

## Advanced Class Search

The Additional Search Criteria allows you to narrow your searches to specific classes, such as courses taught by a specific instructor or courses that satisfy specific general education requirements. These instructions will guide you through using the different Additional Search Criteria.

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| <p>1. Navigate to <b>Main Menu &gt; Self Service &gt; Search &gt; Class Search</b></p>   |  |
| <p><b>Basic Search</b></p>   |  |
| <p>A basic search involves searching for courses by subject.</p>   |  |
| <p>2. If you wanted to search for Accounting Courses offered after 5PM.</p> <ul style="list-style-type: none"> <li>Select your <b>Institution</b>, such as <i>Cal State Univ., Bakersfield</i></li> <li>Select your desired <b>Term</b>, such as <i>Winter 2015</i></li> <li>In the <b>Course Subject</b>, select your desired subject, such as <i>Accounting</i></li> <li>Select your <b>Course Career</b>, such as <i>Undergraduate</i></li> <li>Check the <b>Show Open Classes Only</b></li> <li>Click the <b>SEARCH</b> button</li> </ul>                  |  |
| <p>3. The <b>Search Results</b> page opens displaying the classes available. The first 3 sections of a course are shown. To see additional sections, click the <b>View All Sections</b> link.</p> <p><b>Helpful tips.</b></p> <ul style="list-style-type: none"> <li>Your Search Criteria shows in blue</li> <li>The Status legend shows the icons used for the class status</li> <li>Click View All Sections to see additional sections, if available.</li> <li>Click on the Section link to see Class Detail.</li> <li>Click <b>SEARCH</b> button</li> </ul> |  |
| <p>4. To search for another class, click the <b>START A NEW SEARCH</b> button.</p>   |  |



### Searching by Meeting Pattern

Searching by Meeting Pattern allows you to find courses based on specific time frames, such as after 5:00pm.

1. If you wanted to search for Accounting Courses offered after 5PM.

- Select your **Institution**, such as *Cal State Univ., Bakersfield*
- Select your desired **Term**, such as *Winter 2015*
- In the **Course Subject**, select your desired subject, such as *Accounting*
- Select your **Course Career**, such as *Undergraduate*
- Check the **Show Open Classes Only**
- Click the arrow for **Additional Search Criteria**

2. When the **Additional Search Criteria** appears,

- In **Meeting Start Time**, select the operator, such as *greater than or equal to*
- In the **Meeting Start Time**, enter the time, such as *5:00PM*
- Click the **SEARCH** button.

3. The results provide a list of Accounting classes starting at or after 5:00 PM.

| ACCT 275 - Business Law                    |         |                      |           |                  |                         |                                      |                            |
|--|---------|----------------------|-----------|------------------|-------------------------|--------------------------------------|----------------------------|
| Class                                      | Section | Days & Times         | Room      | Instructor       | Meeting Dates           | Status                               | View Books                 |
| 11411                                      | 01-LEC  | MoWe 7:30PM - 9:35PM | BDC 155B  | Harley Pinson    | 01/05/2015 - 03/21/2015 | <span style="color: green;">●</span> | <a href="#">VIEW BOOKS</a> |
| ACCT 301 - Intermediate Accounting II      |         |                      |           |                  |                         |                                      |                            |
| Class                                      | Section | Days & Times         | Room      | Instructor       | Meeting Dates           | Status                               | View Books                 |
| 12486                                      | 30-LEC  | TuTh 5:15PM - 7:20PM | AV100 119 | Burton Armstrong | 01/05/2015 - 03/21/2015 | <span style="color: green;">●</span> | <a href="#">VIEW BOOKS</a> |
| ACCT 303 - Managerial Accounting           |         |                      |           |                  |                         |                                      |                            |
| Class                                      | Section | Days & Times         | Room      | Instructor       | Meeting Dates           | Status                               | View Books                 |
| 12372                                      | 01-LEC  | TuTh 5:15PM - 7:20PM | BDC 264B  | Di Wu            | 01/05/2015 - 03/21/2015 | <span style="color: green;">●</span> | <a href="#">VIEW BOOKS</a> |
| ACCT 325 - Fundamentals of Tax-Individuals |         |                      |           |                  |                         |                                      |                            |
| Class                                      | Section | Days & Times         | Room      | Instructor       | Meeting Dates           | Status                               | View Books                 |
| 11414                                      | 01-LEC  | TuTh 5:15PM - 7:20PM | BDC 165B  | Harvey McCown    | 01/05/2015 - 03/21/2015 | <span style="color: green;">●</span> | <a href="#">VIEW BOOKS</a> |

### Searching by Days of Week

This search method allows you to find courses that meet on specific days of the week.

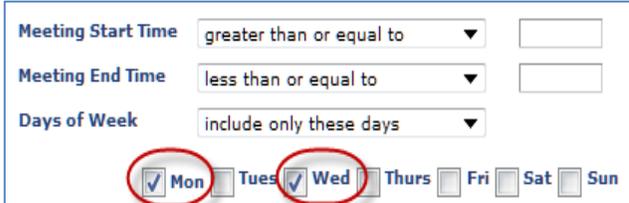
1. If you wanted to search for Accounting Courses that meet on Mondays and Wednesdays,

- Select your **Institution**, such as *Cal State Univ., Bakersfield*
- Select your desired **Term**, such as *Winter 2015*
- In the **Course Subject**, select your desired subject, such as *Accounting*
- Select your **Course Career**, such as *Undergraduate*
- Check the **Show Open Classes Only**
- Click the arrow for **Additional Search Criteria**



2. When the **Additional Search Criteria** appears,

- In **Day of Week**, select the operator, such as *include only these days*
- Check the appropriate days of the week, such as *Mon and Wed*
- Click the **SEARCH** button.



3. The results provide a list of Accounting classes offered on Mondays and Wednesdays.



### Searching by Instructor

This search method allows you to find courses offered by a specific instructor.

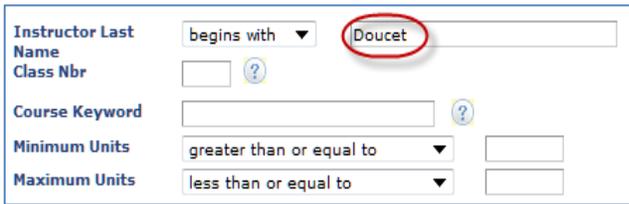
1. If you wanted to search for Accounting Courses offered Professor Doucet.

- Select your **Institution**, such as *Cal State Univ., Bakersfield*
- Select your desired **Term**, such as *Winter 2015*
- In the **Course Subject**, select your desired subject, such as *Accounting*
- Select your **Course Career**, such as *Undergraduate*
- Check the **Show Open Classes Only**
- Click the arrow for **Additional Search Criteria**



2. When the **Additional Search Criteria** appears,

- In **Instructor Last Name**, select the operator, such as *begins with*
- Type in the instructor's last name, such as *Doucet*
- Click the **SEARCH** button.



3. The results provide a list of Accounting classes taught by Professor Doucet.

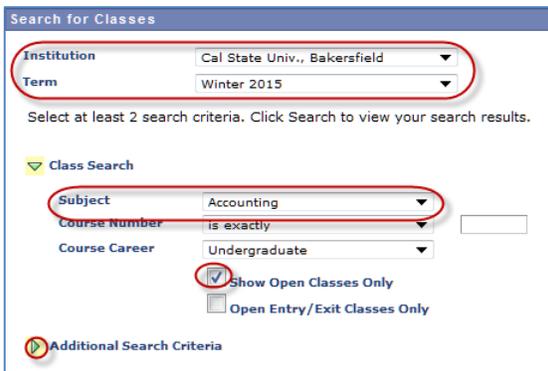


### Searching by Class Nbr

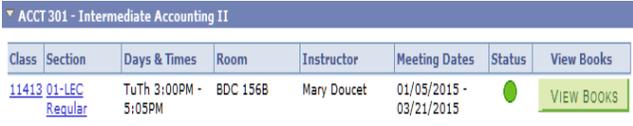
This search method allows you to search for course based on its class number (CRN).

1. If you wanted to search for a course using the class number (CRN),

- Select your **Institution**, such as *Cal State Univ., Bakersfield*
- Select your desired **Term**, such as *Winter 2015*
- In the **Course Subject**, select your desired subject, such as *Accounting*
- Select your **Course Career**, such as *Undergraduate*
- Check the **Show Open Classes Only**
- Click the arrow for **Additional Search Criteria**

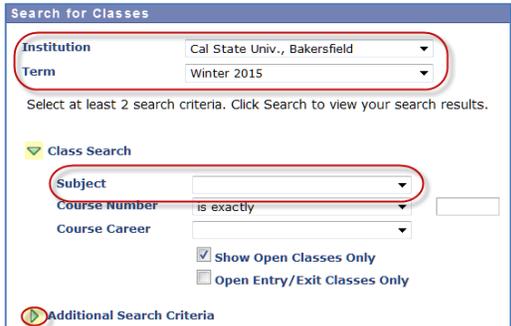
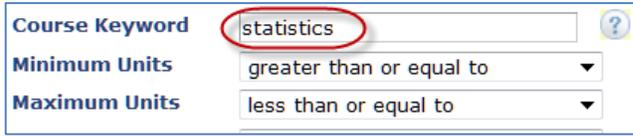
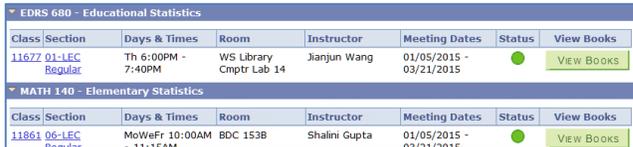




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| <p>2. When the <b>Additional Search Criteria</b> appears,</p> <ul style="list-style-type: none"> <li>In <b>Class Nbr</b>, enter the class number (CRN), such as 11413</li> <li>Click the <b>SEARCH</b> button.</li> </ul> |  |
| <p>3. The results will show the desired course.</p>   |  |

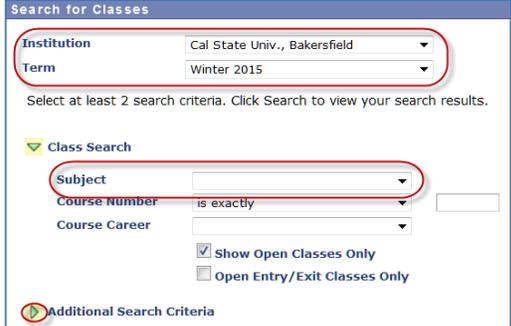
### Searching by Course Title Keyword

This method allows you to search for a course based on a word in its course title.

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| <p>1. If you wanted to search for courses that have statistics in its title,</p> <ul style="list-style-type: none"> <li>Select your <b>Institution</b>, such as <i>Cal State Univ., Bakersfield</i></li> <li>Select your desired <b>Term</b>, such as <i>Winter 2015</i></li> <li>In the <b>Course Subject</b>, leave blank</li> <li>Select your <b>Course Career</b>, such as <i>Undergraduate</i></li> <li>Check the <b>Show Open Classes Only</b></li> <li>Click the arrow for <b>Additional Search Criteria</b></li> </ul> |    |
| <p>2. When the <b>Additional Search Criteria</b> appears,</p> <ul style="list-style-type: none"> <li>In <b>Course Keyword</b>, enter the desired word, such as statistics</li> <li>Click the <b>SEARCH</b> button.</li> </ul>  |  |
| <p>3. The results will show the courses that have statistics in their course titles.</p>   |  |

### Searching by Units (Minimum or Maximum)

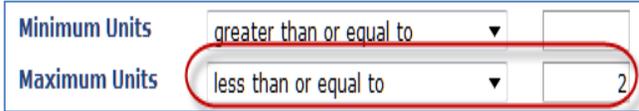
You can search for courses based on the number of units. This method is helpful for students, who need to meet minimum unit requirements for financial aid or other programs.

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| <p>1. If you wanted to search for 2-unit courses,</p> <ul style="list-style-type: none"> <li>Select your <b>Institution</b>, such as <i>Cal State Univ., Bakersfield</i></li> <li>Select your desired <b>Term</b>, such as <i>Winter 2015</i></li> <li>In the <b>Course Subject</b>, leave blank</li> <li>Select your <b>Course Career</b>, such as <i>Undergraduate</i></li> <li>Check the <b>Show Open Classes Only</b></li> <li>Click the arrow for <b>Additional Search Criteria</b></li> </ul> |  |
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2. When the **Additional Search Criteria** appears,

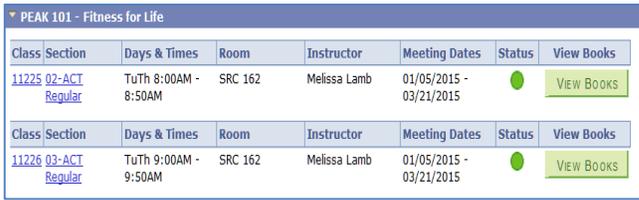
- In **Maximum units**, select the operator, such as *less than or equal to*
- Enter the desired number of units, such as 2
- Click the **SEARCH** button.



3. The results provide a list of the open 2-unit courses.

If receive the message below, refine your search criteria by selecting a subject.

⚠ Your search will exceed the maximum limit of 250 sections. Specify additional criteria to continue.

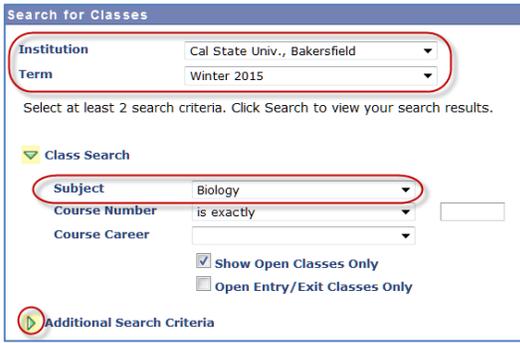


### Searching by Course Component

You can find courses that offer specific components, such as labs, activities, etc. This method is helpful for students, who need to add a lab or activity section for an existing lecture or discussion course.

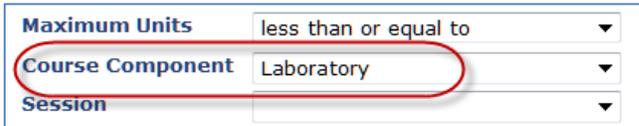
1. If you wanted to search for laboratory sections,

- Select your **Institution**, such as *Cal State Univ., Bakersfield*
- Select your desired **Term**, such as *Winter 2015*
- In the **Course Subject**, select your desired subject, such as *Biology*
- Select your **Course Career**, such as *Undergraduate*
- Check the **Show Open Classes Only**
- Click the arrow for **Additional Search Criteria**

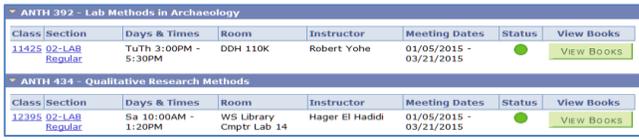


2. When the **Additional Search Criteria** appears,

- In **Course Component**, select the desired component, such as *Laboratory*
- Click the **SEARCH** button.



3. The results provide a list of all the sections that met your Course Component criteria.

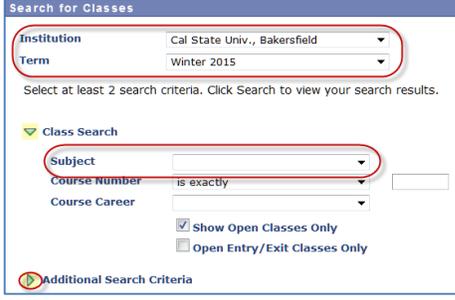


### Searching by Session

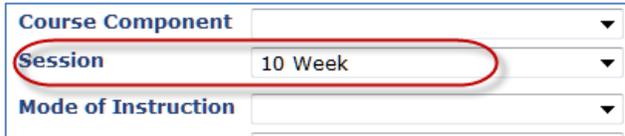
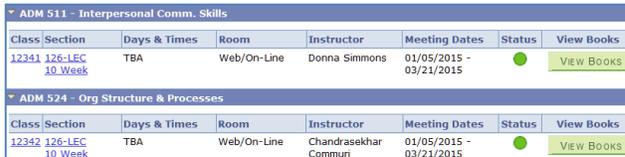
You can search for courses by session. This method is helpful if a student was looking for courses offered by Extended University Division (EUD) or for Early Start Programs.

1. If you wanted to search for EUD courses,

- Select your **Institution**, such as *Cal State Univ., Bakersfield*
- Select your desired **Term**, such as *Winter 2015*
- In the **Course Subject**, leave blank
- Select your **Course Career**, such as *Undergraduate*
- Check the **Show Open Classes Only**
- Click the arrow for **Additional Search Criteria**

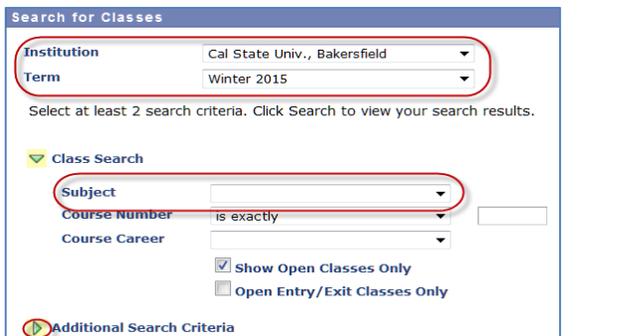
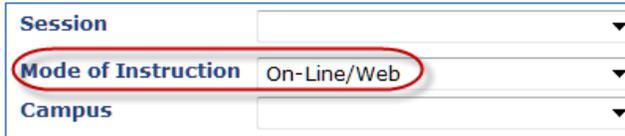




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| <p>2. When the <b>Additional Search Criteria</b> appears,</p> <ul style="list-style-type: none"> <li>In <b>Session</b>, select the desired session, such as <i>10 Week</i></li> <li>Click the <b>SEARCH</b> button.</li> </ul> |  |
| <p>3. The results provide a list of the courses that met your Session criteria.</p>  |  |

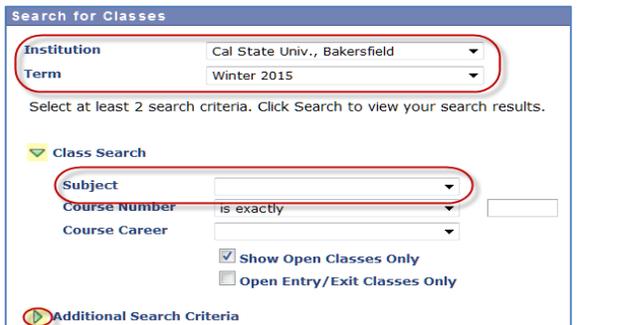
### Searching by Mode of Instruction

You can search for courses based on their mode of instruction. This method is helpful if a student wants to take online or face-to-face courses only.

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| <p>1. If you wanted to search for online/web courses,</p> <ul style="list-style-type: none"> <li>Select your <b>Institution</b>, such as <i>Cal State Univ., Bakersfield</i></li> <li>Select your desired <b>Term</b>, such as <i>Winter 2015</i></li> <li>In the <b>Course Subject</b>, leave blank</li> <li>Select your <b>Course Career</b>, such as <i>Undergraduate</i></li> <li>Check the <b>Show Open Classes Only</b></li> <li>Click the arrow for <b>Additional Search Criteria</b></li> </ul> |   |
| <p>2. When the <b>Additional Search Criteria</b> appears,</p> <ul style="list-style-type: none"> <li>In <b>Mode of Instruction</b>, select the desired instruction mode, such as <i>On-Line/Web</i></li> <li>Click the <b>SEARCH</b> button.</li> </ul>   |  |
| <p>3. The results provide a list of the courses that met your instruction mode criteria.</p>  |  |

### Searching by Location

You can search for courses based on their location. This method is helpful if a student wants to take courses at the Antelope Valley location only.

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| <p>1. If you wanted to search for courses offered at Antelope Valley,</p> <ul style="list-style-type: none"> <li>Select your <b>Institution</b>, such as <i>Cal State Univ., Bakersfield</i></li> <li>Select your desired <b>Term</b>, such as <i>Winter 2015</i></li> <li>In the <b>Course Subject</b>, leave blank</li> <li>Select your <b>Course Career</b>, such as <i>Undergraduate</i></li> <li>Check the <b>Show Open Classes Only</b></li> <li>Click the arrow for <b>Additional Search Criteria</b></li> </ul> |  |
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| <p>2. When the <b>Additional Search Criteria</b> appears,</p> <ul style="list-style-type: none"> <li>In <b>Location</b>, select the desired location, such as <i>Antelope Valley</i></li> <li>Click the <b>SEARCH</b> button.</li> </ul> |  |
| <p>3. The results provide a list of the courses that met your location criteria.</p>   |  |

**Searching for a Specific General Education Courses**

You can search for courses that satisfy specific general education requirements by using the Course Attribute and Course Attribute Value criteria.

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| <p>1. If you wanted to search for courses that satisfy the GE requirement for Theme1: Natural Science and Technology,</p> <ul style="list-style-type: none"> <li>Select your <b>Institution</b>, such as <i>Cal State Univ., Bakersfield</i></li> <li>Select your desired <b>Term</b>, such as <i>Winter 2015</i></li> <li>In the <b>Course Subject</b>, select your desired subject, such as <i>Accounting</i></li> <li>Select your <b>Course Career</b>, such as <i>Undergraduate</i></li> <li>Check the <b>Show Open Classes Only</b></li> <li>Click the arrow for <b>Additional Search Criteria</b></li> </ul> |  |
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| <p>2. When the <b>Additional Search Criteria</b> appears,</p> <ul style="list-style-type: none"> <li>In <b>Course Attribute</b>, select the desired general education area, such as <i>Upper Division General Educ</i></li> <li>In <b>Course Attribute Value</b>, select the desired general education requirement, such as <i>Theme 1, Natrl Sci/Technology</i></li> <li>Click the <b>SEARCH</b> button.</li> </ul> |  |
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| <p>3. The results provide a list of the courses that met your general education criteria.</p> |  |
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