

Faculty Access to the PeopleSoft Class Search

OBJECTIVE:

This document explains how to access and search on the PeopleSoft Class Search (Searchable Schedule of Classes)

CONTENTS:

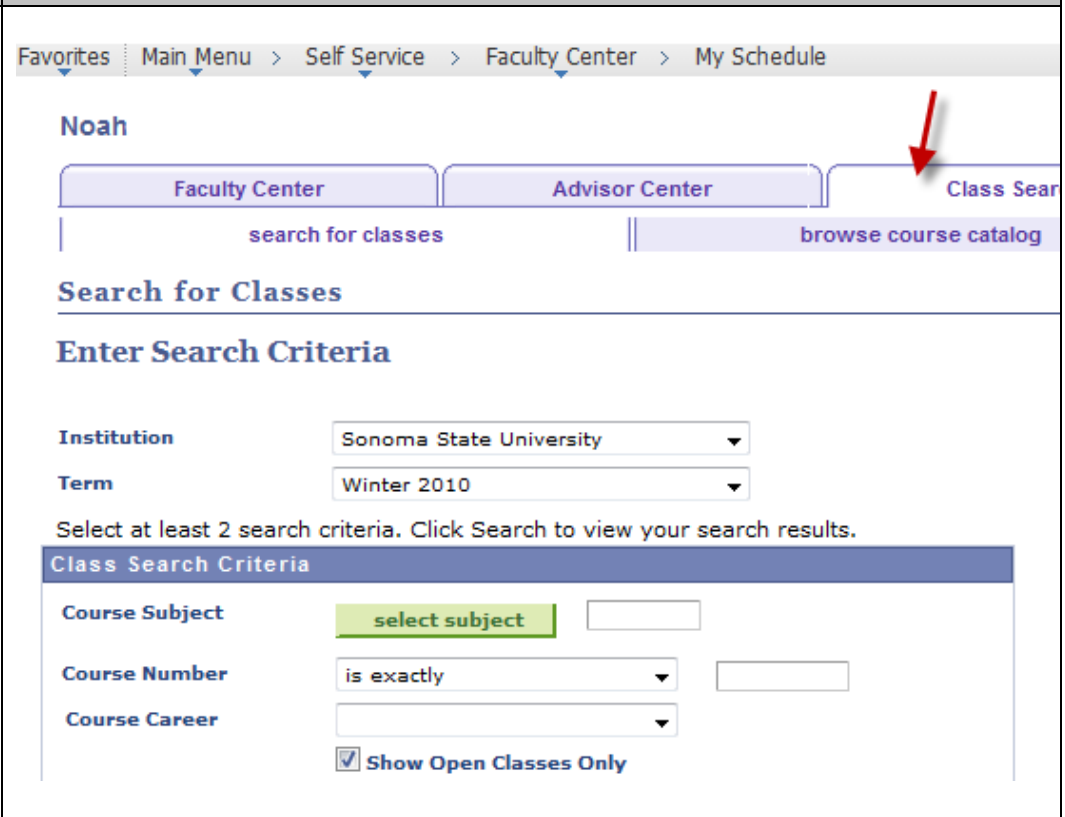

[LESSON 1: USING THE CLASS SEARCH PG. 2](#)



NEED ADDITIONAL INFORMATION?

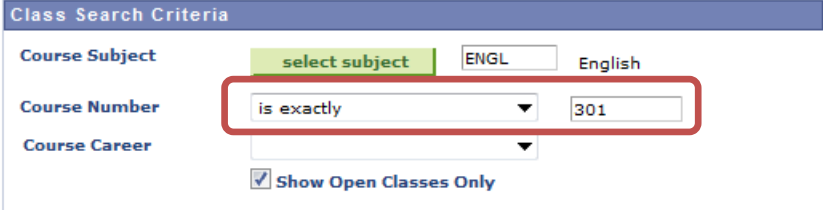
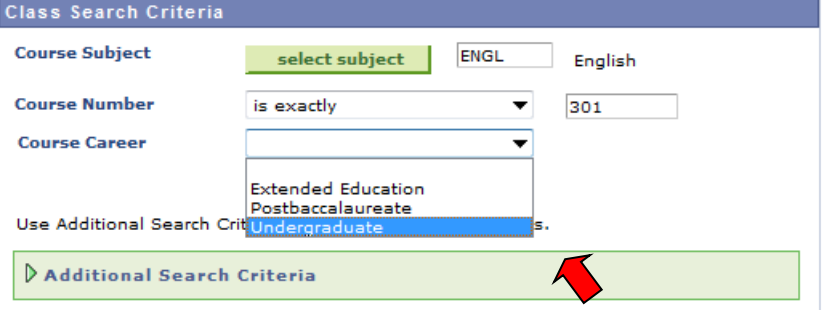
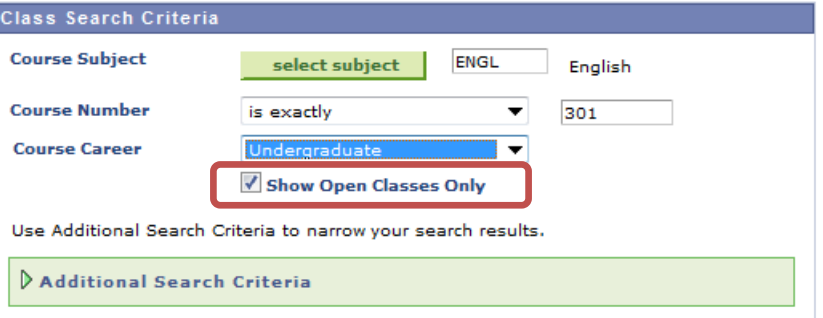
For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/it/cms/contact.html> to locate the **STUDENT RECORDS FUNCTIONAL LEAD.**

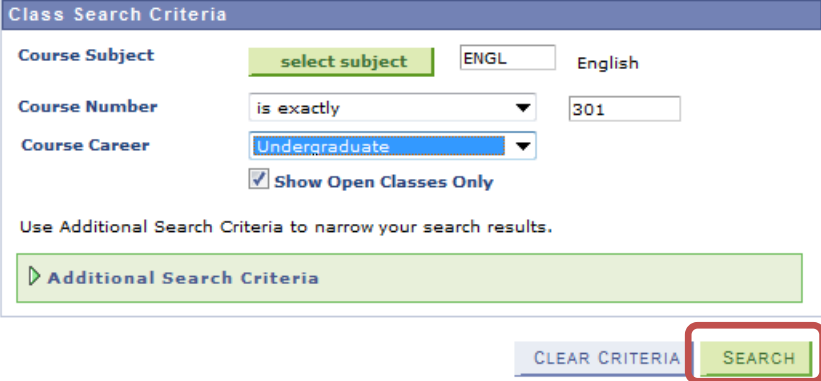
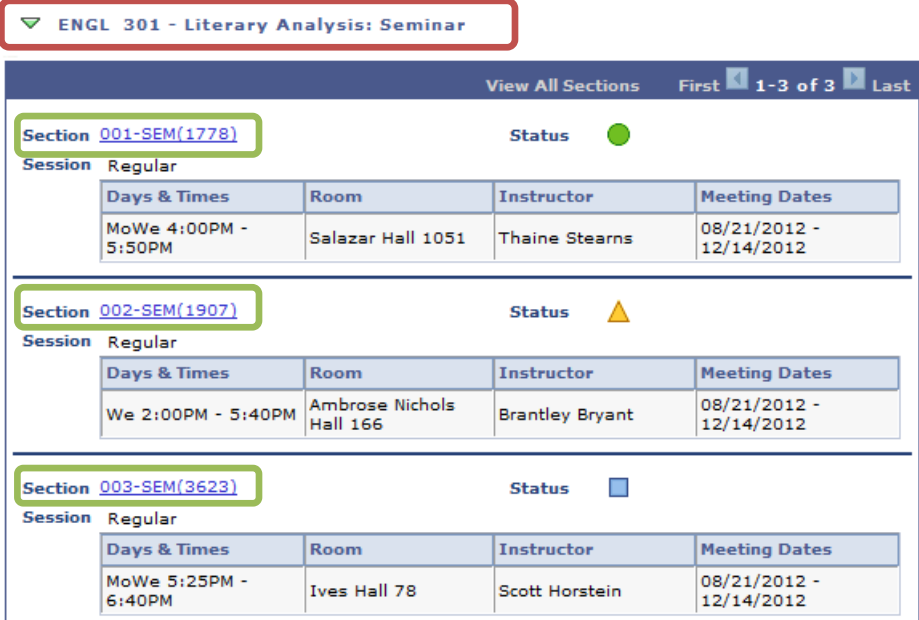
Lesson 1: Using the Class Search

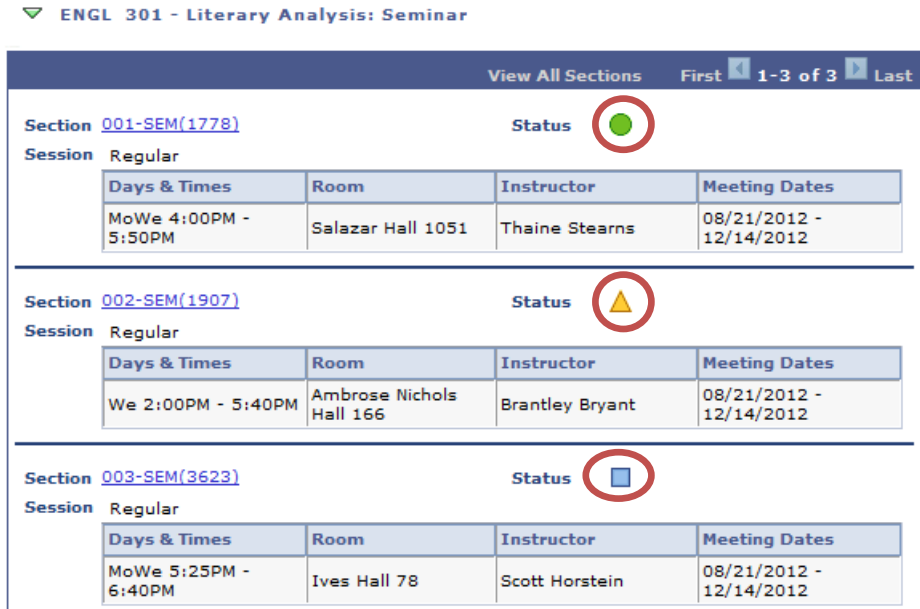
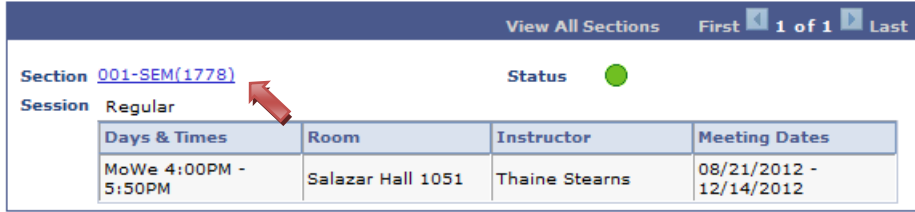
Navigation: Faculty Center

Step	Action	Screenshot
1	Navigate to Faculty Center > My Schedule > Class Search > search for classes	
2	Institution will default to Sonoma State University .	

Step	Action	Screenshot
3	<p>Select the appropriate Term from the drop down menu.</p> <p>You will need to select at least 2 search criteria for the next step.</p>	 <p>Enter Search Criteria</p> <p>Institution: Sonoma State University</p> <p>Term: Fall 2012</p> <p>Select at least 2 search criteria. Click Search to view your search results.</p> <p>Class Search Criteria</p> <p>Course Subject: Fall 2012 (highlighted)</p> <p>Course Number: []</p> <p>Course Career: []</p> <p>Use Additional Search Criteria to narrow your search results.</p>
4	<p>Course Subject – If you know the subject code (i.e. MATH, ENGL, COMS, etc.), enter it in the box. If you do not know the subject code, click on the Select Subject button. Find the discipline you want and press the Select button.</p>	 <p>Search for Classes</p> <p>Enter Search Criteria</p> <p>Institution: Sonoma State University</p> <p>Term: Fall 2012</p> <p>Select at least 2 search criteria. Click Search to view your search results.</p> <p>Class Search Criteria</p> <p>Course Subject: select subject (highlighted)</p> <p>Course Number: is exactly []</p> <p>Course Career: []</p> <p><input checked="" type="checkbox"/> Show Open Classes Only</p> <p>Use Additional Search Criteria to narrow your search results.</p> <p>Additional Search Criteria</p>

Step	Action	Screenshot
5	<p>Course Number – If you are searching for a specific course number (i.e. 101, 395, etc.) enter it in the box. If you are searching for all classes within a discipline, leave the course number field empty.</p>	
7	<p>Course Career - You can narrow the search results of a discipline search by selecting Undergraduate, Postbaccalaureate, or Extended Education from the drop down menu.</p>	
8	<p>Show Open Classes Only – Leave this checked to show only classes with seats available. Uncheck it to show closed or waitlisted courses as well.</p>	<p>Select at least 2 search criteria. Click Search to view your search results.</p> 

Step	Action	Screenshot
9	Click the Search button at the bottom of the page.	 <p>The screenshot shows the 'Class Search Criteria' form. The 'Course Subject' is set to 'ENGL' (English), 'Course Number' is '301', and 'Course Career' is 'Undergraduate'. The 'Show Open Classes Only' checkbox is checked. A 'SEARCH' button is highlighted with a red box.</p>
10	The course number and title will appear above all the sections of the class. Within the box, you will see the section number and 4-digit registration number .	 <p>The screenshot shows the search results for 'ENGL 301 - Literary Analysis: Seminar'. Three sections are listed:</p> <ul style="list-style-type: none"> Section 001-SEM(1778): Status is 'Active' (green dot). Session: Regular. Days & Times: MoWe 4:00PM - 5:50PM. Room: Salazar Hall 1051. Instructor: Thaine Stearns. Meeting Dates: 08/21/2012 - 12/14/2012. Section 002-SEM(1907): Status is 'Warning' (yellow triangle). Session: Regular. Days & Times: We 2:00PM - 5:40PM. Room: Ambrose Nichols Hall 166. Instructor: Brantley Bryant. Meeting Dates: 08/21/2012 - 12/14/2012. Section 003-SEM(3623): Status is 'Closed' (blue square). Session: Regular. Days & Times: MoWe 5:25PM - 6:40PM. Room: Ives Hall 78. Instructor: Scott Horstein. Meeting Dates: 08/21/2012 - 12/14/2012.

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11	<p>A Green Dot ● on the right of the box indicates the class still has seats available. A Yellow Triangle ▲ indicates the class is in waitlist status. A Blue Box ■ indicates the class is full, no seats are available and no waitlist is available.</p>	 <p>ENGL 301 - Literary Analysis: Seminar</p> <p>View All Sections First 1-3 of 3 Last</p> <p>Section 001-SEM(1778) Status ●</p> <p>Session Regular</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWe 4:00PM - 5:50PM</td> <td>Salazar Hall 1051</td> <td>Thaine Stearns</td> <td>08/21/2012 - 12/14/2012</td> </tr> </tbody> </table> <hr/> <p>Section 002-SEM(1907) Status ▲</p> <p>Session Regular</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>We 2:00PM - 5:40PM</td> <td>Ambrose Nichols Hall 166</td> <td>Brantley Bryant</td> <td>08/21/2012 - 12/14/2012</td> </tr> </tbody> </table> <hr/> <p>Section 003-SEM(3623) Status ■</p> <p>Session Regular</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWe 5:25PM - 6:40PM</td> <td>Ives Hall 78</td> <td>Scott Horstein</td> <td>08/21/2012 - 12/14/2012</td> </tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	MoWe 4:00PM - 5:50PM	Salazar Hall 1051	Thaine Stearns	08/21/2012 - 12/14/2012	Days & Times	Room	Instructor	Meeting Dates	We 2:00PM - 5:40PM	Ambrose Nichols Hall 166	Brantley Bryant	08/21/2012 - 12/14/2012	Days & Times	Room	Instructor	Meeting Dates	MoWe 5:25PM - 6:40PM	Ives Hall 78	Scott Horstein	08/21/2012 - 12/14/2012
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12	<p>To learn more about the class, click on the Section link ex. 001-SEM(1778)</p>	 <p>View All Sections First 1 of 1 Last</p> <p>Section 001-SEM(1778) Status ●</p> <p>Session Regular</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWe 4:00PM - 5:50PM</td> <td>Salazar Hall 1051</td> <td>Thaine Stearns</td> <td>08/21/2012 - 12/14/2012</td> </tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	MoWe 4:00PM - 5:50PM	Salazar Hall 1051	Thaine Stearns	08/21/2012 - 12/14/2012																
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<p>13</p>	<p>This page will give you more details on the class such as: enrollment info, class availability, notes, description, and textbook info.</p> <p>To review another class, click the Return to Results button at the bottom of the page followed by the Start A New Search button on the next page.</p>	<div data-bbox="570 310 1463 552"> <p>Class Details</p> <table border="0"> <tr> <td>Status</td> <td>● Open</td> <td>Career</td> <td>Undergraduate</td> </tr> <tr> <td>Class Number</td> <td>1778</td> <td>Dates</td> <td>8/21/2012 - 12/14/2012</td> </tr> <tr> <td>Session</td> <td>Regular Academic Session</td> <td>Grading</td> <td>Student Option</td> </tr> <tr> <td>Units</td> <td>4 units</td> <td>Location</td> <td>Sonoma State University</td> </tr> <tr> <td>Class Components</td> <td>Seminar Required</td> <td>Campus</td> <td>SSU Main Campus</td> </tr> </table> </div> <div data-bbox="570 569 1438 653"> <p>Meeting Information</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWe 4:00PM - 5:50PM</td> <td>Salazar Hall 1051</td> <td>Thaine Stearns</td> <td>08/21/2012 - 12/14/2012</td> </tr> </tbody> </table> </div> <div data-bbox="570 663 1438 737"> <p>Enrollment Information</p> <p>Enrollment Requirements Class open to Juniors, Seniors, and Graduate Students only.</p> </div> <div data-bbox="570 751 1438 877"> <p>Class Availability</p> <table border="0"> <tr> <td>Class Capacity</td> <td>24</td> <td>Wait List Capacity</td> <td>999</td> </tr> <tr> <td>Enrollment Total</td> <td>0</td> <td>Wait List Total</td> <td>0</td> </tr> <tr> <td>Available Seats</td> <td>24</td> <td></td> <td></td> </tr> </table> </div> <div data-bbox="570 894 1438 1010"> <p>Notes</p> <p>Class Notes Open to Juniors, Seniors and Graduates Only.</p> </div> <div data-bbox="570 1024 1438 1136"> <p>Description</p> <p>The art of critical writing on each genre, and the application of traditional and modern criticism to the study of literature. All English majors must take this course in their junior year.</p> </div> <div data-bbox="570 1150 1438 1234"> <p>Textbook/Other Materials</p> <p>Textbook Assignment Pending (assignments not shown to students)</p> </div>	Status	● Open	Career	Undergraduate	Class Number	1778	Dates	8/21/2012 - 12/14/2012	Session	Regular Academic Session	Grading	Student Option	Units	4 units	Location	Sonoma State University	Class Components	Seminar Required	Campus	SSU Main Campus	Days & Times	Room	Instructor	Meeting Dates	MoWe 4:00PM - 5:50PM	Salazar Hall 1051	Thaine Stearns	08/21/2012 - 12/14/2012	Class Capacity	24	Wait List Capacity	999	Enrollment Total	0	Wait List Total	0	Available Seats	24		
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