

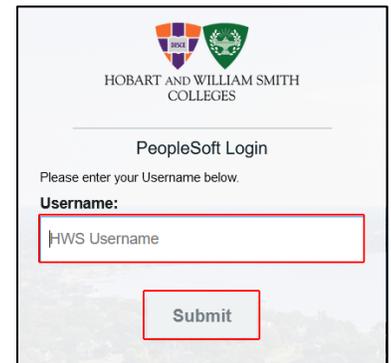
Campus Solutions

For Students: Searching for Classes

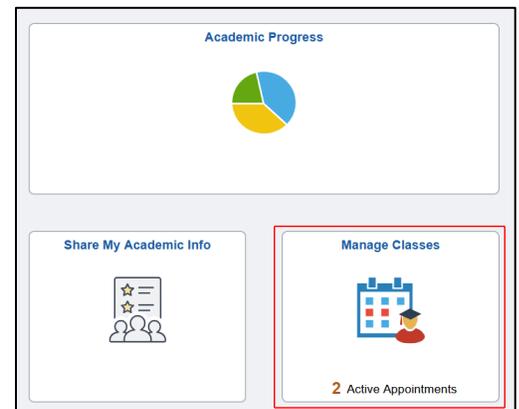
Student Center lets you search and browse for classes, get information about classes, and enroll.

To search for classes:

1. Go to the [HWS PeopleSoft Website](#)
2. Click **Campus Solutions**
3. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)

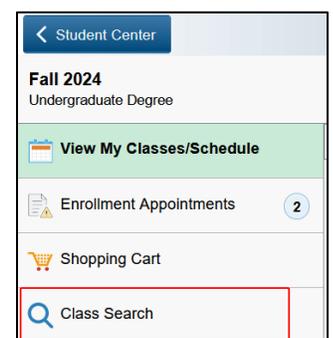


4. On the Student Center, click the tile **Manage Classes**



5. On the lefthand menu, click **Class Search**

The search results lists all the courses that are still open and meet your criteria.

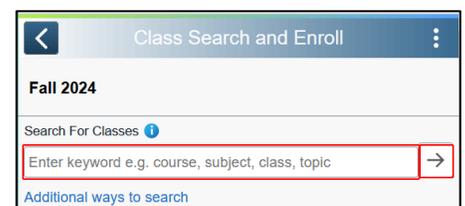


To search for a class in the current term:

The search offers a keyword field with an arrow to conduct the search, or a link for a prompts screen and a Search button. If more than 60 records are returned, you will see a message about filtering.

Search one of the following ways:

- **Keyword:** Enter your search criteria in the **Keyword** field and **click the arrow** on the right of the search field or press **[Enter]**



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- **Prompted:** Below the keyword field, click **Additional ways to search** and select a subject, department, program or instructor, then click **Search**
- **Open Ended:** Below the keyword field, click **Additional ways to search** and then click **Search**

Note: This takes longer, but may be useful for finding a class that meets on a particular day or classes or that satisfies a single or group of HWS goals.

Additional ways to search

Available Subjects

Catalog Number
 contains value

Instructor Last Name
 contains word

Include Cross Listed Courses? Yes No

Your search may return more records than can be displayed at a time. If this is the case, you will see a message asking you to filter the results.

View Search Results

60 courses displayed with keyword:
Search results have exceeded a limit set by your institution. Apply filters or another key word to refine your search.

Filter to narrow the results by checking the criteria options on the lefthand side of the page (scroll for the full list). Best practice is to use the minimum number of filter criteria to include/exclude your search requirements. Options include the following:

- **Class Status:** Include/Exclude Closed, Open, has a waitlist
- **Course Career:** Include/exclude graduate level and/or undergraduate level classes
- **Class Attributes:** Specific cross listed departments and HWS goals
- **Class Meeting Days:** Common course meeting patterns

< Class Search
Class Search Results
⌂ ⋮

Class Status

Closed Classes

Open Classes Only

Wait List Classes Only

Course Career

Undergraduate Degree

Subject

EDUC / Educational Studies

ENG / English & Creative Writing

Class Attribute

Cross Listed Course/American Studies

View Search Results

12 Courses with keyword: English

↑↓

ENG 045

1/2 Credit Teacher Assistant
1 Class Option Available

ENG 050

Full Credit Teacher Assistant
1 Class Option Available

ENG 152

American Revolutions
1 Class Option Available

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To view the details of a class, click on the **course code**.

To return to the Class Search and Enroll page, at the upper left, click on the **Class Search** button.

Get more information about a course by clicking the **course code**, then the Class section.

To return to the results list, at the upper left, click **Class Search**.

ENG 045

1/2 Credit Teacher Assistant

★ [Add to favorite courses](#)

▶ **Course Information**

▼ **Class Selection**

Select a class option ⓘ

Option	Status	Session	Class
1	Open	Regular Academic	Section 01 (4289) - IND

Class Information

Meeting Information | **Enrollment Information** | Class Details | Class Availability

ENG 045 1/2 Credit Teacher Assistant
Section 01 (4289) - IND **Status : Open**

No Enrollment Requirements

No Class Notes

Class Details

Add Consent Instructor Consent Required