Search for Classes

To view the schedule of classes for any term:



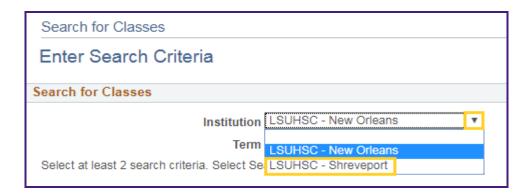
1. Click the **Faculty Center** tile.



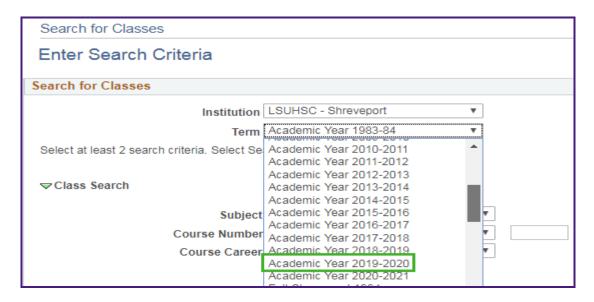
2. Click the **Search** tab.



3. Click the **Search for Classes** tab.

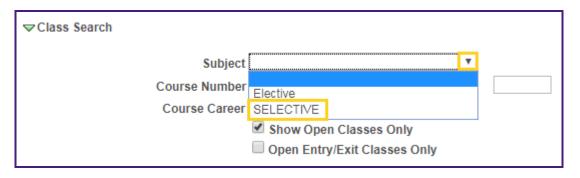


4. Click the **Institution** drop-down to select an Institution from the list.

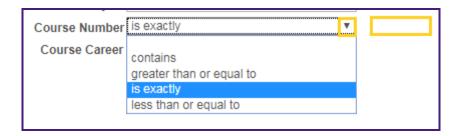


5. Click the **Term** drop-down menu to select the desired term.

NOTE: You must enter at least two search criteria.



6. Click the **Course Subject** drop-down to select the desired Course subject.



7. You can narrow the search by selecting a **Course Number Operator** and **Course Number**.

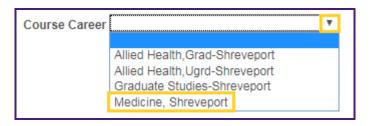
Description of Operators:

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.

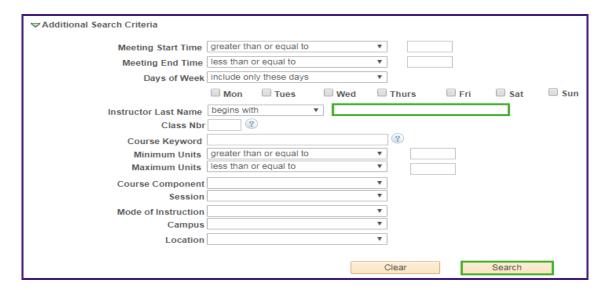


8. Click the Course Career drop-down menu and select a Course Career from the list.



9. The **Show Open Classes Only** is selected by default, if you want to include Closed Classes in the search **Uncheck** this options.

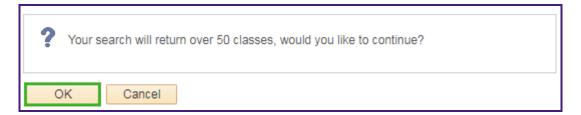
Click the **Additional Search Criteria** icon to view additional search options.



10. You can include additional search criteria to narrow your search results, such as searching by Instructors Last Name.

Enter the desired information into the **Instructor Last Name** field. Enter "Beal".

Click the **Search** button to view a list of classes meeting your search criteria.

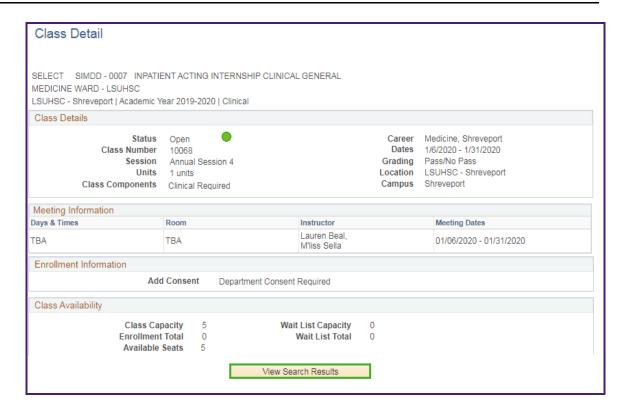


11. You may receive a warning message stating the large number of classes will be returned and asking if you wish to continue.



12. A listing of class for which Lauren Beal is an instructor displays.

Click the Class Detail link to view class details.



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



14. Click the **New Search** button to start a new search or click the **Modify Search** button to modify your existing search criteria.