## Campus Solutions For Faculty: Searching for Classes

These instructions introduce you to the Faculty Center and highlight some of the features.

## To search for classes:

- 1. Go to the HWS PeopleSoft Website
- 2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)
- 3. On the menu, click **Campus Solutions**
- 4. Click Main Menu > Self Service > Search > Class Search

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The class search tab displays in the Faculty Center.

This tab displays basic fields for entering your class search criteria.

For all searches, you must select criteria in the Institution and Term fields. They default to Hobart and William Smith Colleges and the current term.

Then, you are required to enter or select at least two criteria in the Class Search Criteria box for any search.

5. Click select subject

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6. Use the letters to find the desired subject, and click **select** 

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Select	AEP	Arts And Education Program
Select	AFAM	African-American Studies
Select	AFRA	
Select	AFRN	African Studies
Select	AFS	Africana Studies

The Show Open Classes Only checkbox determines whether or not closed or waitlisted classes will display in the search results.

- 7. Uncheck Show Open Classes
- 8. Click Search

Your search results display. Each class displays in a separate box.

Note that the class status icons indicate each class's status.

Note that when a class has two sections, they're both listed under the main class heading.

Search for Classes			
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