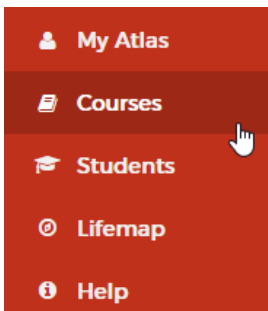


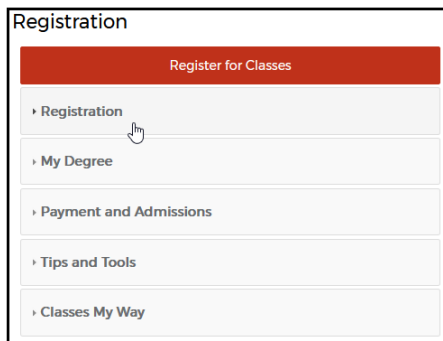
Class Search

How to Access Class Search

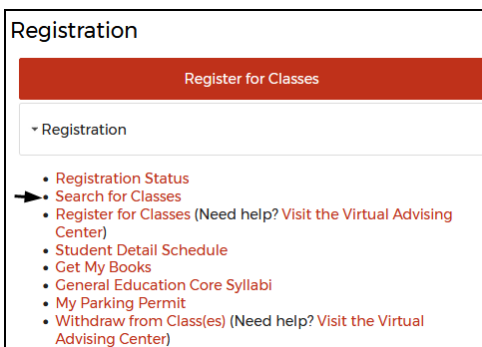
1. Log in to your Atlas account
2. Click on the **Courses** tab:



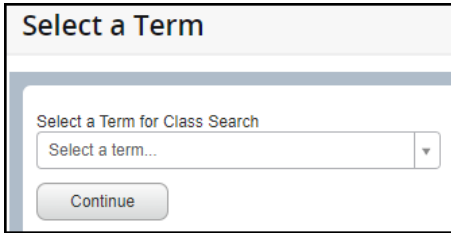
3. Click on **Registration** inside the **Registration** channel:



4. Click on **Search for Classes**:



5. Select the registration term from the **Select a term...** drop-down and click **Continue** :



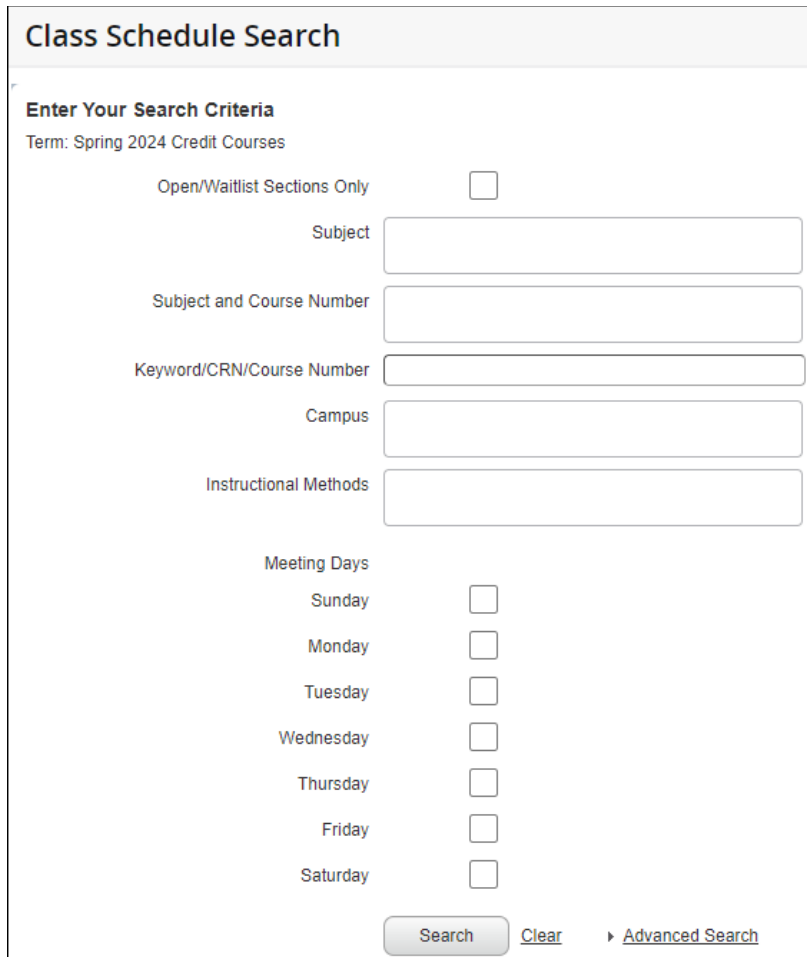
The screenshot shows a dialog box titled "Select a Term". Inside the dialog, there is a label "Select a Term for Class Search" above a dropdown menu. The dropdown menu currently displays "Select a term...". Below the dropdown menu is a button labeled "Continue".

How to Perform a Class Search

You may perform the default **Search** or the **Advanced Search**. Both searches are outlined below.

Basic Search

After you have selected the **Term** for which you wish to search for classes, you will be directed to the default **Search** page:



The screenshot displays the "Class Schedule Search" interface. At the top, it says "Class Schedule Search". Below that is the section "Enter Your Search Criteria" with the text "Term: Spring 2024 Credit Courses". The search criteria include:

- Open/Waitlist Sections Only**: A checkbox that is currently unchecked.
- Subject**: A text input field.
- Subject and Course Number**: A text input field.
- Keyword/CRN/Course Number**: A text input field.
- Campus**: A text input field.
- Instructional Methods**: A text input field.
- Meeting Days**: A list of days with checkboxes:
 - Sunday:
 - Monday:
 - Tuesday:
 - Wednesday:
 - Thursday:
 - Friday:
 - Saturday:

At the bottom of the form, there are three buttons: "Search", "Clear", and "Advanced Search".

You may search for all course sections by leaving the **Search Criteria** fields blank and clicking on **Search**. To narrow your search results, use the provided **Search Criteria** fields to filter as desired; after entering the **Search Criteria** you desire, click **Search** to generate search results.

Search Criteria Options:

1. **Open/Waitlist Sections Only** Check the box to bring back only those sections that have seats available for registration and courses that do not have seats available but offer a waitlist option. Leave the box unchecked to return only those sections with seats available.
2. **Subject** Click inside this field to see a drop-down list of course subjects you may choose from (i.e. BSC, ENC, MAT, etc.). Select a subject to narrow your search results to only bring back courses offered in that subject.
3. **Subject and Course Number** Click inside this field to see a drop-down list of course subjects with their course numbers (i.e. BSC 1010C, ENC 1101, MAT 1033C, etc.). Select a subject and course number to narrow your search results to only bring back that specific subject and course number.
4. **Keyword/CRN/Course Number** Click inside this field and type in a keyword (i.e. English), a few keywords (i.e. English Composition), a specific Course Reference Number (CRN) if you have been given one, or course number (i.e. 1101). This search field will enable you to search for any courses that contain the keyword(s) you enter here, to view more details about a course whose specific CRN you have been given, or to search for any courses with the course number you entered.
5. **Campus** Click inside this field to see a drop-down list of campuses (i.e. Downtown Campus, East Campus, etc.). Select a campus to bring back search results for just that campus.
6. **Instructional Methods** Click inside this field to see a drop-down list of available instructions methods (i.e. Online Course, Mixed Mode, etc.). Select an Instructional Method to bring back search results for just that instructional method.

Meeting Days	
Sunday	<input type="checkbox"/>
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>
Saturday	<input type="checkbox"/>

7. Check the box next to any day(s) of the week you wish to narrow your search results by.

Below is an example of a search for ENC 1101 English Composition. The student wants to attend class on the West Campus on Wednesdays:

Class Schedule Search

Enter Your Search Criteria
Term: Spring 2024 Credit Courses

Open/Waitlist Sections Only

Subject

Subject and Course Number

Keyword (Course Number, CRN..)

Campus

Instructional Methods

Meeting Days

Sunday	<input type="checkbox"/>
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>
Saturday	<input type="checkbox"/>

[Clear](#) [Advanced Search](#)

The above search criteria brought back the following result:

Class Schedule Search

Search Results — 1 Classes
 Term: Spring 2024 Credit Courses Open/Waitlist Sections Only: True Subject and Course Number: ENC1101 ENC: English Composition Campus: West Campus Instructional
 Methods: Onsite Course/Face to Face Wednesday: True [Search Again](#)

CRN	Subject	Course Number	Title	Hours	Camp	Meeting Times	Status	Instructional Methods	Instructor	Link
26065	ENC	1101	Freshman Com...	3	W...	S M T W T F S 01:00 PM - (25 of 25 ...	Onsite Course/Face to Face	Daniell...	

Page 1 of 1 | 10 Per Page | Records: 1

Advanced Search

For additional search criteria, click on [Advanced Search](#) and the following fields will become available:

Instructor

Class Type

Departments

Schedule Type

Term Options (Blank= All)

Course Number Range to

Start Time

End Time


Advanced Search Criteria Options:


- Instructor


 Click inside this field to see a drop-down list of instructors. If you have a particular instructor with whom you wish to take a course, and they are offering a course in the registration term you initially selected, choose that instructor's name from the list.


- Class Type


 Click inside this field to see a drop-down list of Class Types (i.e. Honors Course). You may narrow your search to bring back only those courses with the Class Type you select.

3.  If you are unsure of specific course subjects and/or course numbers, but you know which department offers the course, click inside this field to see a drop-down list of departments (i.e. English, Mathematics, etc.).

4.  Click inside this field to view a list of Schedule Types (i.e. Classroom, Clinical, Lab, etc.). Select a Schedule Type if you wish to narrow your search to bring back only those types of courses.

5.  Click inside this field to view a list of terms (i.e. Full Term, H1, H2, etc.). Select term from the list if you wish to narrow your search to back only those courses offered in that part of term.

6.  If you are not sure of a specific course number but know that it is a 1000, 2000, 3000, etc. course number, you may enter a range in these two fields (i.e. 0027 to 1101).

7.  To restrict your search results to only those courses offered within a specific time period, enter those times in these fields (i.e. 8:00 a.m. Start Time and 9:00 a.m. End Time).

Below is an example of an **Advanced Search** for an Honors course of any kind. The student wishes to take a classroom course in Full Term:

Instructor	<input type="text"/>
Class Type	<input type="text" value="✕ Honors Course"/>
Departments	<input type="text"/>
Schedule Type	<input type="text" value="✕ Classroom Section"/>
Term Options (Blank= All)	<input type="text" value="✕ Full Term"/>
Course Number Range	<input type="text"/> to <input type="text"/>
Start Time	<input type="text" value="v"/> <input type="text" value="v"/> <input type="text" value="v"/>
End Time	<input type="text" value="v"/> <input type="text" value="v"/> <input type="text" value="v"/>

The above search criteria brought back the following result:

Class Schedule Search										
Search Results — 32 Classes										
Term: Spring 2024 Credit Courses										
CRN	Subject	Course#	Title	Hours	Campus	Meeting Times	Status	Instructional Methods	Instructor	Linked Sections
25890	AMH	2020H	US Hist 1877 to Pres Honors	3	East Campus	S M T W T F S 11:30 AM - 12:45 PM Type: Cla	20 of 20 seats re...	Mixed Mode		
25051	ANT	2000H	Introductory Anthropology...	3	West Campus	S M T W T F S - Type: Online Building: Onlin	20 of 20 seats re...	Online Course		
25977	ECO	2023H	Prin of Economics-Micro-H...	3	West Campus	S M T W T F S - Type: Online Building: Onlin	20 of 20 seats re...	Online Course		
22965	ENC	1102H	Freshman Come II-Honors	3	Osceola Campus	S M T W T F S 10:00 AM - 11:15 AM Type: Cla	20 of 20 seats re...	Mixed Mode		
25973	ENC	1102H	Freshman Come II-Honors	3	West Campus	S M T W T F S - Type: Online Building: Onlin	20 of 20 seats re...	Online Course	Rebecca Toole (Primary)	
25901	EVR	1001H	Intro to Environ Science Hon	3	West Campus	S M T W T F S - Type: Online Building: Onlin	21 of 21 seats re...	Online Course		
21892	HUM	1020H	Intro To Humanities - Honors	3	Winter Park Campus	S M T W T F S 11:30 AM - 12:45 PM Type: Res	20 of 20 seats re... 10 of 10 waitlist ...	Real Time Virtual		
23952	HUM	1020H	Intro to Humanities - Honors	3	West Campus	S M T W T F S - Type: Online Building: Onlin	21 of 21 seats re...	Online Course		
26063	HUM	2250H	20th & 21st Century HUM...	3	Winter Park Campus	S M T W T F S - Type: Online Building: Onlin	20 of 20 seats re...	Online Course		
25057	HUM	2310H	Mythology Honors	3	West Campus	S M T W T F S 02:30 PM - 03:45 PM Type: Cla	20 of 20 seats re...	Onsite Course/Face to Face		

Need help? Reach out to one of our [Student Support Services](#). For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email askatlas@valenciacollege.edu.