

# CLASS SEARCH

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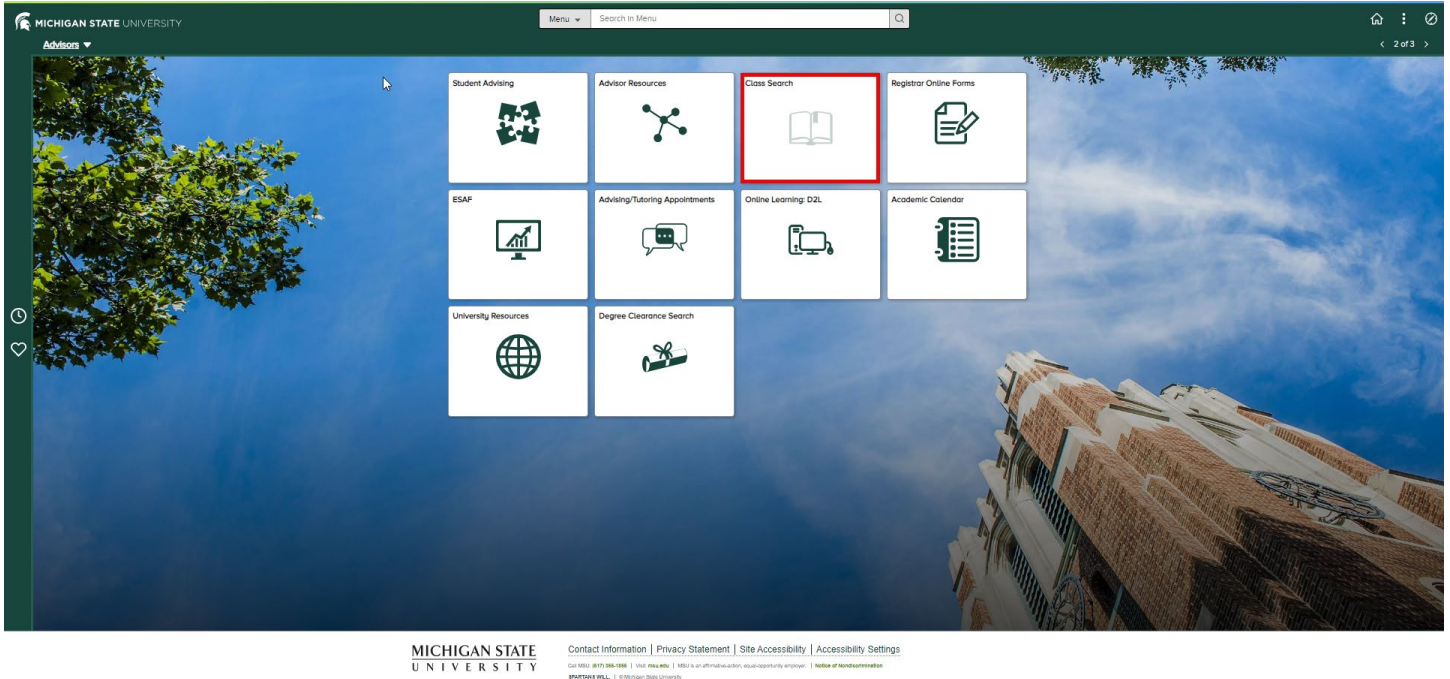
STUDENT INFORMATION SYSTEM

## INTRODUCTION

This job aid provides an overview of the different components of the Class Search, which allows advisors and students to search for course offerings each semester. Scroll through each slide to familiarize yourself with the tools and features of Class Search.

# DASHBOARD

After logging into the [Student Information System](#) with your NetID and password, select Advisors from the top left to view the advisor dashboard. To view the Class Search system, click on the Class Search tile.



# SELECT A TERM

Choose a semester to view a list of courses offered during that term:



# SEARCH FILTERS

On the left, a list of filters are available to narrow your search. Select Additional Search Filters to view all options:

- **Class Status:** Use the slider to show only open classes
- **Days:** Narrow down course options for specific days
- **Times:** Filter classes offered within a time range
- **Instructors:** Search for a class by instructor name
- **College:** Select courses that fall within a specific MSU college
- **Career:** Choose courses by academic level (undergraduate, graduate, etc.)
- **Dates:** Locate courses that begin or end at a different time than the traditional start and end dates for the semester
- **Units:** Enter a range for credits
- **Instruction Mode:** Choose classes that are in-person, online synchronous or asynchronous, or hybrid
- **Course Attribute:** Find courses with a specific designation, such as Honors
- **Building:** Choose classes that are being taught in a specific campus building
- **Location:** Choose courses offered in East Lansing, abroad, or at a satellite location

The screenshot shows the 'Class Search' interface. At the top left, there is a navigation bar with '< Advisors' and 'Class Search'. Below this, the current semester is 'Spring 2024' with a 'Change' button. A 'Clear Filters' button is located at the top of the filter sidebar. The sidebar on the left contains a 'Search' header, a 'Class Status' section with a 'No' button and 'Show Open Classes Only' text, and a list of filter categories: Days, Times, Instructors, Additional Search Filters, College, Career, Dates, Units, Instruction Mode, Course Attribute, Building, and Location. A 'Search' button is at the bottom of the sidebar. The main search area on the right has a 'Search for Classes' section with a 'Subject (Recommended)' dropdown and a 'Catalog Nbr' input field. Below this is a 'Search' input field with a magnifying glass icon. A note states: 'Use the filters on the left and/or enter keywords above. The following fields will be searched for keywords:' followed by a bulleted list: subject and catalog number (e.g., MTH101), course title, description and topic, instructor last name, class number, campus and location, and Enrollment and Registration.

# SEARCH FOR CLASSES

Search for courses in two ways. First, use the pull-down menu to view all course subjects. Use the adjacent box to enter the course number. Select the magnifying glass to proceed.

The screenshot shows the 'Class Search' interface. On the left is a sidebar with filters for Class Status, Days, Times, Instructors, and Additional Search Filters (College, Career, Dates, Units, Instruction Mode, Course Attribute, Building, Location). The main area has a 'Search for Classes' section with a 'Subject (Recommended)' dropdown menu and a 'Catalog Nbr' input field. The dropdown menu is open, showing a list of subjects including AAAS-African American & Afr Studies, AAE-Advanced Academic English, ACC-Accounting (highlighted), ACM-Arts and Cultural Management, ADV-Advertising, AE-Agricultural Engineering, AESC-Applied Engineering Sciences, AFR-African Languages, AFRE-Agr. Food, and Resource Econ, AIIS-Amer Indian & Indigenous Stud, AL-Arts & Letters, AMS-American Studies, ANP-Anthropology, ANR-Agriculture & Nat Resources, ANS-Animal Science, ANTR-Human Anatomy, ARB-Arabic, AS-Aerospace Studies, and ASN-Asian Languages. A search bar on the right contains a magnifying glass icon.

The second option is to enter the course code and number directly into the search bar. Select the magnifying glass to proceed.

The screenshot shows the 'Class Search' interface. The 'Search for Classes' section has a 'Subject (Recommended)' dropdown menu and a 'Catalog Nbr' input field. Below these is a search bar containing the text 'CEM 141' and a magnifying glass icon. Below the search bar, there is a list of search criteria: 'Use the filters on the left and/or enter keywords above. The following fields will be searched for keywords: subject and catalog number (e.g., MTH101), course title, description and topic, instructor last name, class number, campus and location, Enrollment and Registration'.

# CLASS DETAILS

After selecting the magnifying glass, a list of sections for the chosen subject code will generate. Use the arrows at the top right to navigate to more sections. View section number, meeting days and times, and instructor's name for each section on this page. Click on a section to see more information.

The screenshot shows a web interface for class search. At the top, there's a navigation bar with 'Class Search' and a search icon. Below it, a sidebar on the left contains filter options like 'Class Status', 'Days', 'Times', 'Instructors', and 'Additional Search Filters'. The main area has a search form with 'Search for Classes' and a search box containing 'CEM 141'. Below the search form, it says '110 results' and shows a list of class sections. The first section is highlighted with a red box. It includes details like 'CEM 141: General Chemistry', 'Recitation (4.00 units)', 'Section 001 / Class Nbr 13604 / Regular Academic Session', and meeting times 'Wed : 3:00 PM-3:50 PM' and '1/8/2024 - 4/21/2024'. The instructor is listed as 'To Be Announced'. Below this, there are more sections for 'Lecture (0.00 units)' and another 'Recitation (4.00 units)' section, all with similar details and meeting times.

# CLASS INFORMATION

After selecting a section, a Class Information box will appear with three tabs: Details, Availability, and Textbooks. The Details tab provides more information on the class and section, including Class Notes provided by the department, instruction mode, location, and section dates for when the class begins and ends and the last day to add and drop the class.

### Class Information

- Details**
- Availability
- Textbooks

CEM (Chemistry) 141: General Chemistry  
Spring Semester 2024

#### Recitation

Section 001 / Class Nbr 13694 ● Open  
Open Seats: 30

Days & Times	Schedule	Location/Instructor/Instruction Mode
Wed : 3:00 PM-3:50 PM	1/8/2024 - 4/21/2024	Chemistry 110 Instructor: In Person

#### Lecture

No  Show open classes only

Class / Instructor	Schedule	Location/Instruction Mode
<input checked="" type="radio"/> Section LEC2 / Class Nbr 13743 ● Open Open Seats: 360 Instructor: Melanie Cooper	1/8/2024 - 4/21/2024 Mon Wed Fri : 10:20 AM-11:10 AM	Chemistry 138 In Person

[Enroll or Add to Cart](#)

#### Final Exam Schedule

Days & Time	Date	Location
No final exam information available.		

#### Section Dates

Class Begins	01/08/2024
Open adds end	01/12/2024
Last day to drop with refund	02/01/2024
Last day to drop with no grade reported	03/04/2024
Class Ends	04/21/2024

#### Class Notes

Lecture begins Monday, January 9. Recitations begin Tuesday, January 17. Prerequisite: Credit or concurrent enrollment in MTH 103B or MTH 103 or MTH 114 or MTH 116 or MTH 124 or MTH 132 or MTH 152H or LB 118. Three evening examinations are scheduled as follows: Mondays (February 13, March 20, and April 24) from 7:15 to 8:35pm. Alternate examinations are offered on the same days beginning at 6:30am.

#### Requisites

Prerequisite: ((MTH 103B or concurrently) or (MTH 103 or concurrently) or (MTH 116 or concurrently) or (MTH 124 or concurrently) or (MTH 132 or concurrently) or (MTH 152H or concurrently) or LB 118) or designated score on Mathematics Placement test.

Career	Undergraduate
Grading	Undergraduate Graded
Instruction Mode	In Person
Units	4.00
Class Fee	None
Location	East Lansing

[Course Description](#)

# AVAILABILITY

The Availability tab lists section capacity and current number of enrolled students. If the course has elected to use a wait list, the number of student son the wait list will be listed under the Wait List/Capacity column.

The screenshot shows a window titled "Class Information" with a close button (x) in the top right corner. Below the title bar are three tabs: "Details", "Availability", and "Textbooks". The "Availability" tab is selected and highlighted with a red border. Below the tabs, the course information is displayed: "CEM (Chemistry) 141: General Chemistry" and "Spring Semester 2024".

Under the heading "Enrollment Capacity", there is a table with the following data:

Class (Class Nbr) ▾	Description ▾	Status ▾	Enrolled/Limit ▾	Wait List Total/Capacity ▾
CEM 141 (13694)	General Chemistry	Open	0/30	0/9999

# TEXTBOOKS

Instructors will share textbooks and supplies required for their course under the Textbooks tab.

### Class Information

Details	Availability	Textbooks
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CEM (Chemistry) 141: General Chemistry  
Spring Semester 2024

**Supplies Description**  
Scientific Calculator

**Required**  
No

**Library Copies**  
No

**Comments**  
A stand-alone scientific or graphing calculator is recommended. Your calculator should not have stored chemical information and should not have the ability to communicate with other devices. Students are allowed to use a calculator on course assessments, including examinations. ASMSU rents calculators to undergraduate students. For more information, see this site: <https://asmsu.msu.edu/home/services/>

**Used During**  
Both

**Supplies Description**  
beSocratic

**Required**  
Yes

**Library Copies**  
No

**Comments**  
Instructions for purchasing access to beSocratic will be provided on D2L at the beginning of the semester. Cost is \$40.00. If you purchased beSocratic access for another chemistry course at MSU you will not need to purchase again for this course.

**Used During**  
Both

**Supplies Description**  
iClicker Student App or iClicker Remote

**Required**  
Yes

**Library Copies**  
No

**Comments**  
iClicker student app is free for all MSU students. If a student is not able to use the student app, a physical iClicker remote should be purchased to bring to lecture. ASMSU rents iClicker remotes to undergraduate students. For more information, see this site: <https://asmsu.msu.edu/home/services/>

**Used During**  
Both

**Supplies Description**  
ALEKS Chemistry Basics and Math Review

**Required**  
Yes

**Library Copies**  
No

**Comments**  
Cost is \$25.00. Instructions for purchasing the ALEKS review will be provided on D2L before the start of the semester.