### Searching for a Class

**Trigger:**

#### Concept

**Using Self-Service Course Catalog and Schedule**

Students, instructors, and community members use the self-service Class Search feature to search the schedule of classes or browse the course catalog for a specific institution and term. Students can access class search from several places within Campus Self Service, and they can select classes directly from class search, even if they do not access class search through enrollment navigation. Instructors can access class search through the Faculty Center in Campus Self Service. They can see classes in their search results that do not appear to students because the Schedule Print check box for those classes has been cleared on the Maintain Schedule of Classes - Basic Data page.

### Field(s) | Comments
--- | ---

### Output - Results | Comments

### Additional Information
Procedure

Students accessing class search from self-service navigation can select classes directly from search pages. Select Classes behaves differently based on how class search was accessed. If accessed from the Student Center, from left hand navigation, Class Search, or from the Wish List, Select Classes places classes on the student's Wish List. If class search is accessed from the Add page Select Classes begins the add classes process. If class search is accessed from the Swap page Select Classes begins the swap classes process.

Searching for Classes Using Self-Service Pages

This section provides prerequisites and discusses how to:

Select institution and term for Class Search.
Select search criteria and searching for classes.
Review Class Search results.
View Class Search details.

1.) Class Search/Browse Catalog
Use search criteria to find a class or browse the course catalog.
Home>Self Service>Class Search/Browse Catalog

2.) Class Search/Browse Catalog
Use search criteria to find a class or browse the course catalog.
Home>Self Service>Enrollment>Class Search/Browse Catalog

3.) Class Search/Browse Catalog
Use search criteria to find a class or browse the course catalog.
Home>Self Service>Class Search/Browse Catalog

4.) Class Search
View the schedule of classes.
Home>Curriculum Management>Schedule of Classes>Class Search

5.) Class Search
Review the schedule of classes.
Home>Records and Enrollment>Enroll Students>Class Search
Step | Action
--- | ---
1. | Click the **Employee Self Service** link.
Step | Action
---|---
2. | Click the **Class Search** link.
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<tr>
<th>Step</th>
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<tbody>
<tr>
<td>3.</td>
<td>Enter the desired information into the <strong>Term</strong> field. Enter &quot;<strong>3543</strong>&quot;.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Go</strong> link.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Decision:</strong> Please make a selection from the options listed below.</td>
</tr>
</tbody>
</table>
|      | • Search By Course Subject and Catalog Number  
|      | Go to step 6 on page 6  
|      | • Search By Meeting Times and Days  
|      | Go to step 12 on page 9  
|      | • Additional Search Criteria  
<p>|      | Go to step 24 on page 17 |</p>
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<tr>
<td>6.</td>
<td>Click the button to the right of the <strong>Course Subject</strong> field.</td>
</tr>
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</table>
### Step 7.
Select the desired course subject from the **Course Subject** list.

Select **Chemistry**
<table>
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<tr>
<td>8.</td>
<td>Enter the course/catalogue number into the <strong>Course Number</strong> field. Enter &quot;<strong>1330</strong>&quot;.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>
### Step | Action
--- | ---
10. | Click the **Start a New Search** button.
11. | **End of Procedure.** Remaining steps apply to other paths.
12. | Additional search criteria can be used to aid in the selection of classes for a student. This example will demonstrate how to search for classes based on meeting times and days.

The following example will demonstrate how to search for classes that meet between 8:00 AM and 9:00 AM and do **NOT** meet on Tuesday or Thursday.
Step | Action
--- | ---
13. | Click the button to the right of the **Course Subject** field.
## myZou Faculty Self Service: Searching for a Class

**Business Process Document**

### Step 14

**Action**

Click the **Outgoing Communication** list.
### Step 15
Click the **Additional Search Criteria** button to enter additional criteria.

![Additional Search Criteria](Image)

### Step 16
To narrow search results by meeting time, enter a range of class start and end times. For example, if you enter 8:00 AM in the Between field and 9:00 AM in the And field, the system would only retrieve classes that begins at or after 8:00 AM and ends at or before 9:00 AM. If you just entered 8:00 AM in the Between field and left the And field blank, the system would retrieve all classes that meet on or after 8:00 AM.

Enter the beginning time into the **between** field.

Enter "0800".

---

**Time can be entered in any of the following manners:**

- **Military**: 1600
- **Standard**: 4:00 PM
- **Alternate method of entering time**: 400P
### Step 17
Enter the ending time into the **and** field.

Enter **0900**.

### Step 18
**Day of Week**
To narrow search results by day of week, select one of the following:

- **Include Only These Days**: Finds classes that meet on the selected days. For example, if you select Monday and Thursday, the system will retrieve all classes that meet on Mondays and Thursdays only or Mondays, Thursdays, and other days.

- **Include Any of These Days**: Finds classes that meet on at least one of the selected days. So if you select Monday and Thursday, the system will retrieve all classes that meet on Monday only, Thursday only, or Mondays or Thursdays and other days.

- **Exclude Any of These Days**: Finds classes that do not meet on either of the selected days.

- **Exclude Only These Days**: Finds classes that do not meet on any of the selected days.

Click the button to the right of the **Day of Week** field.
Step | Action
--- | ---
19. | Select the desired option from the **Day of Week** list.
### Business Process Document

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<td>20.</td>
<td>Click the <strong>Tues</strong> option.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the <strong>Thurs</strong> option.</td>
</tr>
<tr>
<td>22.</td>
<td>Click the <strong>Search</strong> link.</td>
</tr>
</tbody>
</table>
23. Only Math classes that meet between 8:00 AM and 9:00 AM and do NOT meet on Tuesday and Thursday will be displayed.

Click the **Start a New Search** button to return to the Search For Classes page.

Go to step 5 on page 5
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<tr>
<td>24.</td>
<td>Click the <strong>Additional Search Criteria</strong> button.</td>
</tr>
<tr>
<td>25.</td>
<td>Meeting Time (Example: between 8:00 AM and 9:00 AM) Day of Week (Example: Include Any of These Days – Tuesday and Thursday) Instructor Last Name (Example: begins with – Tig) Class Nbr Course Title Keyword (Example: statistics) Course Component (Example: Lecture) Session (Example: Eight Week – Second) Mode of Instruction (Example: In Person) Campus (Example: Main MU Campus) Location (Example: MU Direct) Course Attribute Value (Example: Writing Intensive) Go to step 5 on page 5</td>
</tr>
</tbody>
</table>