

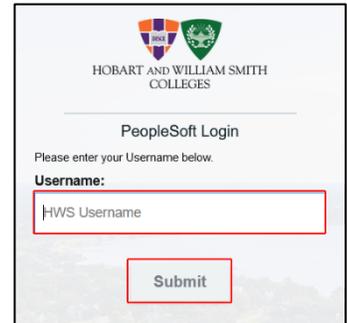
Campus Solutions

For Faculty: Searching or Browsing the Course Catalog

From the Campus Solutions home page, the tile Courses of Instruction goes to a class search page, which is specific to the current term, or the course catalogue, which includes all classes.

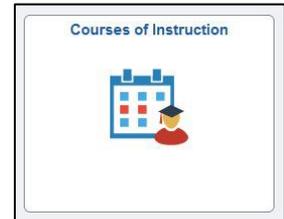
To access the Class Search and Enroll page:

1. Go to the [HWS PeopleSoft Website](#)
2. Click **Campus Solutions**
3. Log in with your **HWS username and password**



4. Click on the tile **Courses of Instruction**

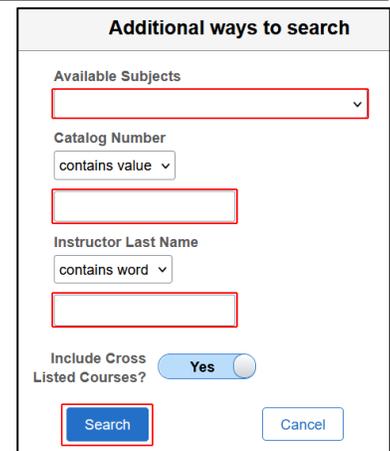
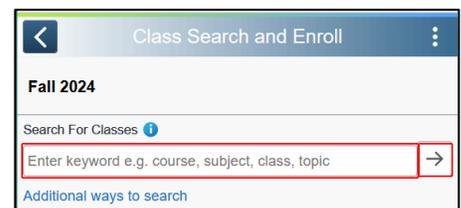
On the Class Search and Enroll page, you can search for a specific class or use the menu on the left to look in the course catalogue.



To search for a class in the current term:

Search one of two ways:

- If you know specific information such as course title, topic, subject and catalog number, or class number, enter that information in the **Keyword** field and click the **arrow** on the right of the search field or press **[Enter]**
- If you prefer to use prompts for your search, click **Additional ways to search** and enter more **specific information** then click **Search**



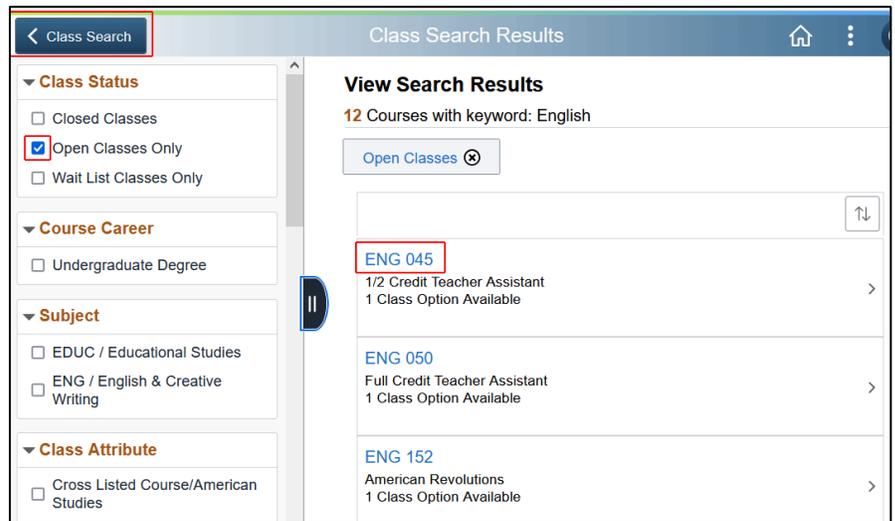
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The search results will be displayed, and may be **filtered** using the criteria options on the lefthand side of the page.

To view the details of a class, click on the **course code**.

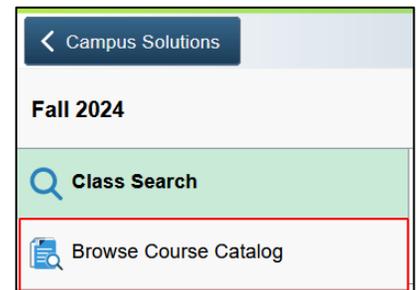
To return to the Class Search and Enroll page, at the upper left, click on the **Class Search** button.



To browse the course catalog:

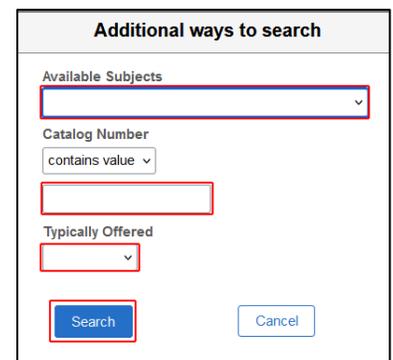
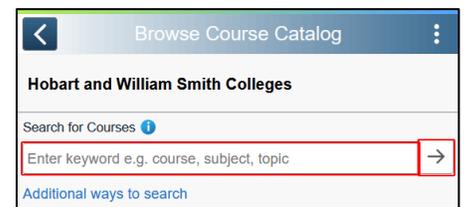
Browsing looks similar to the class search, but includes all courses and the search options are slightly different.

1. On the Class Search and Enroll page, on the lefthand menu, click **Browse Course Catalogue**



2. Search one of two ways:

- If you know specific information such as course title, topic, subject and catalog number, or class number, enter that information in the **Keyword** field and click the **arrow** on the right of the search field or press **[Enter]**
- If you prefer to use prompts for your search, click **Additional ways to search** and enter more **specific information** then click **Search**



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If more than 50 records are returned, the results screen will ask you to use the filters to narrow the results. The filters include course attribute, subject, career, and academic organization.

Use the **checkboxes** in the filter area on the left to filter by that criteria. Remove the criteria from the filter by clicking the criteria's **X** in the results screen. Alternatively, you can clear all filters at once by clicking **Clear All**.

To see the catalogue entry for one of the courses returned, click on the course row.

Course Search Results

View Search Results
36 results for keyword:""

HWS Goals/Substantial Scientific Inquiry | BIOL / Biology | ATMO / Atmospheric Science | **Clear All**

- ATMO 245 - Climate Change Science
1 unit Typically Offered Fall, Spring
- BIOL 105 - Scientific Reasoning in a Data Driven World
1 unit
- BIOL 150 - Topics in Biology
1 unit**
- BIOL 160 - Nutrition
1 unit
- BIOL 167 - Introductory Topics
1 unit
- BIOL 212 - Biostatistics
1 unit
- BIOL 220 - Genetics
1 unit
- BIOL 222 - Microbiology
1 unit
- BIOL 224 - Anatomy
1 unit
- BIOL 225 - Ecology
1 unit

Return to the results page using the **Course Search Results** button at the upper left corner.

Course Search Results | Course Detail

Hobart and William Smith Colleges

BIOL 150
Topics in Biology:

This course has not been scheduled.

Course Detail

Course Career	Undergraduate Degree
Units	1.00
Grading	Student Option
Course Component	Lecture Required Laboratory Required
Campus	Main
Academic Group	Hobart and William Smith
Academic Organization	Biology