

Class Search

This document provides an overview of searching for classes available in self-service.

To access the self-service applications log in to the portal, **My Akron**, at <http://my.uakron.edu/> with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the student center options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please visit the [Software Training website](#) and select the link for the appropriate tutorial.

Important Guidelines:

- ✓ Log into My Akron (my.uakron.edu) to access the self-service applications.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

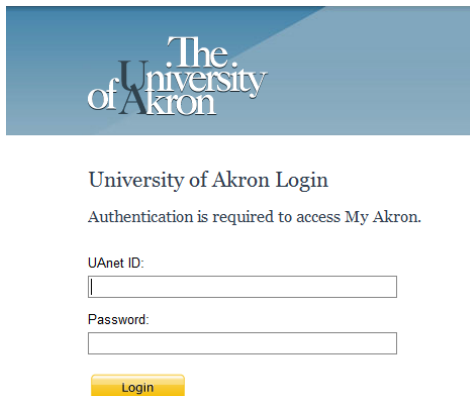
Schedule of Classes

The Class Search feature allows you to search and pick classes you wish to take *prior to actually being able to add classes to your schedule.*

You can place the courses in your shopping cart and then add and submit the shopping cart classes all at once - when you are able to register.

Instructions:

1. Log in to **My Akron** with your Uanet ID and password:



University of Akron Login


Authentication is required to access My Akron.

UAnet ID:

Password:

Login

2. Click the “**My Experience**” tab.



U My Akron Experience

Mon, Oct 1, 2012 8:49 AM

My Experience My Page Faculty/Staff

My Messages

From	Subject	Status
ITS	Google Apps for students: New features	Unread

Instructions:

3. Click on the **“Student Center”** link located in the left side of the page.

U My Akron Experience

Mon, Oct 1, 2012 8:49 AM

My Experience My Page Faculty/Staff

Student Center

Springboard

E-Mail

Reminders

- Majors Mosaic
- Learn About UA Programs at Majors Mosaic
- Attend events for Homecoming Week, October 1-7th
- Be sure to complete the MAP-Works Fall survey by October 7
- US-China Relations in an Election Year
- Participate in National Depression Screening Day

4. From the **Student Center** you can easily navigate to your academic, financial, and personal information.

5. To search for classes you can either:
- Click the **Search** link
 - OR
 - Click the **Search for Classes** button

Nancy's Student Center

Academics

Search

My Academics

other academic... [dropdown]

SEARCH FOR CLASSES

Deadlines URL

This Week's Schedule

	Class	Schedule
	3100 103-003 LEC (70518)	MoWeFr 8:50AM - 9:40AM Auburn Sci 120
	3100 103-012 LAB (70520)	Mo 2:00PM - 4:00PM Schrank N 251
	3350 100-001 LEC (70905)	MoWeFr 8:50AM - 9:40AM Arts & Sci 135
	6200 201-701 LWW (72428)	MoWe 10:00AM - 11:15AM Wayne Coll B119

weekly schedule ▶

enrollment shopping cart ▶

Holds

Audit courses

details ▶

To Do List

Master Inst. Aid Application

Verif of Vet Benefits

details ▶

Enrollment Dates

Enrollment Appointment

You may begin enrolling for the 2009 Spring Regular Academic Session

Instructions:

6. The Search page is returned.
7. If you wish to browse the course catalog, click the **Browse Course Catalog** button at the bottom of the page.
8. Keep the following in mind when searching:
 - Specify the term using the drop down at the top of the page.
 - You must enter at least 2 search criteria (unless you enter Course Number or Course Subject – you only need 1 entry if using this criterion).
 - Check the “**Show Open Classes Only**” box to limit your search results to only those classes which are available.

Enter Search Criteria

Institution

Term

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

Class Search Criteria

Course Subject

Course Subject

Course Number is exactly

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time (example: 1:00PM)

Meeting End Time

Day of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

[Search](#) [Enroll](#) [My Academics](#)

[Search For Classes](#) [Browse Course Catalog](#)

go to ...

9. There are a number of methods which can be used to specify the **Course Subject**:
- Specific Subject Number**: If you know the Subject number, such as 5400 for Technical Education, you may enter the number directly in the Subject field.
 - Subject Name Order**: If you wish to locate the Subject in alphabetical order by the Subject Name, click the down arrow on the Course Subject field.
 - Subject Number Order**: If you wish to locate the Subject Number in numerical order by the Subject number, click the **select subject** button.

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

Class Search Criteria

Course Subject ▼

Course Subject select subject

Course Number is exactly ▼

Course Career Undergraduate ▼

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Alpha order by
**Course Subject
Name**

Numerical order by **Course
Subject Number**

Enter the **Course Subject
Number (i.e. 5400)**

10. After entering the Search criteria click the **SEARCH** button at the bottom of the page.

11. A list of all classes which meet your search criteria will be displayed. You will see the following codes listed to identify the status of the course (Open or Closed) and whether or not the class fits into your schedule (Fits or Conflict).

Fits in Your Schedule

✔ Fits
 ✘ Conflict
 ● Open
 ■ Closed

NOTE: If you select the option “**Show Open Classes Only**” on the search criteria page you will only see Open classes.

12. To view the textbook information for a class click the **Textbook** link.

NOTE: If a class has multiple components – i.e. a lecture and lab component, only ONE of the components will contain the textbook link.

That one Textbook link will list ALL of the books for the class.

23 class section(s) found

3450 145 - College Algebra

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Rq Designation	Textbook	Units	Total Enrolled	Fits in Schedule	Status	
70735	010-LEC Regular	MoWeFr 8:50AM - 9:40AM	Leigh Hall 307	Staff	08/25/2014 - 12/07/2014		Textbook	4	79	✓	●	select
73235	012-DIS Regular	Th 8:50AM - 9:40AM	Leigh Hall 307	Staff	08/25/2014 - 12/07/2014			0	39	✗	●	select

13. A new window opens for The Barnes and Noble site and displays the textbook information for the class. You can purchase the textbook by clicking “Add to Cart.”

Your Course Materials

FALL 2010 > 6100 > 101 > 002

6100 101 W/CONNECT UOFA >CUSTOM< REQUIRED PACKAGE

MCGRAW

Edition: 2010
 Publisher: MCG C
 ISBN: 9780077949051

Select this Item

New \$156.05

Used if available \$117.05

Select Required Only
 Select All Textbooks

Change Courses
Clear Course List
Add to Cart

14. If “Add to Cart” was selected, the shopping cart will display with all the textbook information. Follow the on-screen instructions to purchase textbooks. Payment can be made either via PayPal or MasterCard, Visa, Discover, or American Express.

NOTE: You may continue to search for classes and select textbooks and then complete your purchase once all classes/textbooks have been selected.

Shopping Cart

Your Selections

6100 101 W/CONNECT UOFA >CUSTOM<	Price:	Qty:	Total:
MCGRAW	\$156.05	<input type="text" value="1"/>	\$156.05
Edition: 2010	<input type="radio"/>	New	
Publisher: MCG C	<input checked="" type="radio"/>	Used <i>if available</i>	
ISBN: 9780077949051	<input type="button" value="Remove"/>		

Textbooks Change

If your instructor updates the booklist for this course, do you want us to update your order?

No thanks, process my order as is

Yes, change my order with all updated course materials

Yes, change my order, but only the REQUIRED materials

I understand the amount I am charged may be different if course materials are changed

Order Subtotals

If you selected used textbooks and they are available, your actual cost will be less.

Coupon Code	Subtotal:	\$156.05
<input type="text"/>	Total:	\$156.05
<input type="button" value="Apply Coupon"/>		

Or

The safer, easier way to pay

15. To return to the Class Search information, switch to the Class Search window. To select a specific class, click the **select** button.

3450 145 - College Algebra												
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Rq Designation	Textbook	Units	Total Enrolled	Fits in Schedule	Status	
70735	010-LEC Regular	MoWeFr 8:50AM - 9:40AM	Leigh Hall 307	Staff	08/25/2014 - 12/07/2014		Textbook	4	79	✓	●	select
73235	012-DIS Regular	Th 8:50AM - 9:40AM	Leigh Hall 307	Staff	08/25/2014 - 12/07/2014			0	39	✗	●	select

16. The class details are displayed. Click the **Next** button to add the course to your shopping cart.

Search for Classes

Add to Shopping Cart - Enrollment Preferences

2010 Fall | Undergraduate | The University of Akron

6100 101 - Global Bus Concp'ts & Practices

Class Preferences

6100 101-790 **Lecture** ● **Open**

Grading ABC/NC Grading

Units 3.00

Session Regular Academic Session

Career Undergraduate

CANCEL **NEXT**

✓ Fits

Section	Component	Days & Times	Room	Instructor	Start/End Date
790	Lecture	Sa 8:00AM - 10:40AM	Wayne Coll C221	Lisa Tavallali	08/23/2010 - 12/05/2010

17. You receive confirmation that the course was successfully added to the cart.
18. If you wish to search for another class, click the **Start a New Search** button.
19. You can view your class schedule by clicking the **My Class Schedule** link.
20. Click the **Shopping Cart** link to view the contents of your shopping cart.

Search for Classes

Search Results

When available, click View All Sections to see all sections of the course.

The University of Akron | 2010 Fall

My Class Schedule You are not registered for classes in this term.	Shopping Cart <input type="button" value="show all"/> 3000 501 Room: TBA
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The following classes match your search criteria Course Subject: **Business Studies**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

✓ 6100 101 has been added to your Shopping Cart.

Fits in Your Schedule ✓ Fits ✗ Conflict	● Open ■ Closed
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For questions regarding registration and enrollment, please e-mail the Registrar's Office at: registrar@uakron.edu