

Class Search - Staff

| 1. | Navigate to Self Service > Class Search | |
|----|--|---|
| 2. | The Search for Classes page appears. To perform a basic search: Select your Institution, such Cal State Univ., Bakersfield Select your desired Term, such as Winter 2012 Select your Course Subject, such as Math Select your Course Career, such as Undergraduate Check the Show Open Classes Only Click SEARCH button | Search for Classes Enter Search Criteria Institution Term Cal State Univ., Bakersfield Term Select at least 2 search criteria. Click Search to view your search results. Class Search Criteria Course Subject Mathematics Course Number Is exactly Course Career Undergraduate Show Open Classes Only Use Additional Search Criteria to narrow your search results. Additional Search Criteria CLEAR CRITERIA |
| 3. | The Search Results page opens displaying the classes available. The first 3 sections of a course are shown. To see additional sections, click the View All Sections link. Helpful tips. Your Search Criteria shows in blue The Status legend shows the icons used for the class status Click View All Sections to see additional sections, if available. Click on the Section link to see Class Detail. | Search Results Wen available, dick View All Sections to see all sections of the course. Cal State Univ., Bakersfield Winter 2012 Cal State Univ., Bakersfield Winter 2012 The following classes match your search criteria Course Subject: Mathematics, Course Career: Undergraduate, Show Open Classes Only: Yes Status Closed Wait List Clock View All Sections View All Sections First © 1-3 of 6 © Last Section 64-LEC(10921) Status Section 64-LEC(10921) Status Section 64-LEC(10921) Status Section 64-LEC(10921) Status Section 82-LEC(10921) Status Section 82-LEC(10924) Status Section 82-LEC(10924) Status Status Section 83-LEC(10925) Status Status Section 83-LEC(10925) S |
| 4. | To search for another class, click the START A NEW SEARCH button. | Search Results When available, click View All Sections to see all sections of the course. Cal State Univ., Bakersfield Winter 2012 The following classes match your search criteria Course Subject: Mathematics, Course Career: Undergraduate, Show Open Classes Only: Yes |