### 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

Simply select from the list of PeopleSoft environments below and log in using your HWS credentials.

CAMPUS SOLUTIONS



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.

Class Search	Class Search Results	ŵ	: (
	View Search Results		
Closed Classes	12 Courses with keyword: English		
Open Classes Only	Open Classes 🛞		
Wait List Classes Only			
✓ Course Career			↓
Undergraduate Degree	ENG 045		
✓ Subject	1/2 Credit Teacher Assistant 1 Class Option Available		>
EDUC / Educational Studies	ENG 050		
□ ENG / English & Creative Writing	Full Credit Teacher Assistant 1 Class Option Available		>
	ENG 152		
□ Cross Listed Course/American Studies	American Revolutions 1 Class Option Available		>

#### 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**
- Campus Solutions

   Fall 2024

   Class Search

   Class Search

   Browse Course Catalog

   Browse Course Catalog

   Hobart and William Smith Colleges

   Search for Courses

   Enter keyword e.g. course, subject, topic

   Additional ways to search

Additional ways to search		
Available Subjects		
	~	
Catalog Number		
contains value v		
	]	
Typically Offered		
~		
Search	Cancel	
Search	Cancel	

- 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.

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

K Browse Course Catalog				
← Course Attribute	View Search Results			
HWS Goals/Substantial Scientific Inquiry	36 results for keyword:""			
Cross Listed Course/ Environmental Studies	HWS Goals/Substantial Scientific Inquin 🕘 BIOL / Biology 🕲 ATMO / Atmospheric Science 🐼 Clear All			
First Year Course/Incoming First Year Course				
Cross Listed Course/Public Health	ATMO 245 - Climate Change Science			
HWS Goals/Substantial Quant Reasoning	1 unit Typically Offered Fall, Spring			
HWS Goals/Partial Quantitative Reasoning	BIOL 105 - Scientific Reasoning in a Data Driven World 1 unit			
HWS Goals/Partial Scientific Inquiry	BIOL 150 - Topics in Biology: 1 unit			
✓ Subject	BIOL 160 - Nutrition			
BIOL / Biology	1 unit			
GEO / Geoscience	BIOL 167 - Introductory Topics			
CHEM / Chemistry	1 unit			
PHYS / Physics	BIOL 212 - Riostatistics			
ENV / Environmental Studies	1 unit			
PSY / Psychological Science	BIOL 220 Condice			
ATMO / Atmospheric Science	1 unit			
ANTH / Anthropology				
- Career	BIOL 222 - Microbiology 1 unit			
Undergraduate Degree	BIOL 224 - Anatomy			
- Academic Organization				
Biology	BIOL 225 - Ecology			
Geoscience				

Course Search Results	Course Detail		
Hobart and William Smith Colleges			
BIOL 150			
Topics in Biology:			
This course has not been sch	eduled.		
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		