



**Campus Solutions: Faculty Center  
Search the Schedule of Classes**

**Last Revised: 3/19/2009**

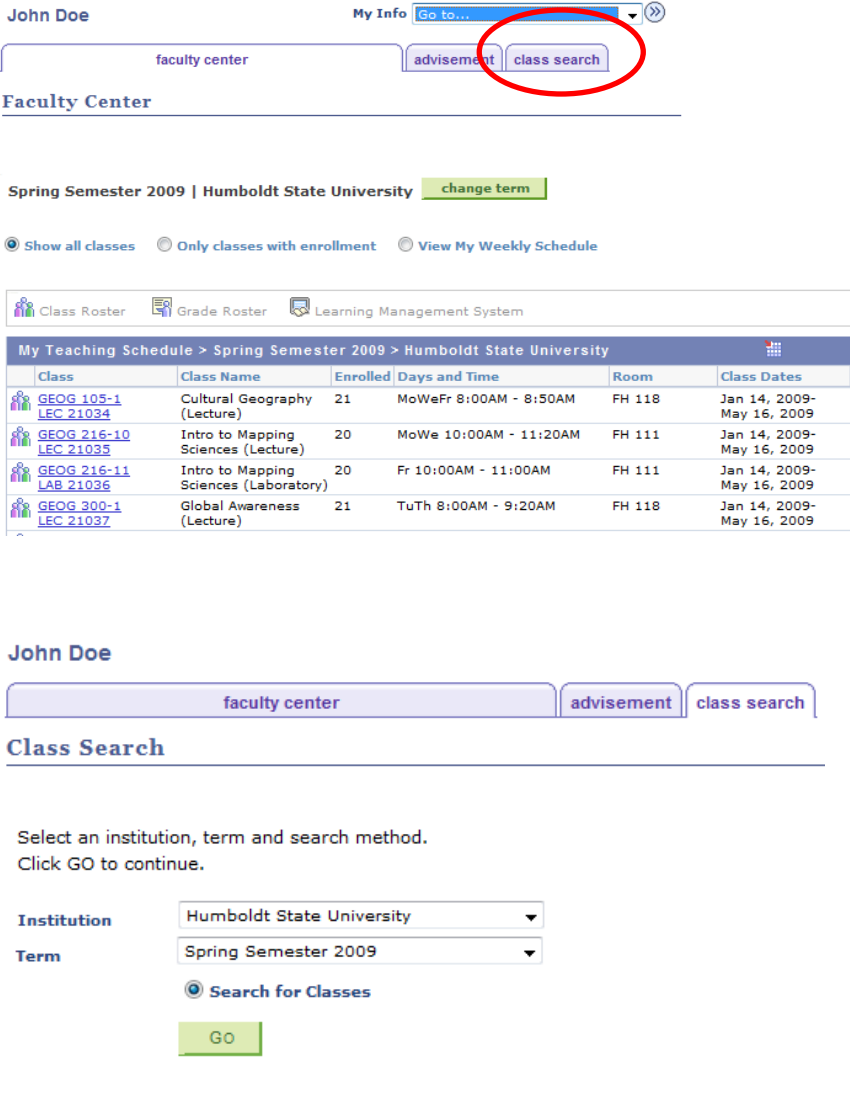
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## 1.0 Search the Schedule of Classes

### 1.1 Search the Schedule of Classes

Navigation: Login to your Faculty Center > Class Search Tab

Process Steps	Screen Shot																														
<p>1. To search the schedule of classes please click on the "Class Search" tab at the top of your screen.</p> <p>2. To begin your class search select the following:</p> <p>3. Institutions: Defaults as "Humboldt State University"</p> <p>4. Select Term</p> <p>5. Click "Go". You will then be taken to the Class Search page</p>	 <p>John Doe My Info <input type="text" value="Go to..."/></p> <p>faculty center <input type="button" value="advisement"/> <input type="button" value="class search"/></p> <p><b>Faculty Center</b></p> <p>Spring Semester 2009   Humboldt State University <input type="button" value="change term"/></p> <p><input checked="" type="radio"/> Show all classes <input type="radio"/> Only classes with enrollment <input type="radio"/> View My Weekly Schedule</p> <p><input type="button" value="Class Roster"/> <input type="button" value="Grade Roster"/> <input type="button" value="Learning Management System"/></p> <p>My Teaching Schedule &gt; Spring Semester 2009 &gt; Humboldt State University</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Name</th> <th>Enrolled</th> <th>Days and Time</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td><a href="#">GEOG 105-1 LEC 21034</a></td> <td>Cultural Geography (Lecture)</td> <td>21</td> <td>MoWeFr 8:00AM - 8:50AM</td> <td>FH 118</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> <tr> <td><a href="#">GEOG 216-10 LEC 21035</a></td> <td>Intro to Mapping Sciences (Lecture)</td> <td>20</td> <td>MoWe 10:00AM - 11:20AM</td> <td>FH 111</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> <tr> <td><a href="#">GEOG 216-11 LAB 21036</a></td> <td>Intro to Mapping Sciences (Laboratory)</td> <td>20</td> <td>Fr 10:00AM - 11:00AM</td> <td>FH 111</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> <tr> <td><a href="#">GEOG 300-1 LEC 21037</a></td> <td>Global Awareness (Lecture)</td> <td>21</td> <td>TuTh 8:00AM - 9:20AM</td> <td>FH 118</td> <td>Jan 14, 2009-May 16, 2009</td> </tr> </tbody> </table> <p>John Doe</p> <p>faculty center <input type="button" value="advisement"/> <input type="button" value="class search"/></p> <p><b>Class Search</b></p> <p>Select an institution, term and search method. Click GO to continue.</p> <p><b>Institution</b> <input type="text" value="Humboldt State University"/></p> <p><b>Term</b> <input type="text" value="Spring Semester 2009"/></p> <p><input checked="" type="radio"/> Search for Classes</p> <p><input type="button" value="GO"/></p> <p><a href="#">Faculty Center</a> <a href="#">Advisement</a> <a href="#">Class Search</a></p>	Class	Class Name	Enrolled	Days and Time	Room	Class Dates	<a href="#">GEOG 105-1 LEC 21034</a>	Cultural Geography (Lecture)	21	MoWeFr 8:00AM - 8:50AM	FH 118	Jan 14, 2009-May 16, 2009	<a href="#">GEOG 216-10 LEC 21035</a>	Intro to Mapping Sciences (Lecture)	20	MoWe 10:00AM - 11:20AM	FH 111	Jan 14, 2009-May 16, 2009	<a href="#">GEOG 216-11 LAB 21036</a>	Intro to Mapping Sciences (Laboratory)	20	Fr 10:00AM - 11:00AM	FH 111	Jan 14, 2009-May 16, 2009	<a href="#">GEOG 300-1 LEC 21037</a>	Global Awareness (Lecture)	21	TuTh 8:00AM - 9:20AM	FH 118	Jan 14, 2009-May 16, 2009
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6. The default search screen allows you to do a quick and general search that includes:

- a. Course Subject
- b. Course Number
- c. Course Career

7. Check the box below "Course Career" if you are only looking for classes that are open.

8. For a more advanced search you can add "Additional Search Criteria"

9. Additional Search Criteria includes:

- Meeting Time
- Day of the week
- Instructor Last Name
- Class Number
- Course Title
- Session
- Course Attribute

\*To process your search simply click on the "Search" button.

John Doe

### Class Search

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#### Search for Classes

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

Humboldt State University | Spring Semester 2009

**Class Search Criteria**

**Course Subject**

**Course Number**

**Course Career**

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ **Additional Search Criteria**

▼ **Additional Search Criteria**

**Meeting Time** between  and  (example: 1:00PM)

**Day of Week**

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Instructor Last Name**

**Class Nbr**  (example: 1136)

**Course Attribute**   (example:GE Classes)

**Course Attribute Value**   (example:Class Category)

**Course Title Keyword**  (example: statistics)

**Session**

