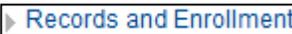


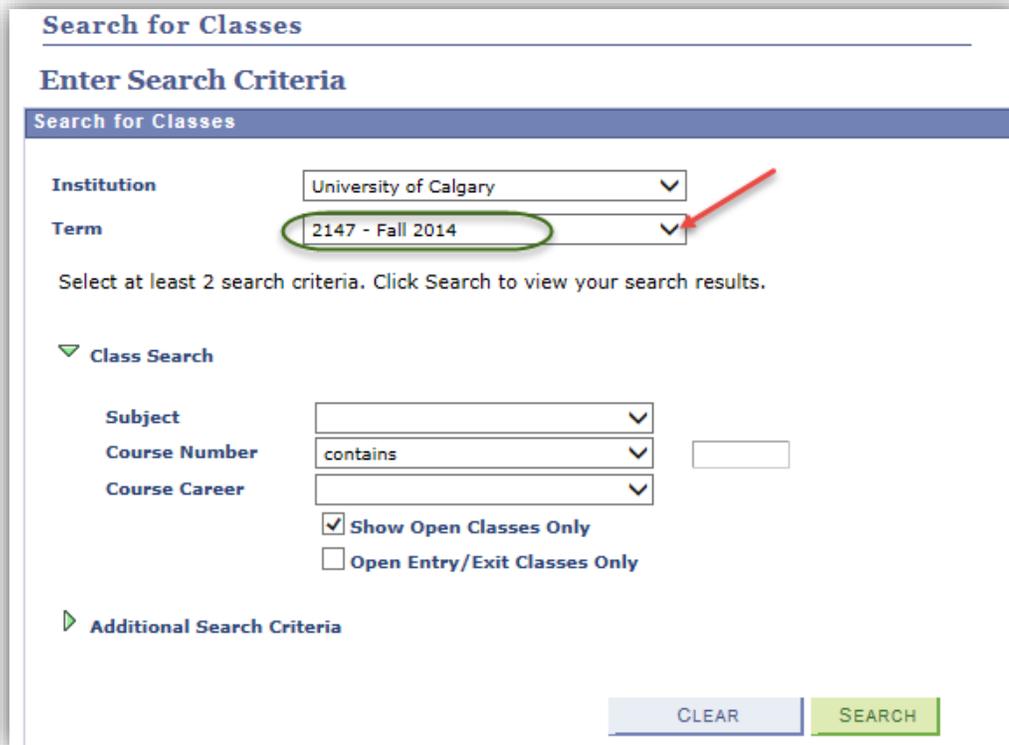
This explains how to Search for Classes. This component/page is found in many locations in PeopleSoft; however the process is the same.

1. Click the **Records and Enrollment** link.

2. Click the **Enroll Students** link.

3. Click the **Search for Classes** link.

4. The term will automatically default to the current term (e.g. 2147 - Fall 2014). You can change the term by clicking on the Term drop down list.

Click the **Term** list.

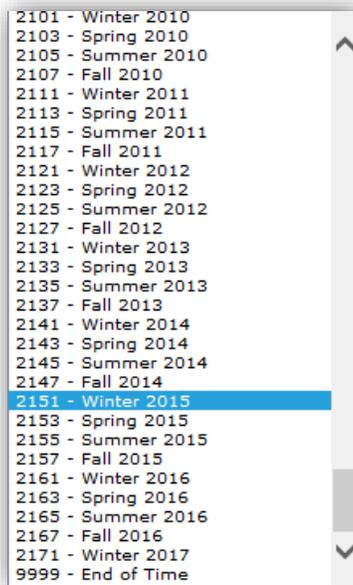


The screenshot shows the 'Search for Classes' form. At the top, it says 'Search for Classes' and 'Enter Search Criteria'. Below this is a section titled 'Search for Classes' with two dropdown menus: 'Institution' set to 'University of Calgary' and 'Term' set to '2147 - Fall 2014'. A red arrow points to the 'Term' dropdown. Below these is the instruction: 'Select at least 2 search criteria. Click Search to view your search results.' Underneath is a section titled 'Class Search' with three dropdown menus: 'Subject', 'Course Number' (set to 'contains'), and 'Course Career'. There are also two checkboxes: 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). At the bottom, there is a section titled 'Additional Search Criteria' and two buttons: 'CLEAR' and 'SEARCH'.

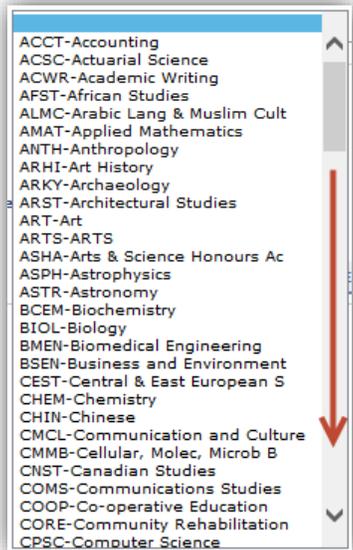
Search for Classes

SA - Registration

5. Select an alternate term (e.g. 2151 – Winter 2015).



6. Click the **Subject** list. A list of subjects will display. Scroll down to select the applicable subject or type the letter (e.g. A for Accounting - ACCT-Accounting). Click the **ACCT-Accounting** list item.

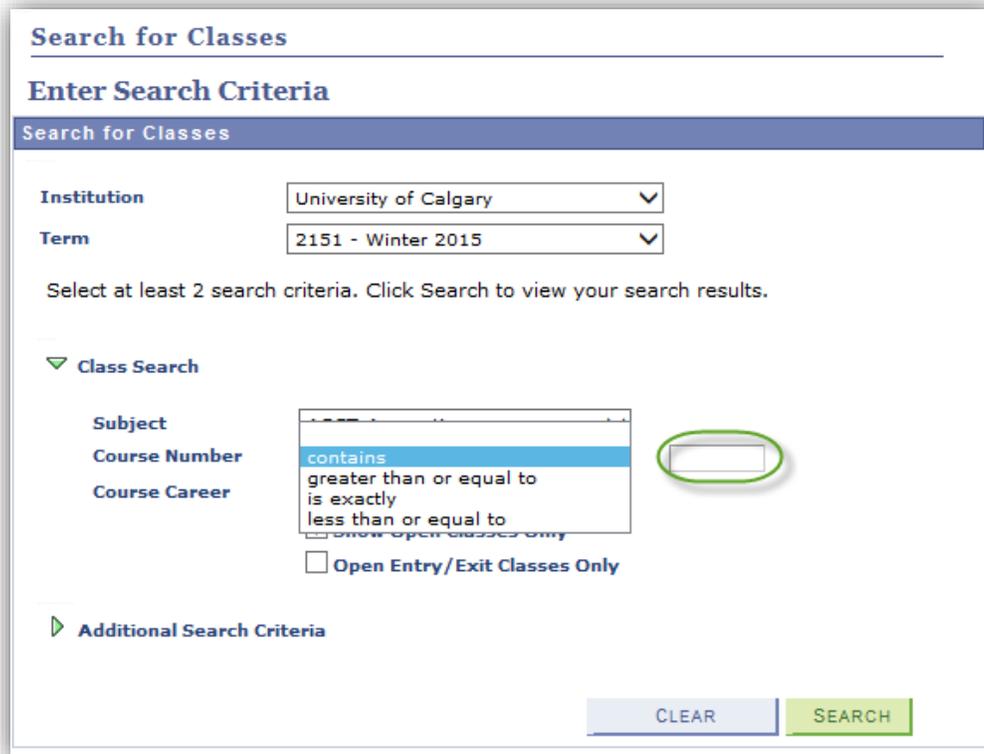


7. The course number may be entered and If desired, optional search criteria may be entered for the course number.

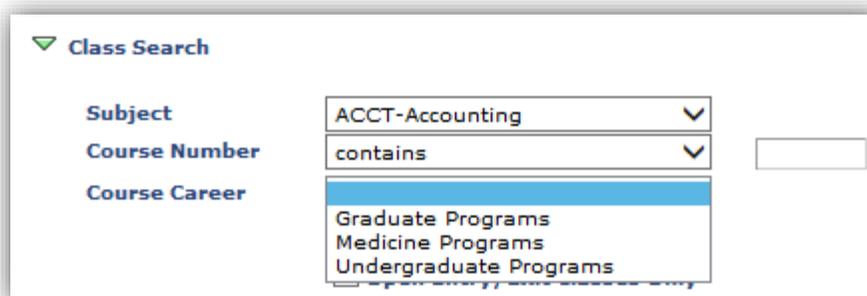
Click the **Course Number** list.



8. If desired, select one of the operands; contains, greater than or equal to, is exactly, less than or equal to. If nothing is selected it will default to **contains**.



9. Click the **Course Career** list. There are three careers at the University of Calgary (Graduate, Medicine and Undergraduate). For example select Undergraduate Programs. Click the **Undergraduate Programs** list item.



Search for Classes

SA - Registration



10. Other options include **Show Open Classes Only** and **Open Entry/Exit Classes Only** to help refine your search.

Show Open Classes Only
 Open Entry/Exit Classes Only

11. Click the **Additional Search Criteria** button. Additional Search Criteria allows additional options to further refine your search; such as specific meeting times, days of the week, instructors, class number, maximum and minimum units, etc. Once you have completed the search criteria, press **Search**.

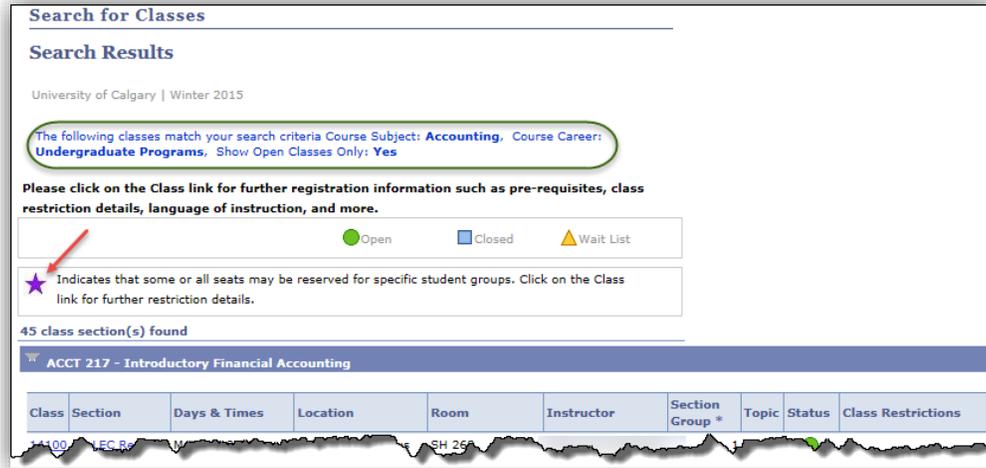
Click the **Search** button.

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
- 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

12. The search results are displayed based on criteria indicated. The class number, section, days and times, room location, instructor details are displayed (names removed for FOIP purposes). Note: The purple star indicates class restrictions for various reasons.



Search for Classes

Search Results

University of Calgary | Winter 2015

The following classes match your search criteria Course Subject: **Accounting**, Course Career: **Undergraduate Programs**. Show Open Classes Only: **Yes**

Please click on the **Class link** for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

Open
 Closed
 Wait List

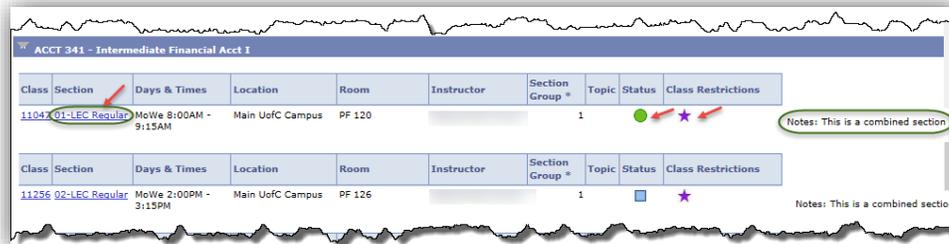
☆ Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

45 class section(s) found

ACCT 217 - Introductory Financial Accounting

Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Status	Class Restrictions
1100	LEC 6	W	Main UofC Campus	SH 265				Open	

13. For this example Acct 341 Lecture 01 has restrictions and is part of a combined sections class.



ACCT 341 - Intermediate Financial Acct I

Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Status	Class Restrictions
1104	01-LEC Regular	MoWe 8:00AM - 9:15AM	Main UofC Campus	PF 120		1		Open	☆
11256	02-LEC Regular	MoWe 2:00PM - 3:15PM	Main UofC Campus	PF 126		1		Closed	☆

Notes: This is a combined section

14. Click the on the Section link (e.g. **01-LEC Regular**) to view the class details. Class Details contain the specifics of the class including Enrollment Information. Of particular importance are the prerequisites for enrollment to the class. Displayed are the specifics related to the class

Search for Classes

SA - Registration



availability. The Class Restrictions (purple star) information is also displayed.

Class Detail

ACCT 341 - 01 Intermediate Financial Acct I
University of Calgary | Winter 2015 | Lecture

Class Details

Status	Open	Course ID	100021
Class Number	11047	Offer Nbr	1
Session	Regular Academic	Career	Undergraduate Programs
Units	3 units	Dates	2015/1/12 - 2015/4/15
Class Components	Lecture Required, Tutorial Required	Grading	Graded
		Location	Main UofC Campus
		Campus	University of Calgary

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 8:00AM - 9:15AM	PF 120		2015/01/12 - 2015/04/15

Enrollment Information

Enrollment Requirements PREREQUISITE: Admission to the Haskayne School of Business, ACCT 217 or 317, and 323. (Please see Calendar Description for more information)

Class Restrictions

Restriction Nbr	Start Date	End Date	Reserved Seats	Description
1	2014/04/01	2014/07/25	51	Restricted to ACCT students only.

Class Availability

Combined Section Capacity	60	Wait List Capacity	0
Enrollment Total	55	Wait List Total	0
Available Seats	5		

15. Scroll down the page to view the combined sections detail; which sections are combined (e.g. ACCT 341 and 641); class description based on the course catalog including any pre/co and/or antirequisites. Textbook/Other Materials are not used. Click the **View Search Results** button to navigate back to Search Results.

Class Restriction

Restriction Nbr	Start Date	End Date	Reserved Seats	Description
1	2014/04/01	2014/07/25	51	Restricted to ACCT students only.

Class Availability

Combined Section Capacity	60	Wait List Capacity	0
Enrollment Total	55	Wait List Total	0
Available Seats	5		

Combined Section

View Details	Description	Status	Enrl Tot	Wait Tot
ACCT 341-01 LEC (11047)	Intermediate Financial Acct I	Open	55	0
ACCT 641-01 LEC (12359)	Intermediate Fnce ACCT I	Open	0	0

Description

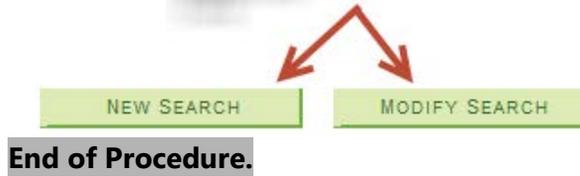
Financial accounting from a producer point of view. Topics include cash, receivables, inventories, short and long-term investments, intangible assets and capital assets including the appropriate financial statement considerations.
Prerequisites: Admission to the Haskayne School of Business, Accounting 217 or 317, and 323.

Textbook/Other Materials

Textbooks to be determined **X**

VIEW SEARCH RESULTS

16. To begin another Search select **MODIFY SEARCH** or **NEW SEARCH**.



End of Procedure.

For the corresponding online learning, consult: www.ucalgary.ca/ittraining