

Campus Solutions For Faculty: Searching for Classes

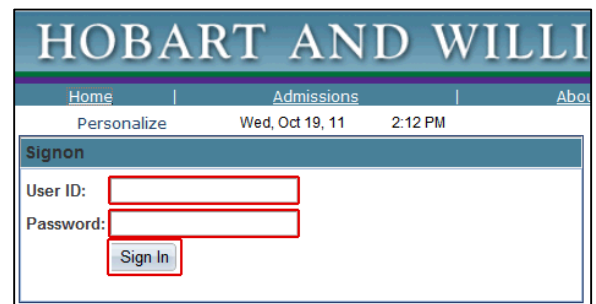
These instructions introduce you to the Faculty Center and highlight some of the features.

To search for classes:

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)



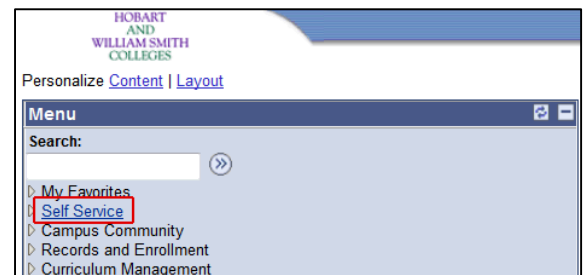
3. On the menu, click **Campus Solutions**



4. Click on **Self Service**

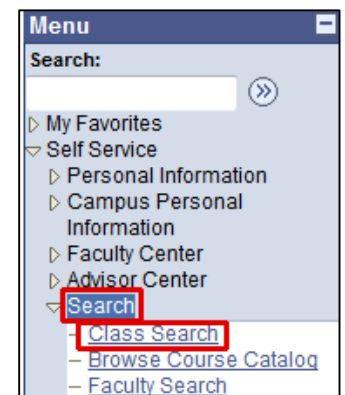
After you make a selection from the main PeopleSoft menu, the menu expands, and the area to the right of it displays selections that provide an alternate way to navigate in PeopleSoft.

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



5. Click **Search**

6. Click **Class Search**



Campus Solutions

For Faculty: Searching for Classes

The class search tab displays in the Faculty Center. (You can also use the Faculty Center link on the menu and then click the Search tab.)

This tab displays basic fields for entering your class search criteria.

For all searches, you must select criteria in the Institution and Term fields. They default to Hobart and William Smith Colleges and the current term.

Then, you are required to enter or select at least two criteria in the Class Search Criteria box for any search.

Faculty Center | Advisor Center | Search | Learning Management

search for classes | browse course catalog | faculty search

Search for Classes

Enter Search Criteria

Institution: Hobart and William Smith
Term: Fall 2015

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject: **select subject** []

Course Number: is exactly []

Course Career: Undergraduate Degree

Show Open Classes Only

Additional Search Criteria

CLEAR SEARCH

7. Click **select subject**
8. Use the letters to find the desired subject, and click **select**

If you know all or a part of the number of a course, you can enter it in the Course Number field.

The Course Career field defaults to Undergraduate Degree.

The Show Open Classes Only checkbox determines whether or not closed or waitlisted classes will display in the search results.

Search for Classes

Enter Search Criteria

Hobart and William Smith | Fall 2015

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

Select a Subject

select	AEP	Arts And Education Program
select	AFAM	African-American Studies
select	AFRA	
select	AFRN	African Studies
select	AFS	Africana Studies
select	AIX	Aix En Provence France
select	ALST	Africana Studies
select	AMST	American Studies
select	ANG	Angers France

9. Unselect **Show Open Classes**
10. Click **Search**

Institution: Hobart and William Smith
Term: Fall 2015

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject: **select subject** AFAM African-American Studies

Course Number: is exactly []

Course Career: Undergraduate Degree

Show Open Classes Only

Additional Search Criteria

CLEAR **SEARCH**

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Your search results display. Each class displays in a separate box.

Note that the class status icons indicate each class's status.

Note that when a class has two sections, they're both listed under the main class heading.

11. Click New Search

Hobart and William Smith | Fall 2015

The following classes match your search criteria Course Subject: **American Studies**, Course Career: **Undergraduate Degree**, Show Open Classes Only: **Yes**

Open
 Closed
 Wait List

NEW SEARCH **MODIFY SEARCH**

10 class section(s) found

AMST 045 - 1/2 Credit Teacher Assistant

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2686	00-IND Regular	TBA	TBA	Staff	TBA	●

AMST 050 - Teacher Assistant

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2687	00-IND Regular	TBA	TBA	Staff	TBA	●

AMST 101 - Myths & Paradoxes

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1504	01-LEC Regular	TuTh 10:20AM - 11:45AM	Coxe 7	Elizabeth Belanger	08/31/2015 - 12/11/2015	<input type="checkbox"/>

AMST 330 - Digital Humanities

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1701	01-SEM Regular	Mo 1:30PM - 4:15PM	Demarest 2	Elizabeth Belanger	08/31/2015 - 12/11/2015	●

AMST 450 - Independent Study

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1302	00-LEC Regular	TBA	TBA	Staff	TBA	●

Notes: Section not shown to students

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2541	01-LEC Regular	TBA	TBA	Kristen Welsh	08/31/2015 - 12/11/2015	●

12. Use the Term dropdown menu to change the term

13. Use the select button to select a new subject

14. Click the arrow icon to expand the Additional Search Criteria

New fields for entering additional search criteria display. For example, you can enter day and time ranges, search keywords, course units and modes, etc.

You only need to enter criteria in the fields you want to use. You can leave the other fields at their default values.

15. Enter a course title keyword, such as literature or accounting

16. Click Search

Search for Classes

Institution: Hobart and William Smith

Term: Spring 2015

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject: **select subject** ENG English

Course Number: is exactly

Course Career: Undergraduate Degree

Show Open Classes Only

Additional Search Criteria

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: literature ?

Minimum Units: greater than or equal to

Maximum Units: less than or equal to

Course Component:

Session:

SEARCH

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Your search results display. The search criteria is listed at the top of the results page.

Search for Classes

Search Results

Hobart and William Smith | Spring 2015

The following classes match your search criteria Course Career: **Undergraduate Degree**, Show Open Classes Only: **Yes**, Course Title Keyword: **'literature'**

● Open
■ Closed
▲ Wait List

NEW SEARCH
MODIFY SEARCH

7 class section(s) found

▼ **ENG 170 - Global English: Literature in English in a Multi-Lingual World**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
6006	01-LEC Regular	MoWeFr 3:00PM - 3:55PM	Gulick Hall 206A	Biman Basu	01/20/2015 - 05/05/2015	●

▼ **ENG 270 - Globalization & Literature**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
6007	01-LEC Regular	MoWeFr 12:20PM - 1:15PM	Gulick Hall 206A	Biman Basu	01/20/2015 - 05/05/2015	●

▼ **ENG 312 - Bible as Literature**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
6298	01-LEC Regular	MoWeFr 10:10AM - 11:05AM	Demarest 117B	Laurence Erussard	01/20/2015 - 05/05/2015	●

▼ **GERE 213 - Border, Nation, Identity: The Literature of partition & Reunification**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
6358	01-LEC Regular	TuTh 8:45AM - 10:10AM	Smith Hall 305	Ashwin Manthripragada	01/20/2015 - 05/05/2015	●

▼ **MUS 100 - Intro. to Music Literature**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
6134	01-LEC Regular	TuTh 3:05PM - 4:30PM	Williams Hall 200	Yunn-Shan Ma	01/20/2015 - 05/05/2015	●

▼ **RUSE 203 - Russian Prison Literature**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
6219	01-LEC Regular	TuTh 10:20AM - 11:45AM	Smith Hall 305	David Galloway	01/20/2015 - 05/05/2015	●

▼ **WMST 222 - African Women's Literature**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
6378	01-LEC Regular	TuTh 8:45AM - 10:10AM	Eaton Hall 110	April Sizemore-Barber	01/20/2015 - 05/05/2015	●

NEW SEARCH
MODIFY SEARCH