Student Peer Advising How-To’s:

Advanced Searches

Step 1
Log into your MySSU

Step 2
Click on “Student Center”

Step 3
Click on “Class Search”
Step 4

Make sure the proper Term is selected: Spring 2017

Step 5a

Under “Class Search”

You can select or type in the subject.
The course number can also be typed in.
If the class number is known that can also be typed in.
Under “course career” you have the option of selecting only undergraduate courses.
The checkbox can be marked if you only want to view open classes.
Step 5b

Under “Additional Search Criteria”

- **Course Keyword**: The keyword can be typed in to search classes that include that word in the course description.
- **Course Attribute**: The attribute can also be selected from GE, online courses, etc.
- **Course Attribute Value**: The attribute value can also be selected but only once an attribute has been selected.
- **Minimum Units** and **Maximum Units**: Minimum and maximum units may also be selected for the class search.
Step 5c
Under Class Preferences

Meeting Start Time & Meeting End Time can be modified; this can be done together or separately.
Days of the Week for class meetings may also be selected.
An Instructor may also be selected by their last name.