



Searching the Class Schedule

Getting Started Searching the Class Schedule

1. Click the **SEARCH FOR CLASSES** button. It is located in the upper right hand corner of the Student Center.
2. **Institution:** Click on the drop down menu and choose "Univ of Wisconsin-River Falls"
3. **Term:** Click on the drop down menu and choose the appropriate term.

The screenshot shows the "Search for Classes" interface. At the top, there are four tabs: "Search", "Plan", "Enroll", and "My Academics". Below the "Search" tab, there are two buttons: "search for classes" and "browse course catalog". The main heading is "Search for Classes", followed by "Enter Search Criteria".

Under "Enter Search Criteria", there are two dropdown menus: "Institution" (set to "Univ of Wisconsin-River Falls") and "Term" (set to "Fall 2009-10"). Below these, a red line underlines the text "Select at least 2 search criteria. Click Search to view your search results.".

The "Class Search Criteria" section contains three dropdown menus: "Course Subject" (set to "Art"), "Course Number" (set to "is exactly" with "100" in the adjacent text box), and "Course Career" (set to "Undergraduate"). There is a checkbox labeled "Show Open Classes Only" which is checked. A red arrow points to the "Course Subject" dropdown, and another red arrow points to the "Course Number" dropdown. A red text box on the right says "Select Term and at least 2 Criteria from below for class search." with red arrows pointing to the "Term" dropdown and the "Course Subject" and "Course Number" dropdowns.

Below the "Class Search Criteria" section, there is a text box that says "Use Additional Search Criteria to narrow your search results." and a button labeled "Additional Search Criteria". At the bottom right, there are two buttons: "CLEAR CRITERIA" and "SEARCH".

At the very bottom, there are four tabs: "Search", "Plan", "Enroll", and "My Academics".

4. When searching for available courses, you can use the Basic Search or use additional criteria depending on the criteria you want to set for your search. The Basic Search uses a simpler set of criteria to search. The additional criteria allow you to narrow your search further.



Francis Falcon

go to ...  

Search

Plan

Enroll

My Academics

search for classes

browse course catalog

Search for Classes

Search Results

When available, click View All Sections to see all sections of the course.

Univ of Wisconsin-River Falls | Fall 2009-10

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

[show all](#)

ACCT 232 MoWe 2:00PM - 3:15PM
South Hall 224

The following classes match your search criteria Course Subject: **Music**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[START A NEW SEARCH](#)

☒ Open ☐ Closed

▼ **MUS 100 - Understanding Music**

First 1-4 of 4 Last			
Section 02-LEC(3815)		Status 	select class
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 9:00AM - 9:50AM	Kleinpell Fine Arts B94	Sarah Parks	09/02/2009 - 12/22/2009

Expanding the additional criteria link will result in a page that looks like the one below.



Search	Plan	Enroll	My Academics
search for classes	browse course catalog		

Search for Classes

Enter Search Criteria

Institution Univ of Wisconsin-River Falls
Term Fall 2009-10

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject
Course Number is exactly
Course Career Undergraduate
☒ **Show Open Classes Only**

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time between and (example: 1:00PM)
Day of Week Include Only These Days
☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun
Instructor Last Name is exactly
Class Nbr (example: 1136)
Course Title Keyword (example: statistics)
Course Units between and
Course Component
Session
Mode of Instruction
Campus
Location
Gen. Ed

Class Search Criteria

Enter criteria in the fields depending upon what you are search you would like to do.

Course Subject: Click the drop down box to specify which department you would like to look for.

Course Number: Choose the operator you would like to use and then enter the three-digit number that is listed in the university catalog. (It is not the number that you will need to enter on the registration page)

Course Career: Choose whether you want to see Undergraduate or Graduate courses.

Show Open Classes Only: This box is automatically checked. If you want to see classes even if they are full, uncheck this box.

Meeting Time: Make sure to use the example format shown on the page.

Day of Week: Choose an operator from the drip down and click in the days you would like to search for.



Instructor Last Name: Choose an operator and enter the Instructor Last Name you are searching for.

Class Nbr: This is the course offering number for this specific term.

Course Title Keyword: Enter a word that appears in the course title (ie Capstone) .

Course Component: Search for only lectures, labs, independent studies, etc.

Session: If you know which session you would like to search you can choose it there. This could be helpful in searching for the Phy Ed courses that are only offered for half of the term.

Mode of Instruction: Use this to search for online or in person courses.

Campus: Main. This is helpful for a broad search of all courses that are available.

Location: Can be used to search for classes offered off campus.

Gen. Ed: This allows searches for classes that have the General Education (such as EC, HW, MD, etc) or University Requirements (d or g) designator.

If you want to see every class that is available, choose two of the broader choices such as Campus: Main, and Course Career: Undergraduate or Graduate

A notice will appear saying that your search has yielded more than 50 results. Click okay. It may take a while to bring up all of the classes.

Once you have set your search criteria Click Search.

The Search results page may be long or short depending upon department offerings and how specific your search criteria were.

If your search was too narrow and/or no classes are offered that match your criteria, you will receive an error message at the top of the Search page. If this happens, change your criteria and try again.

TIP, Searching for Senior Capstones:

The Capstone course subject codes are somewhat confusing. The best way to search for the Capstone courses is to type "Capstone" into the Course Title Keyword field in the Advanced Search page. This will pull all Capstone courses for you to choose from.



Understanding the Class Search Results Page

The Search Results Page gives you the basic information regarding courses. Note that open classes have a green circle and closed classes have a blue box displayed in the results box.

If you want more details about the course click the section hyperlink.

Francis Falcon

Search	Plan	Enroll	My Academics
search for classes		browse course catalog	

Search for Classes

Search Results

When available, click [View All Sections](#) to see all sections of the course.

Univ of Wisconsin-River Falls | Fall 2009-10

[My Class Schedule](#)
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ACCT 232 MoWe 2:00PM - 3:15PM
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The following classes match your search criteria Course Subject: **Music**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

☒ Open ☐ Closed

▼ **MUS 100 - Understanding Music**

Section 02-LEC(3815)				Status	select class
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The department, course number and section number appears at the top of the box.



Class Details Section

Class Number: This is the number that you will need to enter in eSIS to register for this class

Session: Indicates whether this is a full term or half term course

Units: Number of credits. If there are two numbers (e.g. 3-5) it is a variable number credit course. When registering you will need to enter the number of credits that you want, or eSIS will register you for the minimum number of credits

Class Components: This tells if the section is a lecture, lab, or discussion section

Career: Indicates if this an undergraduate or graduate level course

Dates: Shows the class meeting dates

Grading: The grading scheme this course uses

Location: The meeting location(s) for this course

Campus: This will be main for most courses

Meeting Information

This section gives detailed information about the class meeting time, location, instructor and meeting dates

Enrollment Information

This section provides additional information about the course.

Class Attributes: Indicate special attributes for this course. This can include whether the course meets specific general education requirements and if so which category it satisfies

Class Availability

Information in this block provides information about seats in the course and how many are still available

Description

Provides the detail description of the course from the university catalog.