

Campus Solutions

For Faculty: Browsing the Course Catalog

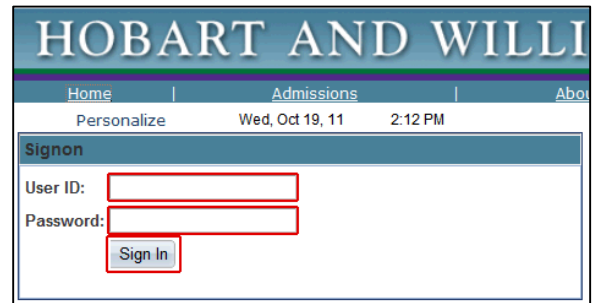
These instructions introduce you to the Faculty Center and highlight some of the features.

To browse the course catalog:

1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



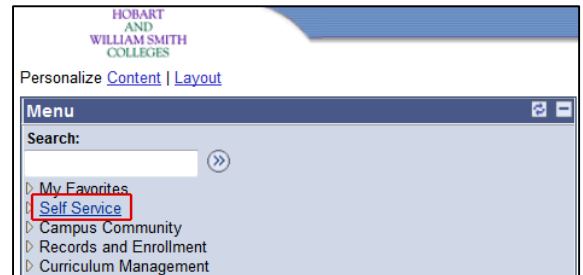
3. On the menu, click **Campus Solutions**



4. Click on **Self Service**

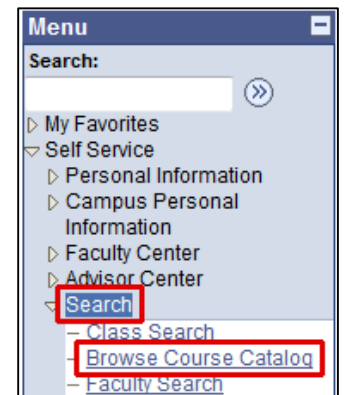
After you make a selection from the main PeopleSoft menu, the menu expands, and the area to the right of it displays selections that provide an alternate way to navigate in PeopleSoft.

Note that the menu choices are the same for both areas.



5. Click **Search**

6. Click **Browse Course Catalog**



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The browse course catalog tab displays in the Search tab.

This tab displays all courses in the catalog alphabetically by subject and then numerically by course number. You can browse by scrolling from the beginning or by clicking on the letter or number links.

7. Click the link for one of the **letters**

The screenshot shows the 'Browse Course Catalog' page. At the top, there are navigation tabs: 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. Below these are three buttons: 'search for classes', 'browse course catalog', and 'faculty search'. The main heading is 'Browse Course Catalog'. A navigation menu contains letters A through Z and numbers 0 through 9. The letter 'W' is highlighted with a red box. Below the menu are 'COLLAPSE ALL' and 'EXPAND ALL' buttons. A text prompt says 'Select subject code to display or hide course information.' Below this, a list of subject codes is shown with expandable arrows: AEP - Arts And Education Program, AFAM - African-American Studies, AFRN - African Studies, and AFS - Africana Studies.

8. Use the buttons to expand or collapse all the sections, or use the arrows to expand the section of interest

The list of courses displays. You can get more information about a course by clicking its Course Nbr or Course Title link.

This screenshot shows the 'Browse Course Catalog' page with the 'W' section expanded. The navigation menu is the same, but now 'W' is highlighted with a green box. The 'COLLAPSE ALL' and 'EXPAND ALL' buttons are present. The text prompt 'Select subject code to display or hide course information.' is followed by a list of subject codes with expandable arrows: WALE - Carmarthen/Lampeter, Wales; WINC - Wine Course No Credit; WMST - Women's Studies; and WRRH - Writing & Rhetoric Program. The WRRH entry is highlighted with a red box.

9. Click on a **course title**

More detailed information displays for the course you selected. This includes the information and description from the catalog, but not schedule information.

The screenshot shows the 'WRRH - Writing & Rhetoric Program' page. It features a table with two columns: 'Course Nbr' and 'Course Title'. The table lists several courses, with 'Grammar and Style' (Course Nbr 201) highlighted with a red box.

Course Nbr	Course Title
XX	Placeholder
045	1/2 Credit Teacher Assistant
050	Teacher Assistant
100	Writer's Seminar
101	Writer's Seminar with Lab
105	English for speakers of other languages with Lab
106	Eng for Speakers of other Lang II
170	American Sign Language I
171	American Sign Language II
200	Writer's Seminar II
201	Grammar and Style

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10. Click view class sections

Course schedule information displays in the Course Schedule section below.

Note that these details refer only to the term now displayed in the Terms Offered field.

▼ WRRH - Writing & Rhetoric Program

Course Nbr	Course Title
XX	Placeholder
045	1/2 Credit Teacher Assistant
050	Teacher Assistant
100	Writer's Seminar
101	Writer's Seminar with Lab
105	English for speakers of other languages with Lab
106	Eng for Speakers of other Lang II
170	American Sign Language I
171	American Sign Language II
200	Writer's Seminar II
201	Grammar and Style

11. Use the Terms Offered dropdown to change the term

12. Click show sections

The schedule information for the term that you selected displays. Note that the current status displays as well.

You can click the link displayed in the Section field to get more information about a specific section.

13. Click the section link

Course Schedule

Terms Offered: Fall 2008 show sections

Open Closed Wait List

WRRH 201 sections for Fall 2008

Section	Session	Status
01-LEC (1895)	1	●

Days	Start	End	Room	Instructor	Dates
MoWeFr	10:10AM	11:05AM	Stern Hall 203		09/01/2008 - 12/20/2008

View All 1 of 1 Last

[Return to Browse Course Catalog](#)

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The Class Details display for the section. This includes dates, capacity, and enrollment, in addition to some of the information that displayed on the previous pages. The course description displays at the bottom of the page.

14. Click Return to Browse Course Catalog

The Course Schedule returns.

Class Detail
WRRH 201 - 01 Grammar and Style
 Hobart and William Smith | Fall 2008 | Lecture

Class Details

Status	Open	Career	Undergraduate Degree
Class Number	1895	Dates	9/1/2008 - 12/20/2008
Session	Regular Academic Session	Grading	Student Option
Units	1 units	Location	Geneva
Instruction Mode	In Person	Campus	Main
Class Components: Lecture Required			

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:10AM - 11:05AM	Stern Hall 203	Cheryl Forbes	09/01/2008 - 12/20/2008

Enrollment Information

Add Consent: Instructor Consent Required

Class Attributes: Writing Colleagues Program

Class Availability

Class Capacity	30	Wait List Capacity	0
Enrollment Total	22	Wait List Total	0
Available Seats	8		

Description

Understanding grammar is important for writers because grammatical choices affect style; stylistic choices have grammatical implications. Yet grammar is often given last place in writing classes or made a mere matter of mechanics (correcting a comma splice, changing a relative pronoun). This course is designed for all writers and would be writers who want to understand the rhetorical power of grammar. It is designed for anyone who wants to understand what stylistic choices writers have available. It is not, therefore, a course in grammar or a course in style, but a course on the relationship between them. Students improve their grammar through working on style; they improve their style by working on grammar, sentence diagramming, weekly grammatical excursions, required weekly quizzes, and a final project. (Forbes, offered fall alternate years)

Textbook/Other Materials

Textbook Assignment Pending (assignments not shown to students)

[Return to Browse Course Catalog](#)

15. Click Return to Browse Course Catalog

Course Schedule

Terms Offered: Fall 2008 show sections

Open Closed Wait List

WRRH 201 sections for Fall 2008

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[Return to Browse Course Catalog](#)

The course list returns at the point where you selected the course.

The Faculty Center tab displays as well as the links for letters and numbers. You can browse for another course now if desired.

Faculty Center | Advisor Center | Search | Learning Management

search for classes | browse course catalog | faculty search

Browse Course Catalog

A B C D E F G H I J K L M N O P Q R S T U V **W** X Y Z
 0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL

Select subject code to display or hide course information.

- ▶ WALE - Carmarthen/Lampeter, Wales
- ▶ WINC - Wine Course No Credit
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