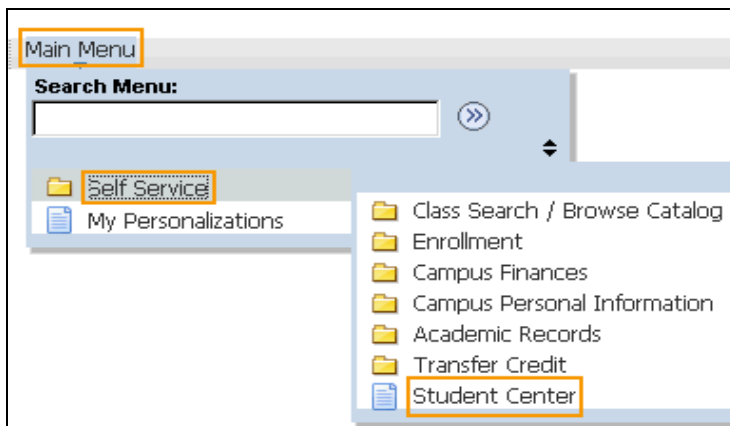
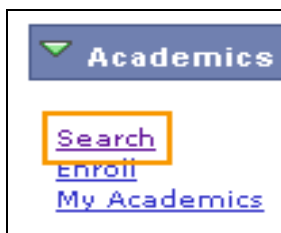


Search the Schedule of Classes

To view the schedule of classes for any term:



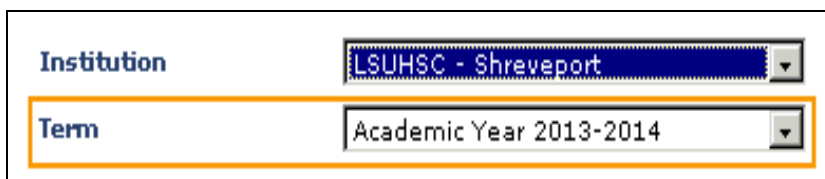
1. Click **Main Menu**.
2. Click **Self Service**.
3. Click **Student Center**.



4. Click the **Search** link on the Student Center page.



5. Click the **Institution** drop-down menu button to select the desired institution.



Job Aid

6. Click the **Term** drop-down menu button to select the desired term.

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject FAMILY MEDICINE

Course Number contains 00

Course Career Medicine, Shreveport

Show Open Classes Only

Enter at least two search criteria from these options:

7. **Course Subject** – click the drop-down menu button to display the list of options.
8. **Course Number** – enter a course number or click the drop-down menu button to select operators.

Description of Operators:

- **contains** – Select if you know a partial course number. The results will include all courses with that combination of numbers.
- **greater than or equal to** – Select if you want to view courses above a certain number. For example, you want to search for all upper level courses.
- **is exactly** – Select when searching for a specific course number.
- **less than or equal to** – Select if you want to find courses below a certain number. For example, you want to search for all lower level courses.

9. **Course Career** – click the drop-down menu button to display the list of options.

NOTE: The Show Open Classes Only is selected by default, if you want to include Closed Classes in the search Uncheck this option.

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

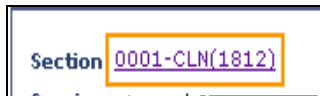
NOTE: You can use the Additional Search Criteria button to narrow your search, such as searching by instructors Last Name.

SEARCH

10. Click the **SEARCH** button to view a list of classes meeting your search criteria.



11. Click the arrow keys to advance your search as needed or click the **View All Sections** link to display all sections.



12. Click the **Section** link to view the class details.
13. Your class detail information displays.



14. Click the **View Search Results** button to return to the **Search for Classes** page.



15. Click the **Start a New Search** button to return to the **Search for Classes** main page.



16. To return to the Student Center page, select the **Student Center** option from the drop-down menu.
17. Click the **GO** button to return to the Student Center page.