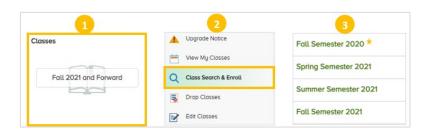


# Class Search Quick Guide

\* Use this guide in conjunction with the Class Search and Enroll Student Guide for additional help.

# **Navigation**

- Click the Classes tile on your Student home page
- Click Class Search & Enroll from the left side menu
- 3. Select a semester from the list



## **Quick Search**

- A. Enter Subject
- B. Enter Catalog Number and/or
- C. Enter keyword



# **Search Results**

Classes that meet the search criteria will appear at the bottom of the page.



Click an item in the list to review the **Class Information**.



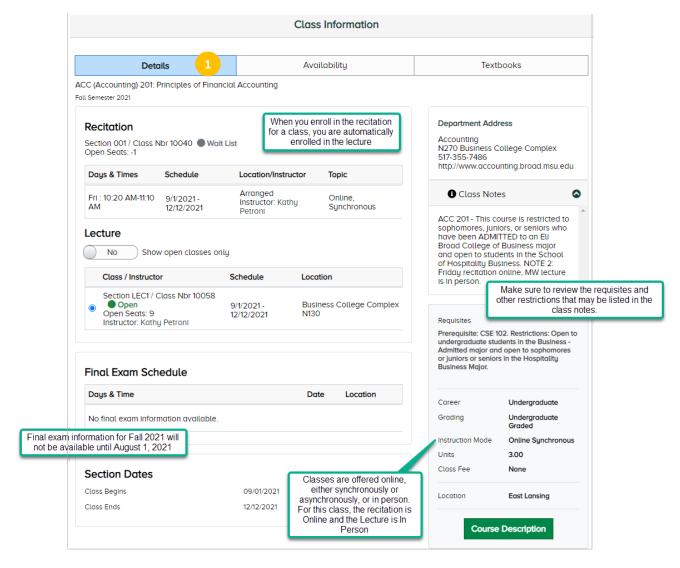
### Class Information

When you select a class in the Search Results list, the Class Information page will open.

The three tabs across the top of the page provide class information. Click a tab to review:

#### 1. Details

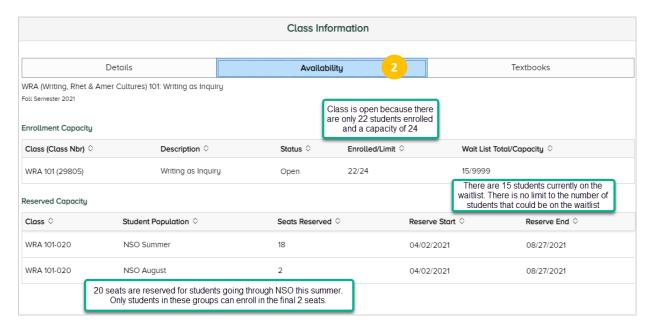
- The Details Tab outlines class information including Days & Time, Schedule, Location, Instructor and Final Exam schedule.
- Make sure to review the requisites and other restrictions that may be listed in the Class Notes.
- When you enroll in the recitation for a class, you are automatically enrolled in the lecture.
- Classes are offered online, either synchronously or asynchronously, or in person. For the example below, the recitation is online, and the lecture is in person.
- Final exam information for fall 2021 will be available on Aug. 1, 2021.





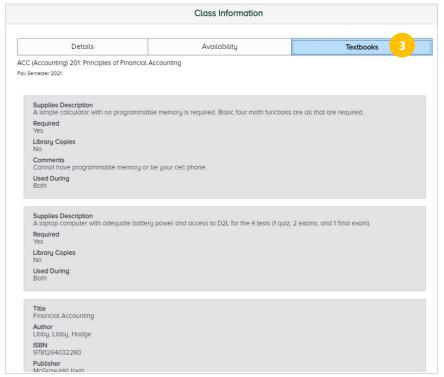
## 2. Availability

- This tab displays the class enrollment totals and the class capacity as well as the wait list totals and capacity.
- In the example below, the class is open because there are only 22 students enrolled and a capacity of 24.
- There are 15 students currently on the wait list. There is no limit to the number of students that could be on the waitlist.
- Twenty seats are reserved for students going through NSO. Only students in these groups can enroll in the final two seats.



## 3. Textbooks

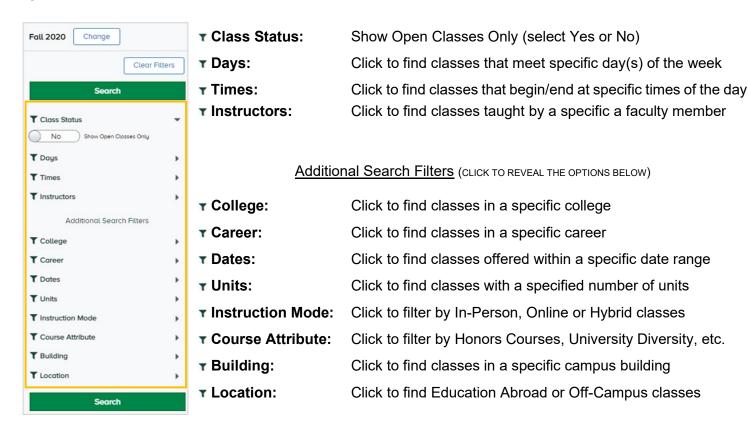
Required textbooks and supplies can be found on this tab if they have been provided by the instructor.





### Search Filters

Use the filters below to further refine the search results.



# **Helpful Hints**

- 1. Selecting a **Subject** will significantly reduce the amount of time a search takes to execute and is recommended whenever possible.
- 2. **Time** filter used exclusively will filter results only on the primary meeting pattern. If the user wishes to filter results for all meeting patterns in a specific time frame, then add the Days filter and select the "Only these days" radio button" to filter all meeting patterns.
- 3. If you are searching for **Previous Terms**, unselect the "Show Open Classes Only" button.
- 4. The Maximum Results that can be displayed for any search is 250. If a search produces more than 250 results an information message will be shown to the user and only the first 250 of the total number of results will be displayed.
- 5. **Filter Results** will only filter the results displayed from previous search parameters; it will not increase the number of results shown.
- 6. Not all classes displayed with an "Open" status will allow **Enrollment**; there may be reserved capacity, department/college-controlled, or other approval required to enroll in certain section.
- 7. The "**Special Searches**" from legacy MSU Schedule of Courses Search can be replicated in Campus Solutions using the following filters:



- Number of credits **Units** filter can replicate these results.
- After 5pm Times filter can replicate these results.
- Off Campus Course Attributes filter, or Location filter, can replicate these results.
- Education Abroad **Location** filter can replicate these results.
- Building Search Building filter can replicate these results.
- Honors Course Attributes filter can replicate these results.
- Online & Hybrid **Instruction Mode** filter can replicate these results.
- Special Sessions Date filter can replicate these results.
- Kellogg Biological Station Location filter can replicate these results.