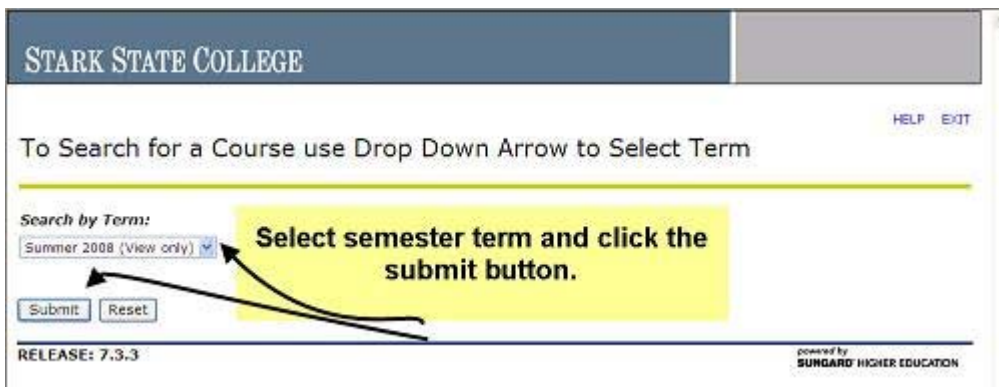


## How to Search for Available Semester Classes Using the *Course Information and Availability Search*

Using the *Course Information and Availability Search* you may find classes offered for a specific semester. When searching for available semester classes you can display all the classes for a specific subject or narrow your search. A subject must always be selected when searching for classes. If the subject is only selected, all classes that are available in that subject will be displayed. To narrow down your search and display fewer classes, any number of the optional fields can be selected. These fields consist of *Course Number, Title, Schedule Type, Credit Range, Campus, Course Level, Part of Term, Attribute Type, Start Time, End Time, and Days*. Below is a brief description of each of these fields, definitions for some of the search criteria, and examples for some of the options.

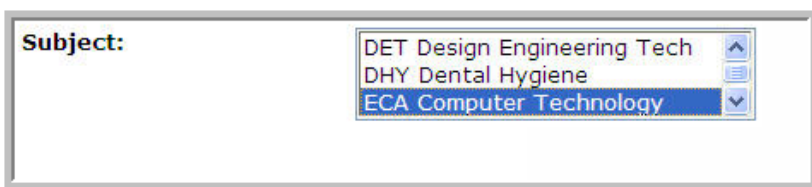
Click on the *Course Information and Availability Search* link and select the semester to view as indicated below:



At least one class *Subject* must be selected for the required search field.

### Required search fields:

**Subject:** Select the subject in which you wish to look up classes (reference figure 1).

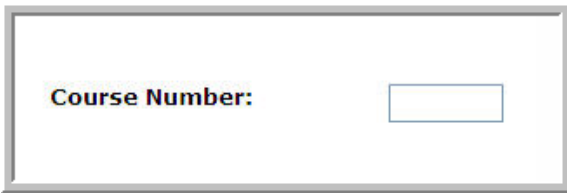


In this example all classes for *ECA Computer Technology* will be displayed.

Figure 1.

### Optional search fields:

**Course Number:** Enter the specific course number of the class you are looking up. For example, to look up ECA132 (Help Desk Concepts), select **ECA** in the **Subject** field above, and type **132** in the **Course Number** field (reference figure 2).

A rectangular form with a grey border. On the left, the text "Course Number:" is displayed in bold. To the right of this text is a small, empty rectangular input field.

In this example all 132 *ECA Computer Technology* classes will be displayed.

Figure 2.

**Title:** You can search by specific key words in a class title or the exact title (reference figure 3).

A rectangular form with a grey border. On the left, the text "Title:" is displayed in bold. To the right of this text is a larger, empty rectangular input field.

For example, typing in *windows* will bring up all classes under the selected *Subject* that contain the word *windows* in the title.

Figure 3.

**Schedule Type:** Change this field when looking for a specific type of class (reference figure 4). Below are descriptions of the different schedule types one may select.

- **Independent Study** – Classes setup between a student and specific division for individual needs.
- **Lab** – Lab based classroom environment.
- **Lecture** – Lecture based classroom environment.
- **Lecture/Lab** – A class with both Lecture and Lab portions.
- **W2 (Web/Lecture)** – W2 are **Web-Enabled** courses in which you attend class 50 percent of the regularly scheduled class time and the rest of the time is replaced with Web-based learning.
- **W3 (Total Web)** – W3 are **Web-Delivered** courses in which the majority of classroom time is replaced with Web-based learning.

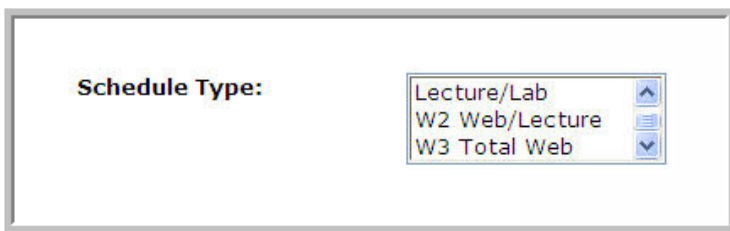
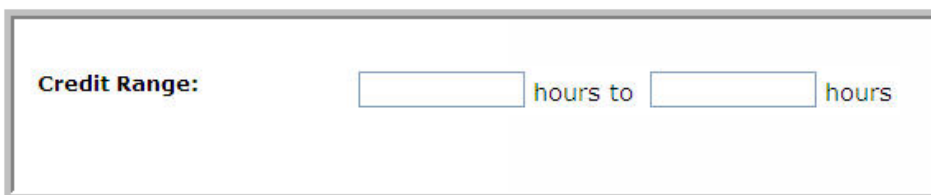
A rectangular form with a grey border. On the left, the text "Schedule Type:" is displayed in bold. To the right of this text is a dropdown menu. The dropdown menu is open, showing three options: "Lecture/Lab", "W2 Web/Lecture", and "W3 Total Web". Each option has a small blue arrow icon to its right.

Figure 4.

**Credit Range:** Enter numbers to look for classes that are worth a specific amount of credit hours (reference figure 5).

A rectangular form with a grey border. On the left, the text "Credit Range:" is displayed in bold. To the right of this text are two empty rectangular input fields, followed by the text "hours to", followed by another empty rectangular input field, and finally the text "hours".

For example, entering 3 hours to 3 hours will show all classes in the selected *Subject* that are worth 3 credit hours.

Figure 5.

**Campus:** Select which campus to search for classes (reference figure 6).

Campus:

- Downtown Canton
- Main
- Mercy Medical Center

In this example, the search will be limited to Main campus only.

Figure 6.

**Course Level:** Search for all or undergraduate classes (reference figure 7).

Course Level:

- All
- Undergraduate

Note: All Stark State classes are undergraduate classes.

Figure 7.

**Part of Term:** Use this option if you want to search for classes that are held during specific parts of the semester (reference figure 8).

Part of Term:  
Non-date based classes only

- All
- \*
- 1st 4 week session

This list is determined based upon the semester selected above.

Figure 8.

**Attribute Type:** Use this search option to display all classes or classes approved by the Transfer Assurance Guide (TAG) (reference figure 9).

Attribute Type:

- All
- TAG Approved Course

Approved TAG courses carry the guarantee that the courses and their credits will transfer and apply toward the major at any of Ohio's public institutions of higher education, provided the course was taken when the courses were equivalent.

Figure 9.

**Start Time, End Time, and Days:** Use these fields to find classes offered during specific days and/or times (reference figure 10).

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

This ends the optional search fields.

Figure 10.

Start Time:

End Time:

Days:



**Click *Class Search* button to start search.**