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.

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.)

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
Session: R Regular
Class Section: 701C
Component: Lecture

Class Nbr: 2396
Class Status: Active
Class Type: Enrollment Section
Instructor: Halperin.Rick

Student Specific Permissions
Expiration Date: 05/01/2012

Permission Valid For:
<table>
<thead>
<tr>
<th>Closed Class</th>
<th>Requisites Not Met</th>
<th>Consent Required</th>
<th>Career Restriction</th>
<th>Permission Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assign More Permissions: Generate

Class Permission Data
Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period |
------|--------|----|--------------|--------------------|------------------|--------------------|------------------------|
1     | 29000885 |     | ✓            | ✓                  | ✓                | ✓                  |                        |