How-To Advanced Search

Step 1
Login to your Sonoma State account

Username

Password

Username & Password Assistance

LOGIN

Step 2
Click on “MySSU”

<table>
<thead>
<tr>
<th>MySSU</th>
<th>Registration, grades, financial aid, rosters, reporting and more.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Your Official SSU Email Account for email and calendar.</td>
</tr>
<tr>
<td>Google Apps</td>
<td>Google Drive, Sites, Hangouts, YouTube and more.</td>
</tr>
<tr>
<td>Moodle</td>
<td>Active courses for Summer 2016 - Spring 2017.</td>
</tr>
</tbody>
</table>

Step 3
Click on “Student Center”

Student Center

Use the student center to manage school related activities.
Step 4
Click on “Class Search”

Step 5
Make sure the proper Term is selected: Spring 2017

Select at least 2 search criteria. Select Search to view your search results.
Step 6a
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 6b

Under “Additional Search Criteria”

The Course Keyword can be typed in to search classes that include that word in the course description.

The Course Attribute can also be selected from GE, online courses, etc.

The course Attribute Value can also be selected but only once an attribute has been selected.

Minimum and maximum units may also be selected for the class search.
Step 6c
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.