Searching for Classes using the Guest Course Search

1. Select the **Institution** that you would like to perform the search for. Once an **Institution** is selected, available terms will appear in the **Term** dropdown. Next make a selection in the **Campus** dropdown.

   See Figure 2 below for selecting Institution, Term, and Campus

2. Enter your search criteria. In the **Class Search Criteria** section, you can search by:
   - Course subject
   - Course Number
   - Course Career

   You can also check the options to:
   - Show Open Classes Only
   - Show Open Entry/Exit Classes Only
   - Show Schedule Conflict Indicator (to be alerted about potential schedule conflicts)

![Search for Classes page](image)

**Note:** You must enter at least three criteria before you perform your search.
3. To enter additional search criteria, click the **Expand** button next to **Additional Criteria**.

![Figure 3 - Expand button](image)

4. In the **Additional Criteria** section, you can search by:
   - Meeting Start Time
   - Meeting End Time
   - Day of Week
   - Instructor Last Name
   - Class Nbr
   - Course Title Keyword
   - Minimum Units
   - Maximum Units
   - Course Component
   - Session
   - School/College
   - Class Attribute (such as Core, GT, Honors, etc)
   - Department
   - Mode of Instruction
   - Location

![Figure 4- Additional Criteria section](image)
5. Click **Search** to view your results. This will display the **Search Results** page.

   ![Search button](image)

   **Figure 5 - Search button**

6. On the **Search Results** page, to see more information about a specific class, click the **Expand** button next to the class name. This will display:
   - Status
   - Section
   - Session Units
   - Enrollment Restrictions
   - Consent Required
   - Available Seats
   - Wait List Total
   - Days and Times
   - Room
   - Instructor
   - Meeting Dates

   ![Search Results page](image)

   **Figure 6 - Search Results page**
7. To view more information about a specific section, click the **Section** number. This will display things like location and campus, class notes, course description, and additional waitlist information.

![ECON 2012 - 001 Principles of Economics: Macroeconomics: GT-SS1.](image)

### Class Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>15294</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Semester (Den)</td>
</tr>
<tr>
<td>Units</td>
<td>3 units</td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture  Required</td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Dates</td>
<td>8/23/2010 - 12/18/2010</td>
</tr>
<tr>
<td>Grading</td>
<td>Letter Grade</td>
</tr>
<tr>
<td>Location</td>
<td>Downtown Campus</td>
</tr>
<tr>
<td>Campus</td>
<td>Downtown Campus</td>
</tr>
</tbody>
</table>

### Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoWe 8:30AM - 9:45AM</td>
<td>TBA</td>
<td>Staff</td>
<td>08/23/2010 - 12/18/2010</td>
</tr>
</tbody>
</table>

### Enrollment Information

- **Class Attributes**
  - Den Core Curr: Social Science
  - Soc & Behav Sci: Econ or Pol Systems

### Class Availability

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>Wait List Capacity</th>
<th>Wait List Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>72</td>
<td>99</td>
<td>0</td>
</tr>
<tr>
<td>Enrollment Total</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Available Seats</td>
<td>72</td>
<td></td>
</tr>
</tbody>
</table>

### Description

Covers topics of inflation, unemployment, national income, growth and problems of the national economy, stabilization policy, plus others at the discretion of the instructor. Purpose is to teach fundamental principles, to open the field of economics in the way most helpful to further a more detailed study of special problems, and to give those not intending to specialize in the subject an outline of the general principles of economics.

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8. Click the **View Search Results** button to return to the **Search Results** page.

![View Search Results button](image)