Class Search - Staff

1.	Navigate to **Self Service > Class Search**

2.	The **Search for Classes** page appears. To perform a basic search: • Select your **Institution**, such Cal State Univ., Bakersfield • Select your desired **Term**, such as Winter 2012 • Select your **Course Subject**, such as *Math* • Select your **Course Career**, such as *Undergraduate* • Check the **Show Open Classes Only** • Click SEARCH button	

3.	The **Search Results** page opens displaying the classes available. The first 3 sections of a course are shown. To see additional sections, click the **View All Sections** link. Helpful tips. • Your Search Criteria shows in blue • The Status legend shows the icons used for the class status • Click View All Sections to see additional sections, if available. • Click on the Section link to see Class Detail.	

4.	To search for another class, click the START A NEW SEARCH button.	