

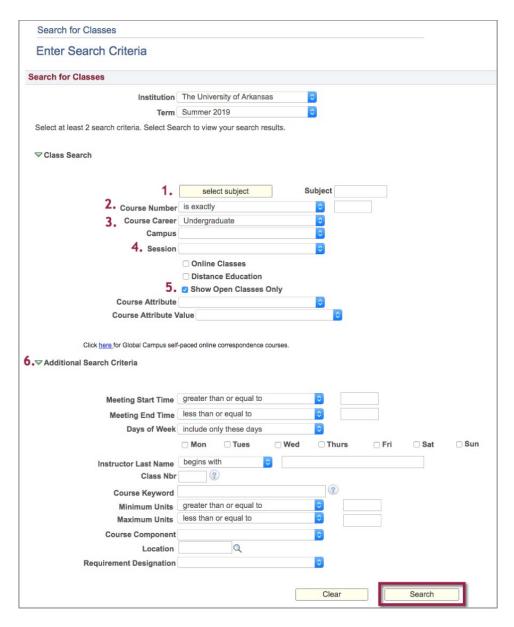
## Search for Classes

Students, Faculty and Staff all have access to the Search for Classes feature. All three navigations open to the same Search for Classes page and operate in the same manner.

**Student:** Student Homepage > Manage Classes > Class Search **Faculty:** Faculty Center > Class Search > UA Class Search

Staff: UA Admin Users Homepage > Navigator > Curriculum Management > Schedule of

Classes > Class Search



1. The Course Subject look-up menu lists subjects alphabetically.



- 2. The **Course Number drop-down menu** allows you to enter a course number and search on the following parameters:
  - -exactly
  - -contains
  - -greater than or equal to
  - -less than or equal to
- 3. Select a Course Career from the drop-down menu.
- 4. The **Session drop-down menu** includes session types including **Intersession**, **Five Week** and **more**.
- 5. The **Show Open Classes Only** check box is automatically checked. Uncheck this box to see closed, cancelled or blocked classes.
- 6. Click the **Down Arrow** to see additional search criteria. Select Start/End time, Days of Week, instructor and more. Click **Search** to complete the task.

## Course Subject

The **Course Subject Lookup** page opens a listing of all course subjects in alphabetic order (see 1 above). Click the beginning letter of the subject you are searching for. *Example: Click S for Spanish.* 





- 1. Click the Select link for the desired course subject.
- 2. You will return to the Enter Criteria page with the Course Subject field populated with your selection.

## Class Search - Results

- 1. The **Status** of each course is noted in color:
  - Green Circle Class is open and seats are available.
  - Blue Box Class is closed and no seats are available.
  - Yellow Triangle There is a wait list for seats in the class.
- Click the **Section** link next to the course you are interested in to view the class description.
- 3. Click the View Materials link of the class to see a listing of required textbooks.

