

# Student Records Class Search

## 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**.

The screenshot shows a web form titled "Search for Classes". On the left, there is a vertical label "Enter Search Criteria". The form contains several input fields and dropdown menus: "Institution" and "Term" are dropdown menus; "Course Subject" has a green button labeled "select subject" and an empty text box; "Course Number" has a dropdown menu with "is exactly" selected and an empty text box; "Course Career" is a dropdown menu. Below these is a checked checkbox labeled "Show Open Classes Only". At the bottom, there is a green button labeled "Additional Search Criteria" with a right-pointing arrow, and two buttons: "CLEAR CRITERIA" and "SEARCH".

2. Enter **Institution**.
3. Enter **Term**.
3. Click **select subject** to access the *Course Subject Lookup* page.

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Select a Subject		
<a href="#">select</a>	M E-UN	Mechanical Engineering
<a href="#">select</a>	MA	Mathematics
<a href="#">select</a>	MA-UN	Mathematics
<a href="#">select</a>	MATH	Mathematics
<a href="#">select</a>	MATH-BE	Mathematics
<a href="#">select</a>	MATH-M	Mathematics
<a href="#">select</a>	MATH-N	Mathematics
<a href="#">select</a>	MATH-S	Mathematics
<a href="#">select</a>	MATH-T	Mathematics
<a href="#">select</a>	MATH-UN	Mathematics
<a href="#">select</a>	MBIO-M	Medical Microbiology

4. Select the **Course** you would like to view.
5. Enter the **Course Number**.  
Specify whether you want the search to be an “Exact Match” or “Wildcard”.
6. Be sure the **Show Open Classes Only** checkbox is selected. The system narrows the search to classes still available for enrollment.
7. Click [SEARCH](#) to see the results.
8. 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.
9. Review the class details.
10. (Optional) Click [VIEW SEARCH RESULTS](#) to return to the *Class Search Results* page.
11. (Optional) Click [START A NEW SEARCH](#) to start again.
12. (Optional) To use additional search criteria to narrow your search results, click [▶ Additional Search Criteria](#).
13. To clear the search criteria and start over, click [CLEAR CRITERIA](#).