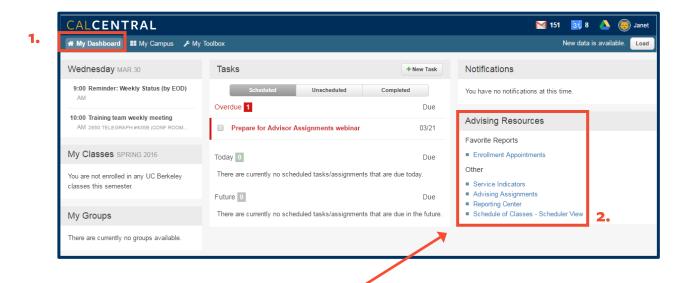# Searching for Classes from within CalCentral

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.

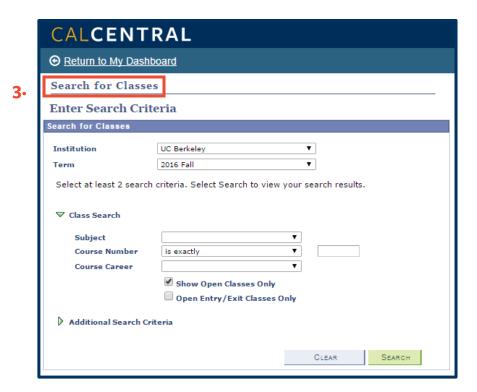2. Observe the **Advising Resources** section.
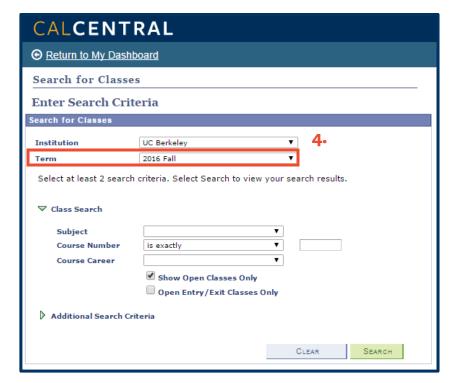
Click the "**Schedule of Classes** — **Scheduler View**" link.

3. You will arrive at the **Search for Classes** page, where you may enter search criteria.

3.

CALCENTRAL

⊖ Return to My Dashboard

Search for Classes

Enter Search Criteria

Search for Classes	
Institution	UC Berkeley ▼
Term	2016 Fall ▼

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

▽ Class Search

Subject	▼
Course Number	is exactly ▼
Course Career	▼

☑ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▷ Additional Search Criteria

CLEAR   SEARCH

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

CALCENTRAL

⊖ Return to My Dashboard

Search for Classes

Enter Search Criteria

Search for Classes	
Institution	UC Berkeley ▼
Term	2016 Fall ▼

4.

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

▽ Class Search

Subject	▼
Course Number	is exactly ▼
Course Career	▼

☑ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▷ Additional Search Criteria

CLEAR   SEARCH

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**).

8. Click the checkboxes, as needed.

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.

11. 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.

CAL**CENTRAL**

⊖ Return to My Dashboard

Search for Classes

Search Results

UC Berkeley | 2016 Fall

The following classes match your search criteria Course Subject: **Psychology**, Course Number is exactly '**110**', Show Open Classes Only: **Yes**

🟢 Open   🟦 Closed   ⚠ Wait List

NEW SEARCH   MODIFY SEARCH

7 class section(s) found

PSYCH 110 – Introduction to Biological Psychology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
22359	001-LEC Regular	MoWe 1:00PM - 1:59PM	Requested General Assignment	Staff	08/24/2016 - 12/09/2016	🟢

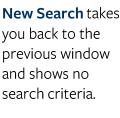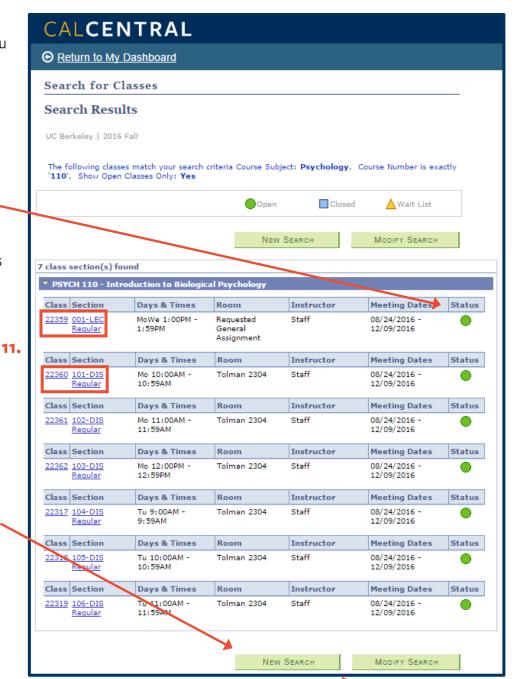| Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
22360	101-DIS Regular	Mo 10:00AM - 10:59AM	Tolman 2304	Staff	08/24/2016 - 12/09/2016	🟢

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
22361	102-DIS Regular	Mo 11:00AM - 11:59AM	Tolman 2304	Staff	08/24/2016 - 12/09/2016	🟢

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
22362	103-DIS Regular	Mo 12:00PM - 12:59PM	Tolman 2304	Staff	08/24/2016 - 12/09/2016	🟢

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
22317	104-DIS Regular	Tu 9:00AM - 9:59AM	Tolman 2304	Staff	08/24/2016 - 12/09/2016	🟢

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
22318	105-DIS Regular	Tu 10:00AM - 10:59AM	Tolman 2304	Staff	08/24/2016 - 12/09/2016	🟢

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
22319	106-DIS Regular	Tu 11:00AM - 11:59AM	Tolman 2304	Staff	08/24/2016 - 12/09/2016	🟢

NEW SEARCH   MODIFY SEARCH

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.

CALCENTRAL

⊕ Return to My Dashboard

Search for Classes

Class Detail

PSYCH 110 - 001   Introduction to Biological Psychology
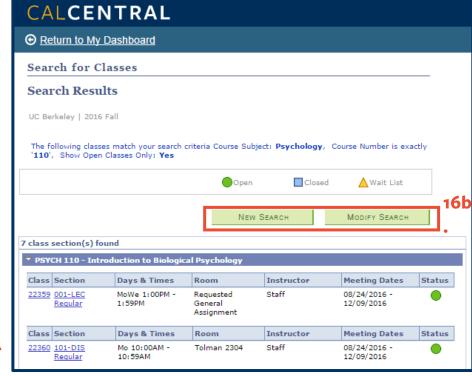UC Berkeley | 2016 Fall | Lecture

Class Details

Status	🟢 Open	Career	Undergraduate
Class Number	22359	Dates	8/24/2016 - 12/9/2016
Session	Regular Academic Session	Grading	Student Option
Units	3 units	Location	UC Berkeley Main Campus
Instruction Mode	In-Person		
Class Components	Discussion Required, Lecture Required		

13.

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 1:00PM - 1:59PM	Requested General Assignment	Staff	08/24/2016 - 12/09/2016

Enrollment Information

| Class Attributes | Biological Science |
| | Social & Behavioral Sciences |

14.

Class Availability

Class Capacity	225	Wait List Capacity	25
Enrollment Total	0	Wait List Total	0
Available Seats	225		

Description

Survey of relations between behavioral and biological processes. Topics include sensory and perceptual processes, neural maturation, natural bases of motivation, and learning.

VIEW SEARCH RESULTS

15.

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**. (**16.b**)

CALCENTRAL

⊙ Return to My Dashboard

Search for Classes

Search Results

UC Berkeley | 2016 Fall

The following classes match your search criteria Course Subject: **Psychology**, Course Number is exactly '**110**', Show Open Classes Only: **Yes**

| | ● Open | ☐ Closed | ⚠ Wait List |

16b

NEW SEARCH   MODIFY SEARCH

7 class section(s) found

▼ **PSYCH 110 - Introduction to Biological Psychology**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
22359	001-LEC Regular	MoWe 1:00PM - 1:59PM	Requested General Assignment	Staff	08/24/2016 - 12/09/2016	●

16a.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
22360	101-DIS Regular	Mo 10:00AM - 10:59AM	Tolman 2304	Staff	08/24/2016 - 12/09/2016	●

Additional Search Criteria

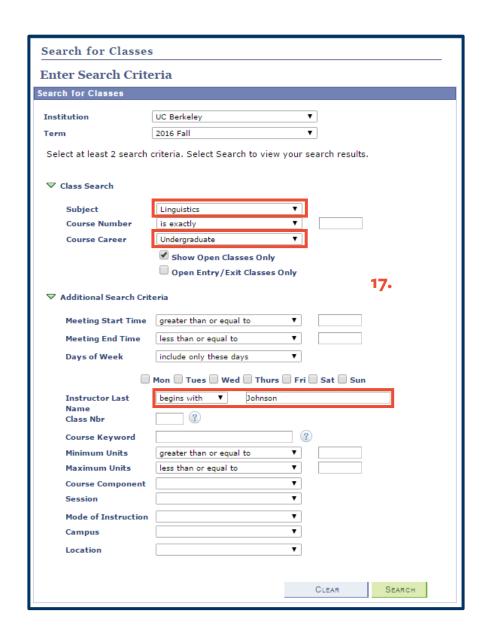17. Clicking on the **Additional Search Criteria** drop-arrow allows you to further configure your search, or search for criteria other than **Term**, **Subject**, **Course Number**, and **Course Career**.
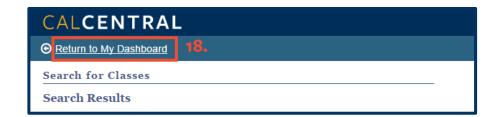
    In the example to the right, we are searching for a Fall 2016 undergraduate Linguistics course taught by an instructor whose last name begins with "Johnson" (open classes only).

Search for Classes

Enter Search Criteria

Search for Classes

Institution	UC Berkeley ▼
Term	2016 Fall ▼

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

▽ **Class Search**

Subject	Linguistics ▼	
Course Number	is exactly ▼	
Course Career	Undergraduate ▼	

☑ Show Open Classes Only
☐ Open Entry/Exit Classes Only

17.

▽ **Additional Search Criteria**

Meeting Start Time	greater than or equal to ▼	
Meeting End Time	less than or equal to ▼	
Days of Week	include only these days ▼	

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name	begins with ▼	Johnson
Class Nbr	⃞ ⓘ	
Course Keyword		ⓘ
Minimum Units	greater than or equal to ▼	
Maximum Units	less than or equal to ▼	
Course Component	▼	
Session	▼	
Mode of Instruction	▼	
Campus	▼	
Location	▼	

CLEAR   SEARCH

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: **sisshelp@berkeley.edu**
- Submit a ticket: **https://shared-services-help.berkeley.edu/new_ticket/it**