Class Search Quick Guide

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

Navigation

1. Click the Classes tile on your Student home page
2. 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.

<table>
<thead>
<tr>
<th>Details</th>
<th>Availability</th>
<th>Textbooks</th>
</tr>
</thead>
</table>

Class Information

ACC (Accounting) 201 Principles of Financial Accounting
Fall Semester 2021

Recitation

Section 001: Class Nbr 10040 Wait List
Open Seats: 1

Days & Times Schedule Location/Instructor Topic
Fri: 10:20 AM-11:10 AM 9/1/2021-12/12/2021 Arranged Instructor: Kathy Petroni Online, Synchronous

Lecture

No Show open classes only

Class / Instructor Schedule Location
Section LEC1 / Class Nbr 10058
Open Open Seats: 9 Instructor: Kathy Petroni 9/1/2021-12/12/2021 Business College Complex N130

Final Exam Schedule

Days & Time Date Location
No final exam information available.

Section Dates

Section Begins 09/01/2021
Section Ends 12/12/2021

Course Description
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 wait list.
- Twenty seats are reserved for students going through NSO. Only students in these groups can enroll in the final two seats.

<table>
<thead>
<tr>
<th>Class Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Details</strong></td>
</tr>
<tr>
<td>WRA (Writing, Rhet &amp; Aner Cultures) 101: Writing as Inquiry</td>
</tr>
<tr>
<td><strong>Enrollment Capacity</strong></td>
</tr>
<tr>
<td>Class (Class Nbr)</td>
</tr>
<tr>
<td>WRA 101 (29805)</td>
</tr>
<tr>
<td><strong>Reserved Capacity</strong></td>
</tr>
<tr>
<td>Class</td>
</tr>
<tr>
<td>WRA 101-020</td>
</tr>
<tr>
<td>WRA 101-020</td>
</tr>
</tbody>
</table>

- 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 wait list.
- Twenty seats are reserved for students going through NSO this summer. Only students in these groups can enroll in the final 2 seats.

3. **Textbooks**

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

<table>
<thead>
<tr>
<th>Class Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Details</strong></td>
</tr>
<tr>
<td>ACC (Accounting) 201: Principles of Financial Accounting</td>
</tr>
<tr>
<td><strong>Supplies Description</strong></td>
</tr>
<tr>
<td>A simple calculator with no programmable memory is required. Basic four math functions are all that are required.</td>
</tr>
<tr>
<td>Library Copies</td>
</tr>
<tr>
<td>Comments</td>
</tr>
<tr>
<td>Used During</td>
</tr>
<tr>
<td><strong>Supplies Description</strong></td>
</tr>
<tr>
<td>A laptop computer with adequate battery power and access to E2L for the 4 tests (1 quiz, 2 exams, and 1 final exam)</td>
</tr>
<tr>
<td>Library Copies</td>
</tr>
<tr>
<td>Used During</td>
</tr>
</tbody>
</table>

- **Title**
  - Financial Accounting
- **Author**
  - Libby, Libby, Hodge
- **ISBN**
  - 9781264932980
- **Publisher**
  - McGraw-Hill Irwin
Search Filters

Use the filters below to further refine the search results.

- **Class Status:** Show Open Classes Only (select Yes or No)
- **Days:** Click to find classes that meet specific day(s) of the week
- **Times:** Click to find classes that begin/end at specific times of the day
- **Instructors:** Click to find classes taught by a specific faculty member

**Additional Search Filters** (CLICK TO REVEAL THE OPTIONS BELOW)

- **College:** Click to find classes in a specific college
- **Career:** Click to find classes in a specific career
- **Dates:** Click to find classes offered within a specific date range
- **Units:** Click to find classes with a specified number of units
- **Instruction Mode:** Click to filter by In-Person, Online or Hybrid classes
- **Course Attribute:** Click to filter by Honors Courses, University Diversity, etc.
- **Building:** Click to find classes in a specific campus building
- **Location:** Click to find Education Abroad or Off-Campus classes

**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.