

How Do I Search for Classes?

Step 1: Click on the **Search for Classes** link.

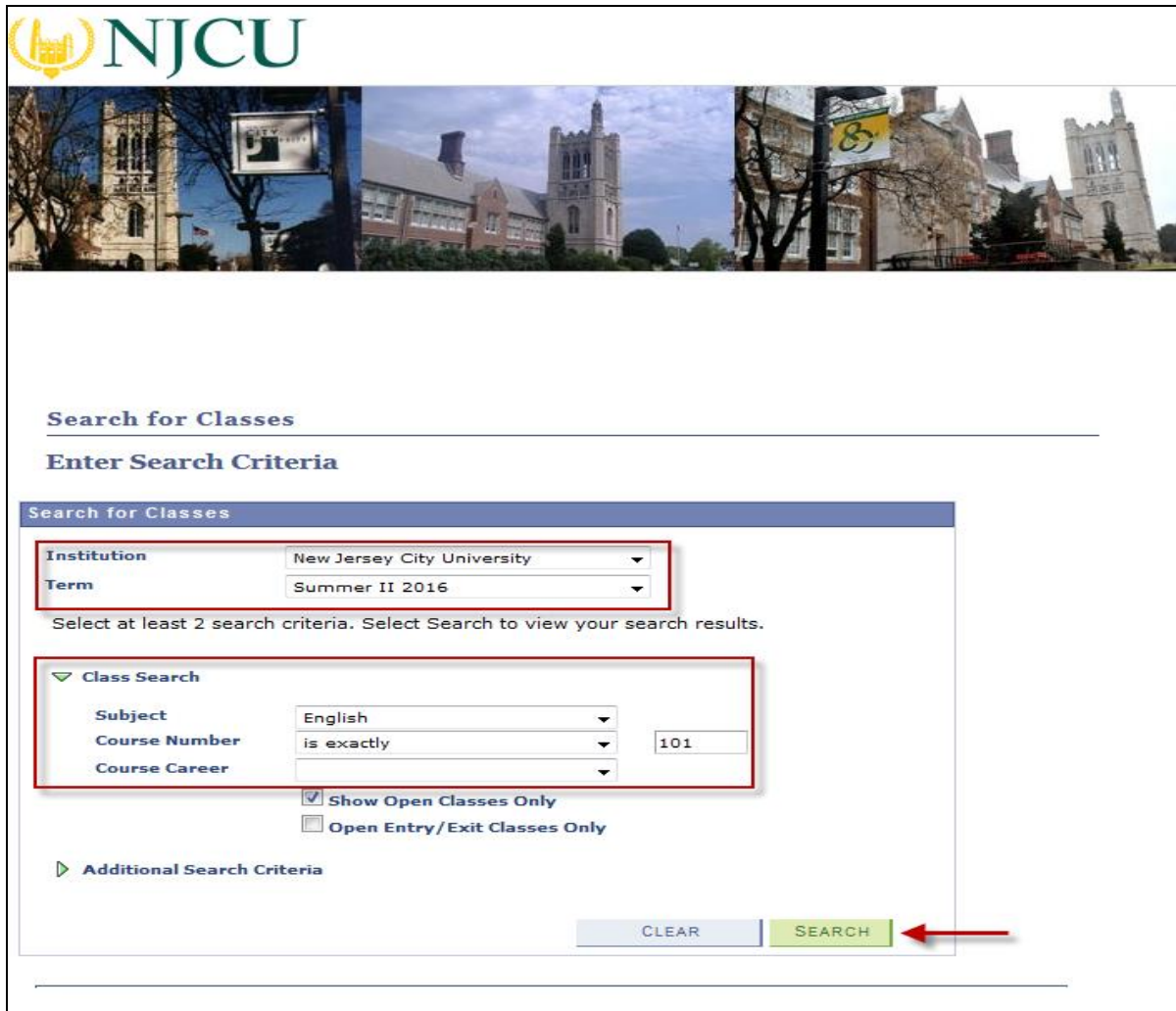
SEARCH FOR CLASSES

Step 2: Enter the Search Criteria (Institution and Term)

Step 3: Enter Class Search Criteria (Course Subject, Course Number and Course Career).

*If the course number is unknown, please click on the drop down arrow and select option greater than or equal to.

Step 4: Click on **SEARCH**.



The screenshot shows the NJCU Search for Classes web form. At the top is the NJCU logo and a banner image of the university campus. Below the banner is the title "Search for Classes" and the instruction "Enter Search Criteria". The form is divided into two main sections: "Institution and Term" and "Class Search".

Institution and Term: This section contains two dropdown menus. The "Institution" dropdown is set to "New Jersey City University" and the "Term" dropdown is set to "Summer II 2016". Below these is the instruction: "Select at least 2 search criteria. Select Search to view your search results."

Class Search: This section contains three dropdown menus: "Subject" (set to "English"), "Course Number" (set to "is exactly"), and "Course Career" (set to "101"). Below these is a checkbox labeled "Show Open Classes Only" which is checked, and a checkbox labeled "Open Entry/Exit Classes Only" which is unchecked.

Additional Search Criteria: This section is currently collapsed.

At the bottom of the form are two buttons: "CLEAR" and "SEARCH". A red arrow points to the "SEARCH" button.

Step 5: View the results based on the criteria that has been entered in Step 4.

Step 6: Click on the specific Class Number link (4 digit number) to view detailed information regarding the course.



Search for Classes

Search Results

New Jersey City University | Summer II 2016

The following classes match your search criteria Course Subject: **English**, Course Number is exactly '**101**', Show Open Classes Only: **Yes**

 Open

 Closed



 Wait List

NEW SEARCH

MODIFY SEARCH

2 class section(s) found



▼ ENGL 101 - English Composition I

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
9302	1-LEC Regular	TuTh 8:30AM - 1:45PM	TBA	TBA Staff	07/05/2016 - 08/08/2016	
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
9307	10-LEC Regular	Mo 8:30AM - 1:45PM Tu 8:30AM - 1:45PM	Karnoutsos 108 Karnoutsos 108	Barbara Hildner Barbara Hildner	07/05/2016 - 08/08/2016 07/05/2016 - 08/08/2016	

NEW SEARCH

MODIFY SEARCH

Step 7: View detailed information regarding the course. Click on [VIEW SEARCH RESULTS](#) to go back and view the search results.

ENGL 101 - 1 English Composition I

New Jersey City University | Summer II 2016 | Lecture

[View Books](#)

Class Details

Status	● Open	Career	Undergraduate
Class Number	9302	Dates	7/5/2016 - 8/8/2016
Session	Regular Academic Session	Grading	Graded
Units	4 units	Location	Main Campus
Class Components	Lecture Required	Campus	NJ City University Main Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:30AM - 1:45PM	TBA	TBA Staff	07/05/2016 - 08/08/2016

Enrollment Information

Add Consent	Instructor Consent Required
Enrollment Requirements	Prerequisite : Required to pass the Freshman Placement Test-English score with a 4 or higher OR Minimum Competency Essay Test with a score of 4 or higher.
Class Attributes	Day Class

Class Availability

Class Capacity	20	Wait List Capacity	0
Enrollment Total	1	Wait List Total	0
Available Seats	19		

Notes

Class Notes	AUR Pr Comp Exam
--------------------	------------------

Description

This is a freshman course required by the University of all students. This course is an introduction to and concentration on the basic communication skills of reading, writing, speaking, and listening.

Step 8: Once you are back to the Search Results page, you can click on [NEW SEARCH](#) to perform a new class search or click on [MODIFY SEARCH](#) to modify the class search criteria that was previously entered.

The process is complete.