

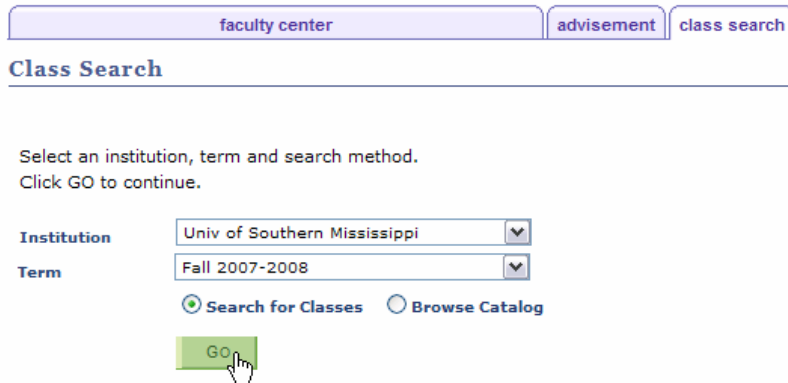
Faculty Center – Class Search Tab

This document will discuss and look into the information contained in the “Class Search” tab of the Faculty Center.

Basic Navigation 1
 Search for Classes 1
 Browse Catalog 4

Basic Navigation

1. Home > Self Service > Faculty Center
2. Click on the **class search** tab.



Search for Classes

1. Select “Univ of Southern Mississippi” for the **Institution** box.
2. Select appropriate semester for the **Term** box.
3. Click radio button to search for classes -- **Search for Classes**.
4. Click on the **GO** button.

Class Search

Select an institution, term and search method.
Click GO to continue.

Institution

Term

Search for Classes Browse Catalog

- You are required to enter 2 search criteria. Click on the **▶ Additional Search Criteria** button if you would like to enter additional search criteria.

Class Search

Search for Classes

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

Univ of Southern Mississippi | Fall 2007-2008

Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

- Enter at least 2 criteria. The more criteria entered, the narrower results will be.
- Click on the **SEARCH** button.

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Class Search

Search for Classes

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

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Class Search Criteria

Course Subject

Course Number

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Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Component

Session

Mode of Instruction

Campus

Location

8. The results will display after briefly processing.
9. If there are more than 3 results, you should click on the [View All Sections](#) link to display all alternatives.
10. After viewing, you can:
 - a. Search on another term by clicking on the [CHANGE INSTITUTION OR TERM](#) button.
 - b. Begin a new search by clicking the [START A NEW SEARCH](#) button.

Class Search

Class Search Results

When available, click View All Sections to see all sections of the course.

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The following classes match your search criteria Course Subject: **History**, Course Number is exactly '101', Course Career: **Undergraduate**, Show Open Classes Only: **Y**, Session: **Regular Academic Session**, Campus: **USM Gulf Coast**, Location Code: **Gulf Park Campus**

Open Closed

[CHANGE INSTITUTION OR TERM](#) [START A NEW SEARCH](#)

▼ **HIS 101 - World Civilization I**

View All Sections		First	1-2 of 2	Last
Section G001-LEC(4833)		Status <input checked="" type="radio"/>		
Session Regular				
Days & Times	Room	Instructor	Meeting Dates	
MW 5:00PM - 6:15PM	AEC 202	Christopher Tingle	8/22/2007 - 12/14/2007	
Section G002-LEC(4834)		Status <input checked="" type="radio"/>		
Session Regular				
Days & Times	Room	Instructor	Meeting Dates	
M 11:00AM - 1:50PM	AEC 202	Christopher Tingle	8/22/2007 - 12/14/2007	

[CHANGE INSTITUTION OR TERM](#) [START A NEW SEARCH](#)

Browse Catalog

1. Select “Univ of Southern Mississippi” for the **Institution** box.
2. Select appropriate semester for the **Term** box.
3. Click radio button to browse catalog -- **Browse Catalog**.
4. Click on the **GO** button.

Class Search

Search for Classes

Select an institution, term and search method.
Click GO to continue.

Institution

Term

Search for Classes Browse Catalog

- Click on the first letter of the department offering the course.

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Class Search

Browse Catalog

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A B C D **E** F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

- Results will be divided into departments.
- Click on the department that is offering the course that you would like to view.

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Class Search

Browse Catalog

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A B C D **E** F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

Select show All Courses if you want to show all courses whether or not class sections are offered for the term. Select show Courses With Sections Offered to show only those courses that have class sections offered for the term.

Show All Courses Courses With Sections Offered

CHANGE INSTITUTION OR TERM

▼ **ECO - Economics**

Course Number	Description	Action
101	Basic Economics	View Class Sections
101H	Basic Economics	View Class Sections
201	Principles of Macroeconomics	View Class Sections
202	Principles of Microeconomics	View Class Sections
336	Survey of International Economics	View Class Sections
340	Intermediate Microeconomic Theory	View Class Sections
492	Special Problems in Economics	View Class Sections
672	International Trade and Finance	View Class Sections
692	Special Problems in Economics	View Class Sections

▷ **ED - Economic Development**

▷ **EDA - Educational Administration**

▷ **EET - Electronics Eng Tech**

8. To view the description of the course, click on the course description link (Example: [Basic Economics](#) link).
9. To view the sections available for the course, click on the [View Class Sections](#) link association with the course of interest.

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Class Search

Class Search Results

When available, click View All Sections to see all sections of the course.

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● Open
■ Closed

CHANGE INSTITUTION OR TERM
START A NEW SEARCH

▼ ECO 101 - Basic Economics

View All Sections		First	1-3 of 3	Last
Section H001-LEC(7299)		Status ●		
Session Regular				
Days & Times	Room	Instructor	Meeting Dates	
MWF 1:00PM - 1:50PM	JGH 114	Trellis Green	8/22/2007 - 12/14/2007	
Section H002-LEC(7300)		Status ●		
Session Regular				
Days & Times	Room	Instructor	Meeting Dates	
MWF 11:00AM - 11:50AM	JGH 114	Trellis Green	8/22/2007 - 12/14/2007	
Section H003-LEC(7301)		Status ●		
Session Regular				
Days & Times	Room	Instructor	Meeting Dates	
TuTh 11:00AM - 12:15PM	JGH 214	Mark Klinedinst	8/22/2007 - 12/14/2007	

CHANGE INSTITUTION OR TERM
START A NEW SEARCH

10. After viewing, you can:
 - c. Search on another term by clicking on the CHANGE INSTITUTION OR TERM button.
 - d. Begin a new search by clicking the START A NEW SEARCH button.