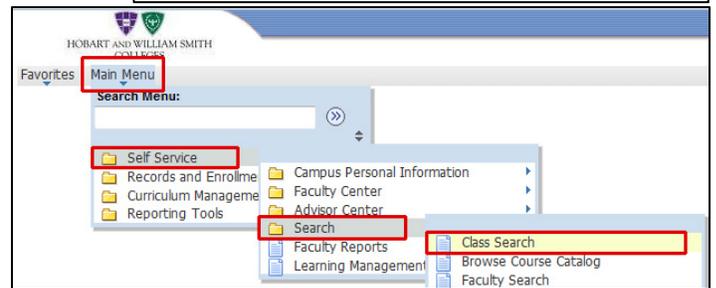
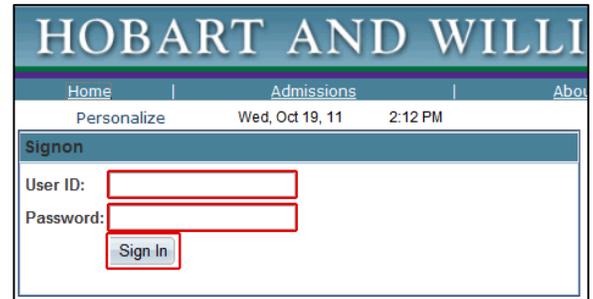


# Campus Solutions For Faculty: Searching for Classes

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

## To search for classes:

1. Go to the [HWS PeopleSoft Website](#)
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 **Main Menu > Self Service > Search > Class Search**



The class search tab displays in the Faculty Center.

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.

5. Click **select subject**

# Campus Solutions

## For Faculty: Searching for Classes

- Use the letters to find the desired subject, and click **select**

**Search for Classes**

**Enter Search Criteria**

Hobart and William Smith | Fall 2017

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	AEP	Arts And Education Program
Select	AFAM	African-American Studies
Select	AFRA	
Select	AFRN	African Studies
Select	AFS	Africana Studies

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

- Uncheck **Show Open Classes**
- Click **Search**

**Search for Classes**

**Enter Search Criteria**

**Search for Classes**

Institution: Hobart and William Smith  
Term: Fall 2017

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

Class Search

select subject Subject: AFAM African-American Studies

Course Number: is exactly

Course Career: Undergraduate Degree

Show Open Classes Only

Additional Search Criteria

Clear Search

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.

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	Open

AMST 050 - Teacher Assistant

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

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	Closed