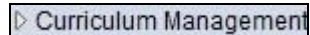
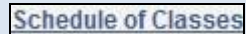


Class Search

1. Click the Curriculum Management link.



2. Click the **Schedule of Classes** link.



3. Click the **Class Search** link.



4. At the top of the **Search for Classes** page, carefully review pertinent information that displays.

5. The current term will default. If needed, select the desired **Term** from the drop down list.

Note: At least 2 search criteria fields must be populated on this page in order to view search results.

6. Select the desired **Course Subject**.

7. Enter the desired information into the **Course Number** field.

8. If needed, change the **Course Career**.

9. To search for classes that fulfill University Curriculum requirements, select an item from the **University Curriculum** drop down list.

10. Based on the first selection that was made in the University Curriculum field, multiple values may be displayed in the corresponding field on the right. Select the desired list item.

11. Click the **Additional Criteria** button.



12. Optional **Additional Search Criteria** is available.

For example, enter the desired information into the **Instructor Last Name** field.

13. Click the **Search** button.



14. Class Section Location information displays in addition to the University Curriculum component that was selected.

15. For more information, click the **Section** link.

16. Detailed class information displays including the **University Curriculum** component and **Class Description**.

17. To return, click the **View Search Results** button.



18. **End of Procedure.**



Example

In the screenshot below, I have placed an X on those items you will not need to touch.

In the defaults area from the screenshot below, you would choose the appropriate permissions (definitions for these are listed above). By checking the “permissions valid for” options you are allowing permission for that specific option. Note: This area applies to all students. In the screenshot below, “requisites not met” is deselected. This indicates that if a student registers they must have the pre-requisites in order to get into the class.

Permission to Add

Course ID: 008304 Course Offering Nbr: 1

Academic Institution: Southern Methodist University

Term: Spring 2012 Undergrad

Subject Area: HIST History

Catalog Nbr: 3301 HUMAN RIGHTS:AMER DILEMMA

Class Section Data

Session: R Regular Class Nbr: 2396 Class Status: Active

Class Section: 701C Class Type: Enrollment Section

Component: Lecture Instructor: Halperin,Rick

☒ Student Specific Permissions

Defaults

Expiration Date: 05/01/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

Class Permission Data

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		29000885	Mustang,Mandy	Not Used		

Save Return to Search Previous in List Next in List Notify

If you needed to grant permission to one student, you would come to the class permission data section at the bottom of the page and enter their ID. Also, it is recommend you enter an expiration date 48/72 hours for that permission to expire. (I

did not put a date in my example but **it is required** before you can save. You should check with your area as to what business process you should use.)

Date Created: 9/26/2011 12:01:00 PM

Page 3

Job Aid



Next, click on the Permissions tab located under the Class Permission Data area. All the permission options that were selected above were copied over on the row for this student. The requisite not met was also not checked, but for this student she is being allowed to take this course w/o the pre-requisites so I checked that option.

Course ID: 008304
Academic Institution: Southern Methodist University
Term: Spring 2012
Subject Area: HIST
Catalog Nbr: 3301

Course Offering Nbr: 1
Undergrad
History
HUMAN RIGHTS:AMER DILEMMA

Class Section Data

Find | View All First 1 of 2 Last

Session: R Regular Class Nbr: 2396 Class Status: Active
Class Section: 701C Class Type: Enrollment Section
Component: Lecture Instructor: Halperin,Rick

☒ Student Specific Permissions

Defaults

Expiration Date: 05/01/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:

Class Permission Data

Customize | Find | First 1 of 1 Last

General Info		Permission	Comments						
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		29000885	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Permission to Add | [Permission to Drop](#)