

How Do I Search for Classes as a Prospective Student?

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

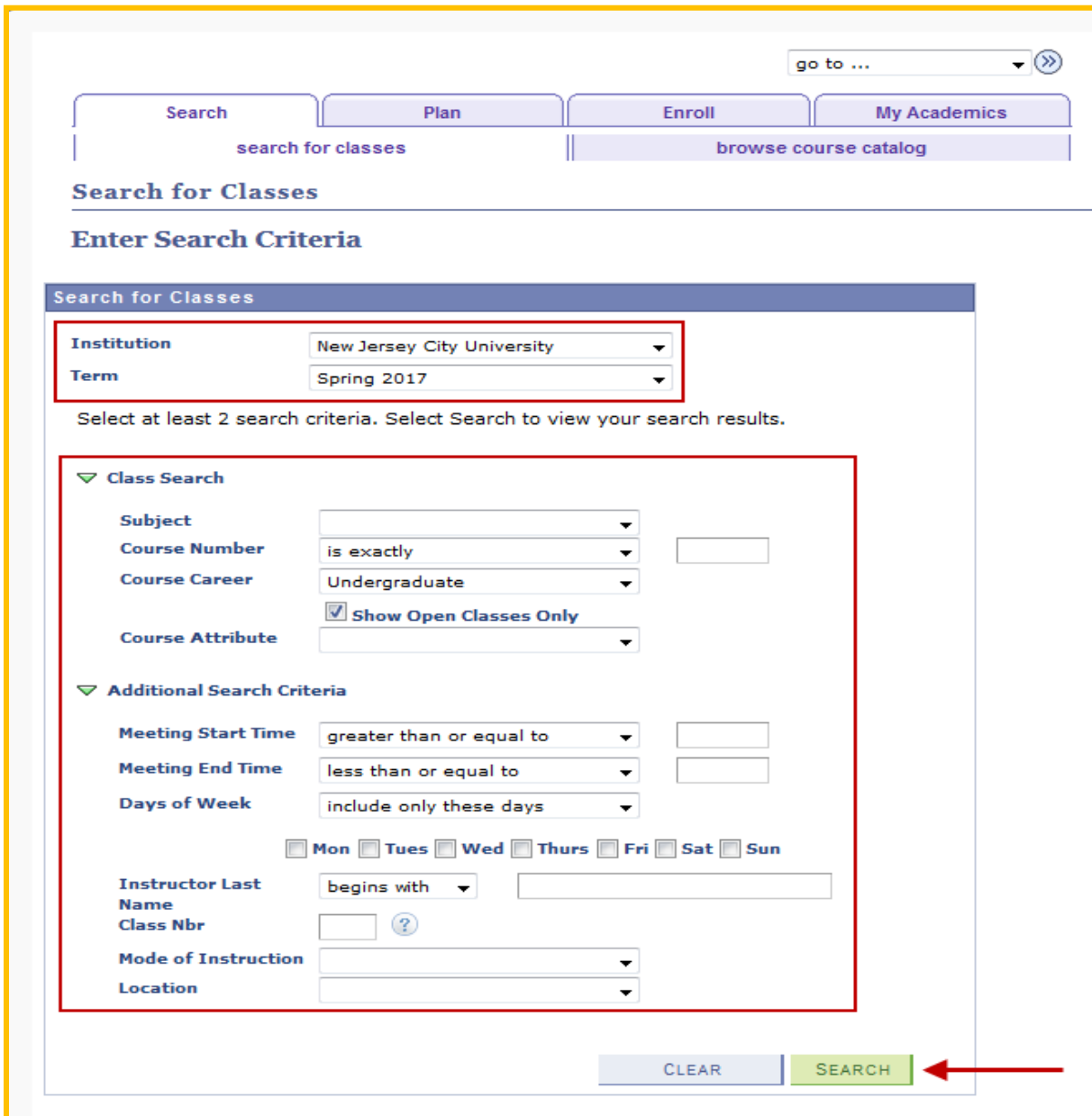
SEARCH FOR CLASSES

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 'Search for Classes' web interface. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these, there are two buttons: 'search for classes' and 'browse course catalog'. The main heading is 'Search for Classes', followed by 'Enter Search Criteria'. The search form is divided into two sections: 'Class Search' and 'Additional Search Criteria'. The 'Class Search' section includes fields for 'Institution' (New Jersey City University), 'Term' (Spring 2017), 'Subject', 'Course Number' (with a dropdown set to 'is exactly'), 'Course Career' (Undergraduate), and a checked checkbox for 'Show Open Classes Only'. The 'Additional Search Criteria' section includes fields for 'Meeting Start Time' (greater than or equal to), 'Meeting End Time' (less than or equal to), 'Days of Week' (include only these days), and checkboxes for days of the week (Mon, Tues, Wed, Thurs, Fri, Sat, Sun). There are also fields for 'Instructor Last Name' (begins with), 'Class Nbr', 'Mode of Instruction', and 'Location'. At the bottom right, there are 'CLEAR' and 'SEARCH' buttons, with a red arrow pointing 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.