Student Records: Class Search Quick Guide

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
2. Availability, or
3. Textbooks

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.