

Searching for Classes using Advisor Center

Purpose: Advisors may search for classes using Advisor Center. Use the **Class Search** feature to search or browse for classes within a specific term. You may also search by class criteria such as course subject, course career, and course attribute. The *Additional Search Criteria* option contains many search parameters, including meeting start/end time, day of week, instructor, course title keyword, course component, etc.

NOTE: There is also a link to the Schedule of Classes (Online Public Search) on the Registrar's web site. Click **Schedule of Classes** in the *Quick Links* to view the link.

Step	Action						
1.	Access Advisor Center. (My Universe, Resources tab)						
2.	Select the Search tab.						
	Faculty Center Advisor Center Search						
	search for classes browse course catalog						
	Search for Classes						
	Enter Search Criteria						
	Institution University of Northern Iowa 👻						
	Term FALL 2010 🗸						
	Select at least 2 search criteria. Click Search to view your search results.						
	Class Search Criteria						
	Course Subject						
	Course Number is exactly						
	Course Career Undergraduate 🗸						
	Course Attribute						
	Show Open Classes Only						
	Use Additional Search Criteria to narrow your search results.						
	D Additional Search Criteria						
	CLEAR CRITERIA SEARCH						
3.	Enter the appropriate search criteria. For this example, enter $Term = Fall \ 2011$, <i>Course Subject = Art History, Course Career = Undergraduate.</i> Click the Search button to display results.						



	tion						
Use you	Use the Search for Classes - Search Results page to review all classes that r your search criteria.						
S	Search Results						
Wh	When available, click View All Sections to see all sections of the course.						
Un	University of Northern Iowa FALL 2011						
TH Ur	The following classes match your search criteria Course Subject: Art History , Course Career: Undergraduate , Show Open Classes Only: Yes						
				START A NEW SEARCH			
			Open Close	ed 🔥 Wait List			
				_			
	ARTHIST 1004 - Visu	al Perceptions					
			View All Sections F	First 🕻 1-2 of 2 🕻 Last			
s	ection 03-LEC(32761)		Status 🔴				
S	ession Full Sem	Peem	Instauctor	Maating Datas			
	Th 3:30PM - 6:20PM	Kamerick Art	Avoryl Pippert	08/22/2011 -			
-	Building 111 (7P1) Pippert (12/09/2011						
S	Section 04-LEC(36110) Status						
	Days & Times	Room	Instructor	Meeting Dates			
	Duys & miles		Jeffers Bund	08/22/2011 -			
	тва	ТВА	Jeffery Byrd	12/09/2011			
	TBA ▼ ARTHIST 1111 - Surv	TBA	y I View All Sections	First I 1-2 of 2 Last			
s	▼ ARTHIST 1111 - Surv iection 01-LEC(32784)	TBA	y I View All Sections F Status	First 1 -2 of 2 Last			
s	▼ ARTHIST 1111 - Surv iection 01-LEC(32784) iession Full Sem Days & Times	TBA ey of Art Histor	View All Sections F Status	First 1-2 of 2 Last			
s	▼ ARTHIST 1111 - Surv iection 01-LEC(32784) iession Full Sem Days & Times TuTh 8:00AM - 9:15AM	TBA ey of Art Histor Room Kamerick Art Building 111	y I View All Sections F Status Instructor Charles Adelman	12/09/2011 First I 1-2 of 2 Last Meeting Dates 08/22/2011 - 12/09/2011			
5	▼ ARTHIST 1111 - Surv iection 01-LEC(32784) iession Full Sem Days & Times TuTh 8:00AM - 9:15AM iection 02-LEC(32785) iession Full Sem	TBA ey of Art Histor Room Kamerick Art Building 111	y I View All Sections F Status Instructor Charles Adelman Status	I2/09/2011 First I 1-2 of 2 Last Meeting Dates 08/22/2011 - 12/09/2011			
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Step	Action						
5.	Click the Additional Search Criteria option.						
	D Additional Search Criteria						
	Result: Additional search fields display.						
	Meeting Start Time greater than or equal to (example: 1:00PM)						
	less than or equal to v						
	Day of Week include only these days 👻						
	Mon Tues Wed Thurs Fri Sat Sun						
	Instructor Last Name is exactly						
	Class Nbr (example: 1136)						
	Course Title Keyword (example: statistics)						
	Minimum Units greater than or equal to						
	Maximum Units less than or equal to 👻						
	Course Component						
	Session						
	Mode of Instruction						
	Campus						
	Location						
	CLEAR CRITERIA SEARCH						
6.	Use the additional search criteria fields to perform another search. For this						
	example, enter <i>1 erm</i> = <i>F au 2011</i> , <i>Course Subject</i> = <i>Art History</i> , <i>Instructor Last</i> <i>Name 'contains' Byrd</i> .						
	Result: Matching results display on the Search Results page.						



Step	Action							
7.	Click the Sec	<i>tion</i> link to c 1004 - Visua	lisplay details, I Perceptions	including enrolln	nent.			
				View All Sections	First 🚺 1 of 1 🚺 Last			
	Section 04-LEC(36110) Status							
	Days	& Times	Room	Instructor	Meeting Dates			
	тва		ТВА	Jeffery Byrd	08/22/2011 - 12/09/2011			
	Result: The Class Detail page displays.							
	ARTHIST 1004 - 04 Visual Perceptions University of Northern Iowa FALL 2011 Lecture/Discussion VIEW SEARCH RESULTS Class Details Career Undergraduate Dates 8/22/2011 - 12/9/2011 Status Open Career Undergraduate Career Undergraduate Dates 8/22/2011 - 12/9/2011 Session Full Semester Units Status Components Career Undergraduate Dates 8/22/2011 - 12/9/2011 Session Full Semester Grading Graded Units Samester Based Campus Main Campus Campus Main Campus							
	Meeting Information	0	Testmetes	Machine Dates				
	TBA	тва	Jeffery Byrd	08/22/2011 - 12/09/2011				
	Enrollment Informati	on		12/03/2011				
	Class Attributes Liberal Arts Core 3A: Fine Arts							
	Class Availability Class Capacity Enrollment Total Available Seats	26 25 1	Wait List Capacity Wait List Total	0 0				
	Notes Class Notes This course will be taught online via eLearning. Instructions for accessing course materials will be sent to enrolled students' email accounts prior to the start of the course.							
	Description For non-Art majors. Lecture course: experiences in critical responses to the visual arts through analyses of artworks and artistic processes; relationship of the visual arts to other fields of human endeavor.							
	Textbook/Other Mate Textbook Assignme Textbook Status Require ISBN 978111	rials nt Pending (assignme d Exploring and Schle 1343781 4th	nts not shown to students Art A Global, Thematic A esier, Publisher: Wadswor) p, Author: Lazzari h, Cenga, Edition:				
			VIEW S	EARCH RESULTS				