Searching for Classes from within CalCentral

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.

1. Log into CalCentral using your CalNet ID and passphrase. You arrive at the My Dashboard page.

2. Observe the Advising Resources section.

   Click the “Schedule of Classes — Scheduler View” link.
3. You will arrive at the **Search for Classes** page, where you may enter search criteria.

4. Observe the **Term** drop list. It should default to Fall 2016.
Basic Search

5. Select a subject from the **Subject** drop-list.

6. If you know the **Course Number**, you should enter it.
7. From the **Course Career** drop-list select the **Course Career** (GRAD, UGRD, LAW).

![CALCENTRAL](image1)

8. Click the checkboxes, as needed.

![CALCENTRAL](image2)
9. Click the **Search** button.

10. If you searched for a specific class you will be shown that class in a search results window. However, if your search is broad and returns more than 50 results, you will 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.
If you have more than one result you will see a list of classes. Click any classes you would like to view.

**Status** shows whether a class is **Open**, **Closed**, or **Waitlisted**. (In this example, all are Open.)

**New Search** takes you back to the previous window and shows no search criteria.

**Modify Search** takes you back to the previous window, as well, with all the search criteria in place.
12. Once you have selected a class, the **Class Detail** page appears, with the information about the class you selected.

13. **Meeting Information** tells you meeting days, times, and dates.

14. Under **Class Availability**, you can see how many students are enrolled, what the wait list capacity is, and how many students are on the wait list.

15. 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.
16. You are returned to the Search Results window and can continue to view other classes. (16a.)

Or you can start a New Search or Modify Search. (16b)
17. Clicking on the Additional Search Criteria drop-arrow allows you to further configure your search, or search for criteria other than Term, Subject, Course Number, and Course Career.

In the example to the right, we are searching for a Fall 2016 undergraduate Linguistics course taught by an instructor whose last name begins with “Johnson” (open classes only).
These classes are the search results:

18. If you have finished all your searches, you can click the Return to My Dashboard link at the top, left of the window, to go back to your CalCentral My Dashboard.

Support:

For questions or assistance, please contact Campus Shared Services IT.

- Call **510-664-9000** (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it