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.

<div style="border:1px solid; background:#c0c0c0; padding:1em;">

<p align="center">Important Guidelines:</p>

- ✓ 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
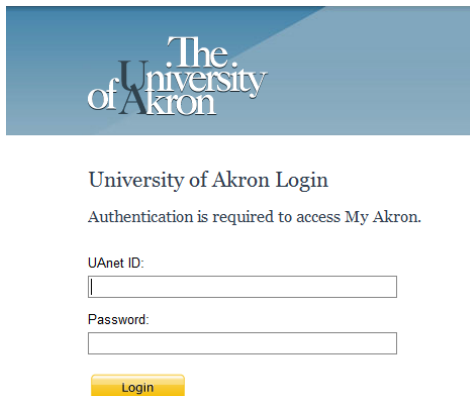
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Schedule of Classes

> 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:

2. Click the "**My Experience**" tab.

7/1/2014

Instructions:

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

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

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.

9. There are a number of methods which can be used to specify the **Course Subject**:
   a. *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.
   b. *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.
   c. *Subject Number Order*: If you wish to locate the Subject Number in numerical order by the Subject number, click the select subject button.

Alpha order by **Course Subject Name**

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

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

Numerical order by **Course Subject Number**

Use Additional Search Criteria to narrow your search results.

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

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Rq Designation	Textbook	Units	Total Enrolled	Fits in Schedule	Status	
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.**

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

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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 Concpts & 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.

For questions regarding registration and enrollment, please e-mail the Registrar's Office at:
registrar@uakron.edu