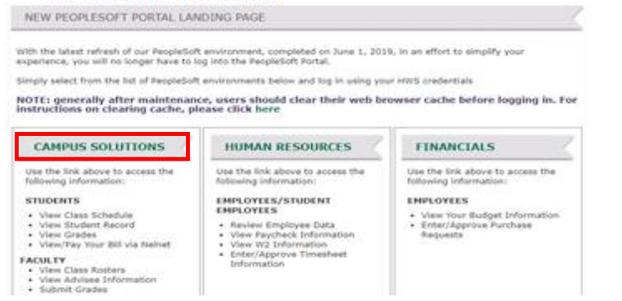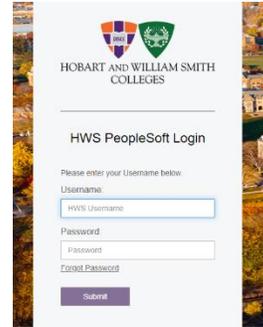# Reserve Seating Information

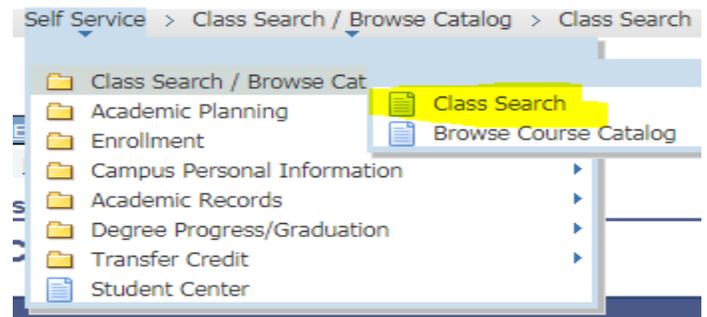1. Go to HWS Peoplesoft Portal Landing Page and click on Campus Solutions

2. Enter your username and password

3. A new window should appear. Click on Main Menu

4. Click on Self Service, then Class Search/Browse Catalogue, then Class Search

4. You should then select at least two criteria for a search, Subject, Days of Week, or Meeting Time

Click on "search," this page will lists all the courses that are still open meeting your criteria
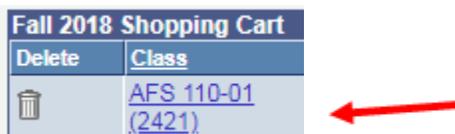
5. If a course has reserve seating limits the yellow icon below will show

The error message below will appear if the course has reserve seats for a class level that is different than yours

6. To see who the seats are reserved for clink on hyperlink below

7. By clicking on hyperlink below you will be able to see who the seats are reserved for

Number of Reserved Seats 15