

Cheat Sheet

Faculty Center ~ Class Search Tab

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.
5. You are required to enter 2 search criteria. Click on the **Additional Search Criteria** button if you would like to enter additional search criteria.
6. Enter at least 2 criteria. The more criteria entered, the narrower results will be.
7. Click on the **SEARCH** button.
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.

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  button.
5. Click on the first letter of the department offering the course.
6. Results will be divided into departments.
7. Click on the department that is offering the course that you would like to view.
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.
10. After viewing, you can:
 - c. Search on another term by clicking on the  button.
 - d. Begin a new search by clicking the  button.