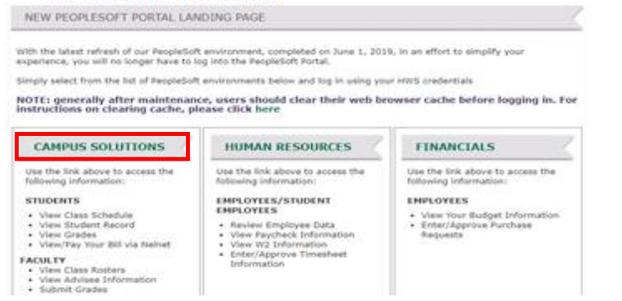
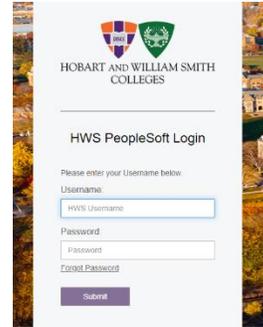


# Reserve Seating Information

1. Go to HWS Peoplesoft Portal Landing Page and click on Campus Solutions



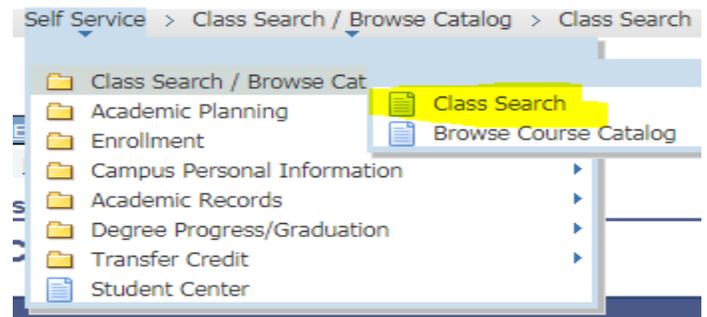
2. Enter your username and password



3. A new window should appear. Click on Main Menu



4. Click on Self Service, then Class Search/Browse Catalogue, then Class Search



4. You should then select at least two criteria for a search, Subject, Days of Week, or Meeting Time

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: \_\_\_\_\_  
Course Number: is exactly \_\_\_\_\_  
Course Career: Undergraduate Degree  
 Show Open Classes Only

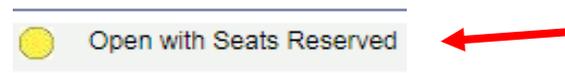
**Additional Search Criteria**

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

Instructor Last Name: begins with \_\_\_\_\_  
Course Keyword: \_\_\_\_\_  
Course Attribute: \_\_\_\_\_  
Course Attribute Value: \_\_\_\_\_

5. If a course has reserve seating limits the yellow icon below will show

AFS 110 - The African Experience: I			Status
Class	Section	Days & Times	
2421	01-LEC Regular	MoWeFr 1:55PM - 2:50PM	 <a href="#">Select</a>

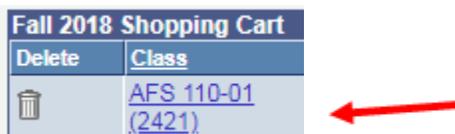


The error message below will appear if the course has reserve seats for a class level that is different than yours

Message	Status
<b>Error:</b> You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	

Click on "search," this page will list all the courses that are still open meeting your criteria

6. To see who the seats are reserved for click on hyperlink below



7. By clicking on hyperlink below you will be able to see who the seats are reserved for

