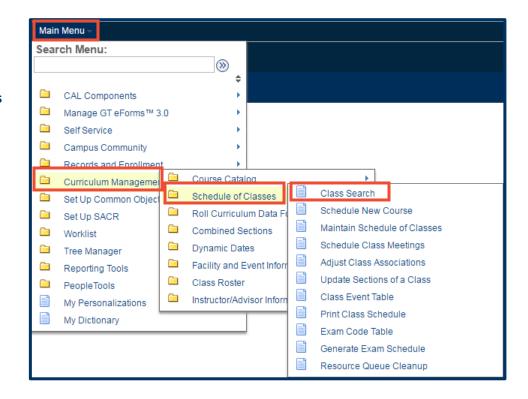
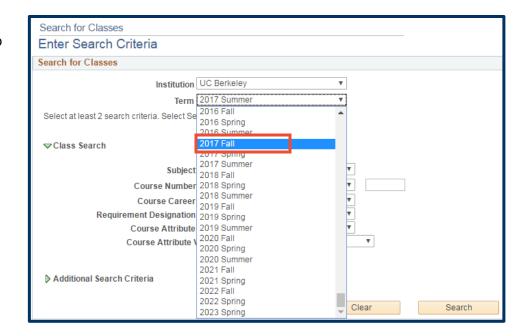
## **Searching for Classes**

The following steps show how to search for classes, but not change their configurations. Searches can be very specific or very broad, depending on the search criteria you use and the results you would like to see. In certain cases, such as for departmental schedulers, the options and results displayed may be limited by your security access.

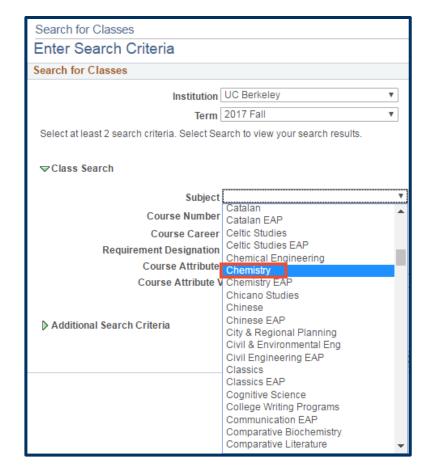
1. From the Main
Menu, navigate to:
Curriculum
Management >
Schedule of Classes
> Class Search.



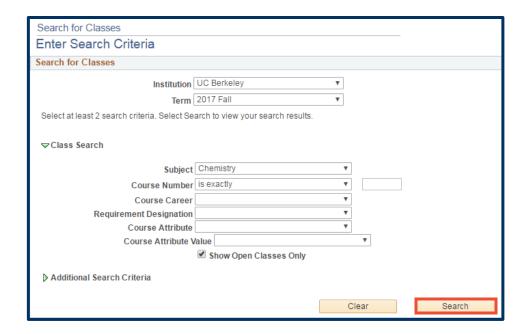
Select a semester from the Term drop down list.



3. Select a subject from the Subject drop-down list. If you know the exact course number, you could enter that as well.

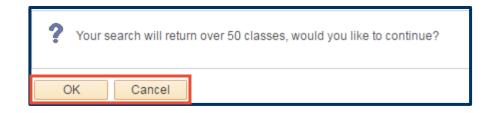


4. Click the Search button

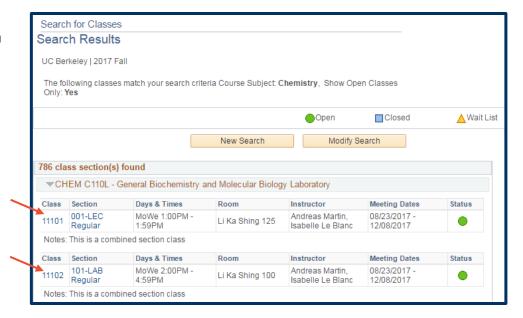


5. If you searched for a specific class you will be taken to that class. However, if your search is broad and returns more than 50 results, you may see a page asking you to confirm you'd like to see all the results.

You can cancel if you'd like to do a more specific search or click the **OK** button to continue.

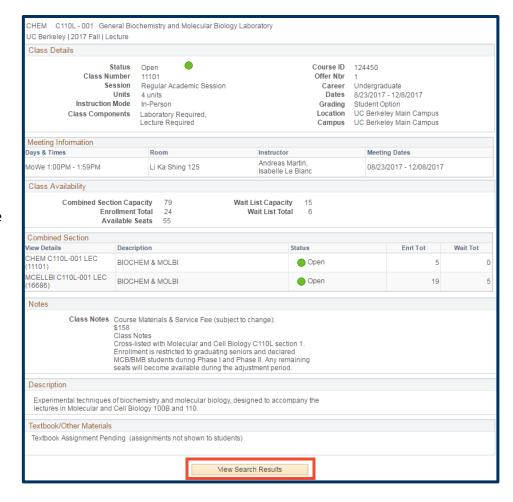


6. If you have more than one result you will see a list of classes. Click any classes you would like to view.

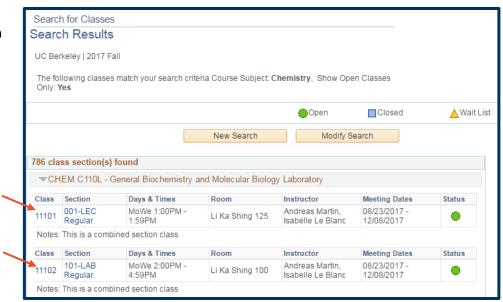


 The Class Detail page appears, with the information from the class you selected.

When you are finished viewing this class, you can click the View Search Results button at the bottom of the page to return to the list of search results.



You are returned to the main list and can continue to view other classes.



## **Support:**

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)
- Submit a ticket: https://shared-services-help.berkeley.edu/new\_ticket/it

For additional SIS resources, please visit:

http://sis.berkeley.edu/training