

# Records Module

## Faculty Access to the PeopleSoft Class Search

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### Module Objective

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

### Module Contents

This module contains the following lessons:

Lesson 1: Using the Searchable Schedule of Classes .....2


# Lesson 2: Using the Class Search



## Steps to using the Class Search:

**Navigation** Self-Service > Class Search/Browse Catalog

Item	Action
1	Click on the navigation listed above
2	When you click on Class Search, a search engine will appear:

Item	Action
3	<b>Institution</b> is Sonoma State University
4	<b>Term</b> = use the drop down menu to select term
5	Make sure the Search for Classes radio button,  is clicked on next to Search for Classes

6	Click the green "GO" button
7	The search engine for the schedule of classes will appear:

Item	Action
8	<b>Course Subject</b> – if you know the subject code (i.e. MATH, ENGL, COUN, etc.), enter it in the box. If you do not know the subject code, click on the green SELECT SUBJECT button. Find the discipline you want and press the green SELECT button.
9	<b>Course Number</b> – 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.
10	<b>Course Career</b> - You can lessen the search results of a discipline search by selecting Undergraduate or Postbaccalaurate from the drop down menu.
11	<b>Show Open Classes Only</b> – Have this checked on to show only open classes and check it off to show all classes regardless of status.

faculty center    advisement    class search

### Class Search

#### Search for Classes

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

Sonoma State University | Spring 2007

**Class Search Criteria**

**Course Subject**    select subject    MATH    ←

**Course Number**    is exactly    165    ←

**Course Career**    [dropdown]

Show Open Classes Only



Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

CHANGE INSTITUTION OR TERM
CLEAR CRITERIA
SEARCH

12	Click on the green SEARCH button.
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Item	Action
13	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.
14	A Green Dot  on the right of the box indicates the class still has seats available. A Blue Box  indicates the class is full and no seats are available.

The following classes match your search criteria Course Subject: **Mathematics**, Course Number is exactly '165', Show Open Classes Only:  
Y

● Open ■ Closed


[CHANGE INSTITUTION OR TERM](#) [START A NEW SEARCH](#)

**MATH 165 - Elementary Statistics**

[View All Sections](#)    First ◀ 1-3 of 11 ▶ Last

<b>Section</b> <a href="#">001-DIS(2572)</a>		<b>Status</b> <span style="color: green; font-weight: bold;">●</span>
<b>Session</b> Regular Academic Session		
<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>
MW 6:00PM - 7:50PM	TBA	Jeff Silverman
<b>Section</b> <a href="#">002-DIS(2573)</a>		<b>Status</b> <span style="color: green; font-weight: bold;">●</span>
<b>Session</b> Regular Academic Session		
<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>
TuTh 3:00PM - 4:50PM	TBA	Jeff Silverman
<b>Section</b> <a href="#">003-DIS(2574)</a>		<b>Status</b> <span style="color: green; font-weight: bold;">●</span>
<b>Session</b> Regular Academic Session		
<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>
TuTh 8:00AM - 9:50AM	TBA	Timothy McKusick

15	<p>To learn more about the class, click on the section (ex. <a href="#">001-LEC(2572)</a> ) It will give you more details on the class such as:</p> <p style="padding-left: 40px;">Course Attribute – this will indicate if the class is GE and in which area; Class capacity; Available seats, and the course description.</p>
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**Menu**

Search:

- ▷ SON Customizations
- ▽ Self Service
  - ▷ Learning and Development
  - ▷ Advisement
  - Faculty Center
  - **Class Search/Browse Catalog**
- ▷ Campus Community
- ▷ Student Admissions
- ▷ Records and Enrollment
- ▷ Set Up SACR
- ▷ Reporting Tools
- ▷ PeopleTools

**MATH 105 - 001 Elementary Statistics**

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[RETURN TO RESULTS](#)

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**CLASS DETAILS**

<b>Status</b>	● Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	2572	<b>Dates</b>	1/29/2007 - 5/25/2007
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Graded
<b>Units</b>	4 units	<b>Location</b>	Sonoma State University
<b>Instruction Mode</b>		<b>Campus</b>	SSU Main Campus
<b>Class Components</b>	Discussion Required		

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**MEETING INFORMATION**

Days & Times	Room	Instructor	Meeting Dates
MW 6:00PM - 7:50PM	TBA	Jeff Silverman	1/29/2007 - 5/25/2007

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**ENROLLMENT INFORMATION**

**Enrollment Requirements** Remediation requirements exist to register for this course

**Course Attribute** B4

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**CLASS AVAILABILITY**

<b>Class Capacity</b>	33	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	0	<b>Wait List Total</b>	0
<b>Available Seats</b>	33		

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**NOTES**

**Class Notes** Prerequisite

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**DESCRIPTION**

This course is a computer-intensive introduction to elementary statistics. Topics include: elementary descriptive and inferential statistics and their application to

16 To review another class, click on the START A NEW SEARCH button.