ed)

Course Attribute 2

[Clear](#) [Search](#)

[Go to top](#)

2. Select **Institution** from the drop down list.
3. Select a **Term** from the drop down list.
4. Select the **Course Career**.
5. Click [select subject](#) to access a list of course subjects.

Faculty Center in SIS

Class Search

IUPUI | Summer 2018

[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](#)

[Close](#)

Select	A AE-UN	Aeronautics & Astronautics
Select	AAE	Aeronautics & Astronautics
Select	AB	Arts Administration
Select	AB-UN	Arts Administration
Select	AC	Accounting
Select	ACE	Adult Continuing Education
Select	ACE-D	Adult Continuing Education
Select	ACE-UN	Adult Continuing Education
Select	AERO	Aerospace Studies
Select	AERO-A	Aerospace Studies
Select	AERO-UN	Aerospace Studies
Select	AFRO-A	Afro-American Studies
Select	AFRO-BE	Afro-American Studies
Select	AFRO-UN	Afro-American Studies
Select	AGR-UN	Agriculture
Select	AGRY	Agronomy
Select	AGRY-UN	Agronomy
Select	AHLT-R	Allied Health

6. Select the letter of the first letter of the course (for example select **M** for Math courses).
7. Select the **Course Subject** you would like to view.
8. Enter the **Course Number**.
Specify whether you want the search to be an exact match (is exactly) or a wildcard search (select contains).
9. Be sure the **Show Open Only** checkbox is selected. The system narrows the search to classes still available for enrollment.
10. (Optional) To use additional search criteria to narrow your search results, select information under the **Additional Search Criteria** area.
11. Click [Search](#) to see the results.
12. Click [Details](#) next to the class you are searching for to access the *Class Search Detail* page where you can view additional information about the class.
13. Review the class details.
14. (Optional) Click [View Search Results](#) to return to the *Class Search Results* page.
15. (Optional) Click [New Search](#) to start another search.

Faculty Center in SIS

Browse Course Catalog

1. To search the Course Catalog, select the *Browse Course Catalog* tab.

The screenshot shows the 'Browse Course Catalog' search page. At the top, there is a header 'Browse Course Catalog' and a yellow banner with the text 'Check this out — NEW Course and Class Search!'. Below the banner, there are several search fields: '*Institution:' with a dropdown menu, 'Subject:' with a text input and a 'search for a subject' button, 'Catalog Nbr:' with a text input and an 'Exact Match' dropdown menu, 'Course Title Keyword' with a text input and '(example: statistics)', 'Course Description Keyword' with a text input and '(example: romantic)', and a 'search' button. At the bottom, there are navigation links: 'Faculty Center', 'Search For Classes', and 'Browse Course Catalog', along with a 'Go to Top' link.

2. Select **Institution** from the drop down list.
3. Enter a **Subject** or click **search for a subject**.
4. Enter the **Catalog Nbr** (Number). You can also enter just the first number of the **Catalog Number** and select **Begins With** from the drop down list.
5. Click **search**.