Overview

- Use the Class Search component to search for classes within a specific institution and term.
- Data will be read only.

Steps

Class Search

1. Navigate to: Self Service > Class Search or Curriculum Management > Schedule of Classes > Class Search.

2. Enter Institution.
3. Enter Term.

4. Click select subject to access the Course Subject Lookup page.

3. Select the Course you would like to view.

4. Enter the Course Number. Specify whether you want the search to be an “Exact Match” or “Wildcard”.

5. Be sure the Show Open Only checkbox is selected. The system narrows the search to classes still available for enrollment.

6. Click SEARCH to see the results.

7. 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. Review the class details.

8. (Optional) Click VIEW SEARCH RESULTS to return to the Class Search Results page.

9. (Optional) Click NEW SEARCH to start again.

10. (Optional) To use additional search criteria to narrow your search results, add values under the Additional Search Criteria area.

11. To clear the search criteria and start over, click CLEAR.