
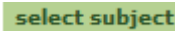




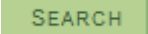


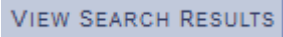

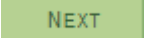


## Searching a Class

Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar . 
2.	Click the <b>Search for Classes</b> link. <a href="#">Search for Classes</a>
3.	The <b>Enter Search Criteria</b> page is viewed.  On this page you can directly search for classes by subject , course number and college.  You can also narrow your search by clicking on the <b>Additional Search Criteria</b> drop down and select criteria such as to name a few: > between specific times > specific days of the week > Instructor name > Location of class
4.	To search by subject information, enter the name of the subject into the Subject field, or click the <b>select subject</b> link.  You must provide at least two (2) search parameters. 
5.	Click the <b>M</b> link to select subject areas that start with M. The subject areas are alphabetically arranged. 
6.	Click the <b>select</b> link for the Subject area of your choice. 
7.	Click the <b>Course Career</b> list. 
8.	Click the <b>Credit</b> list item. 
9.	Click the <b>Search</b> link. 

Step	Action
10.	Click the Scrollbar and navigate down the page to view all the classes and Course offerings. 
11.	Click the desired <b>class</b> link to view the Class details. 
12.	You can view all the details of the class here.  Click and drag the Scrollbar and navigate down the page to view all the classes and Course offerings.
13.	Detailed information includes: > Days & Times of class > Room location > Instructor name > Meeting Dates > Class Capacity size > Available Seats to enrollment > Wait List Capacity and Total > Description of the class
14.	Click the <b>View Search Results</b> link to go back to the Search Results page. 
15.	Click the <b>select</b> link to pick the class for your shopping cart. 
16.	Click the <b>Next</b> link. 
17.	You have successfully searched for <b>Courses</b> and added a course to your shopping cart.
18.	You have successfully searched for Classes. <b>End of Procedure.</b>