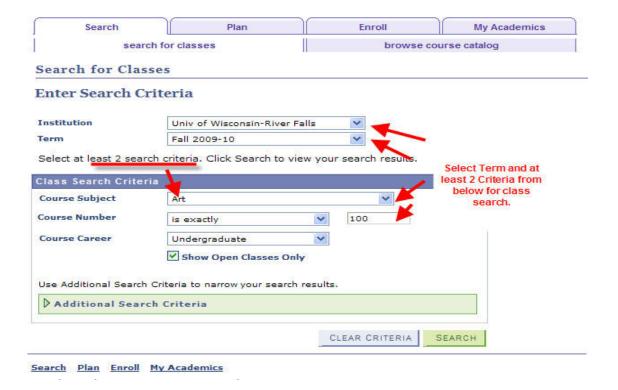


Searching the Class Schedule

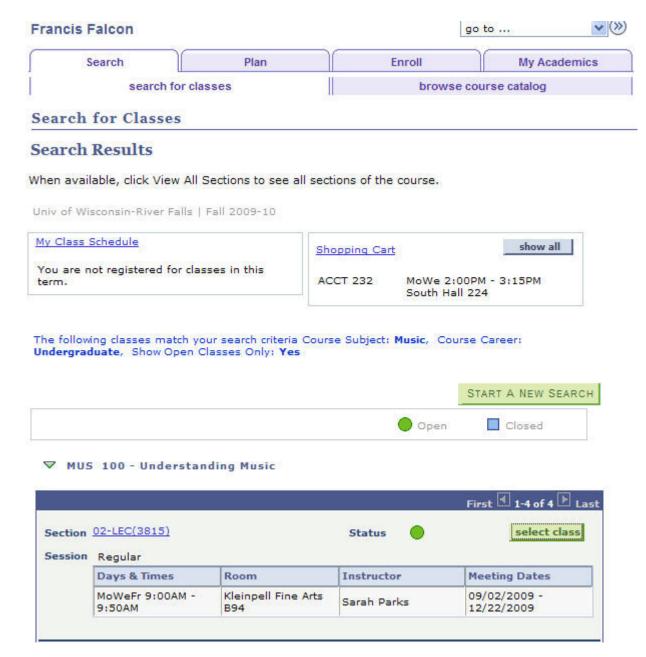
Getting Started Searching the Class Schedule

- 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.



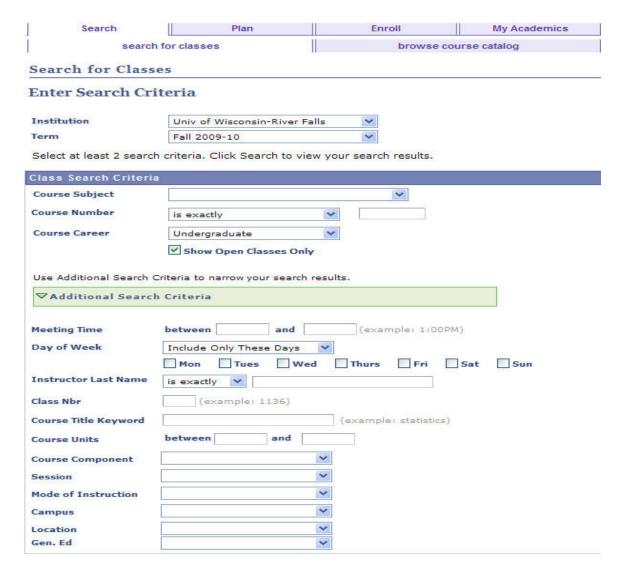
4. When searching for available courses, you can use the Basic Search or use additional criteria depending on the criteria you want to set for your search. The Basic Search uses a simpler set of criteria to search. The additional criteria allow you to narrow your search further.





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





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.

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

Class Nbr: This 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:

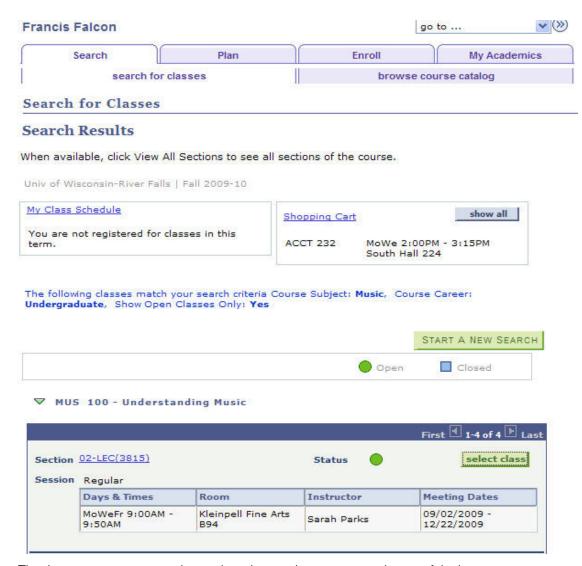
The Capstone course subject codes are somewhat confusing. The best way to search for the Capstone courses is to type "Capstone" into the Course Title Keyword field in the Advanced Search page. This will pull all Capstone courses for you to choose from.



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.



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 meeing 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.