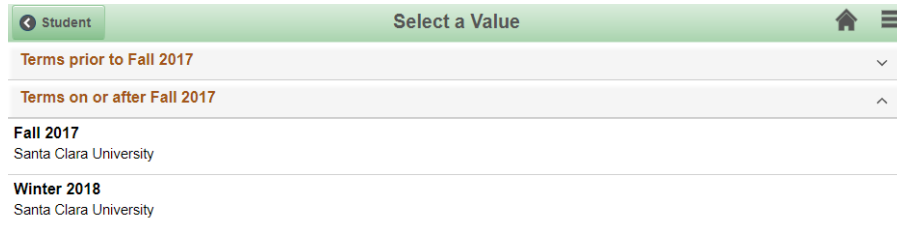


Quick Reference Guide: Class Search and Enroll

You may search for classes, and then directly enroll in that class. You may also add a class to the Shopping Cart.

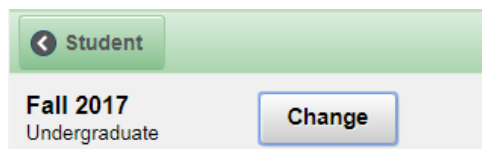
Searching for a Class

1. Select a term to begin searching for classes.



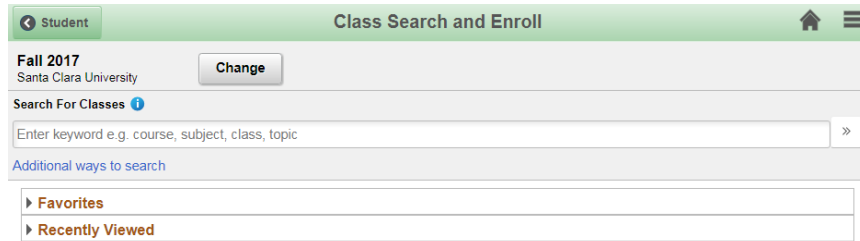
A screenshot of a web interface showing a dropdown menu for selecting a term. The menu is titled "Select a Value" and has a "Student" label on the left. The menu items are: "Terms prior to Fall 2017" (with a downward arrow), "Terms on or after Fall 2017" (with an upward arrow), "Fall 2017" (with "Santa Clara University" below it), and "Winter 2018" (with "Santa Clara University" below it).

2. If you wish to search for classes for another term, you may click the "Change" button in the upper left hand corner to select another term.



A screenshot of a web interface showing a "Change" button. The button is located in the upper left hand corner of a section. The section is titled "Fall 2017" and "Undergraduate".

3. Search for classes by typing in keywords in the search field, such as course, subject, class, etc.



A screenshot of a web interface showing a search field for classes. The search field is titled "Class Search and Enroll" and has a "Student" label on the left. The search field is labeled "Search For Classes" and has a "Change" button next to it. The search field contains the text "Enter keyword e.g. course, subject, class, topic" and a search button. Below the search field are two links: "Additional ways to search" and "Favorites".

You may also search for classes using "Additional ways to search," found underneath the search field. You can search for classes in a certain department by selecting an Available Subject. You can also search for a class by number (e.g. "11" if you want search results for ACTG 11, AMTH 118, ANTH 11A, etc.) or by instructor. Search for instructors by last name. In the drop-down menu, you can select "=" if you know the exact last name, or "contains word" if you are not sure. Then, type the last name into the search field.

Additional ways to search

Available Subjects

Catalog Number
 contains value ▾

Instructor Last Name
 contains word ▾

- You may view favorited or recently viewed classes by clicking on their respective arrows. You can also select “Delete All” at the bottom of each drop-down to clear all the classes under “Favorite” or “Recently Viewed.”

Search For Classes

Enter keyword e.g. course, subject, class, topic

Additional ways to search

- favorites
 - COEN 20**
Introduction to Embedded Systems
2 class options available
 - OMIS 34**
Science, Information Technology, Business and Society.
6 class options available
 - TESP 159**
Ethics of War and Peace
1 class option available
 -
- Recently Viewed

- Classes related to your keyword search term(s) will appear. You can choose the course you would like to enroll in by clicking on it, or you may refine your search by clicking on the links in the left hand menu.

Class Search Class Search Results

Number of Units

- 1 - 3 Units
- 4 - 6 Units

Location

- Santa Clara University

Campus

- Santa Clara

Academic Session

- Default Academic Session

View Search Results

2 Courses with keyword: math 11

- MATH 11**
Calculus & Analytic Geometry I
9 Class Options Available
- MATH 11L**
Calc & Analytic Geom I Lab
1 Class Option Available

- After selecting the course you would like to enroll in, class options will be displayed. Select the class you would like to enroll in by clicking on it. You may also add the course to your favorite courses by clicking on the star underneath the course title.

MATH 11
Calculus & Analytic Geometry I

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option ⓘ Selected Filters 9 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture 58498	09/18/2017 - 12/01/2017	Monday Wednesday Friday 8:00AM to 9:05AM	Kenna Hall 218		Open Seats 2 of 19 >
2	Open	Regular Academic Session	Lecture 58525	09/18/2017 - 12/01/2017	Monday Wednesday Friday 6:00PM to 7:05PM	O'Connor Hall 102		Open Seats 3 of 16 >
3	Open	Regular	Lecture 58500	09/18/2017 -	Monday	O'Connor		Open

If you would like more information on the course, click on the arrow next to “Course Information.”

MATH 11
Calculus & Analytic Geometry I

★ Remove from favorite courses

▼ Course Information

Limits and differentiation. Methods and applications of differentiation. Ordinarily, only one of MATH 11 or 30 may be taken for credit. Note: MATH 11 is not a suitable prerequisite for MATH 31 without additional preparation. Prerequisite: High school trigonometry and either Calculus Readiness Exam or MATH 9. If MATH 9 is taken, a grade of C- or higher is strongly recommended before taking MATH 11.

Units 4.00

Grading Graded

Components Lecture

Course Career Undergraduate

If you would like more information on the class, click on the lecture number for the class you would like to enroll in.

MATH 11
Calculus & Analytic Geometry I

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option ⓘ Selected Filters 9 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture 58498	09/18/2017 - 12/01/2017	Monday Wednesday Friday 8:00AM to 9:05AM	Kenna Hall 218		Open Seats 2 of 19 >
2	Open	Regular Academic Session	Lecture 58525	09/18/2017 - 12/01/2017	Monday Wednesday Friday 6:00PM to 7:05PM	O'Connor Hall 102		Open Seats 3 of 16 >

Class Information will be provided.

1. “Class Details” shows you how many units the class is, how you will be graded in the class, and how the class will be taught.
2. “Meeting Information” contains details on when and where the class meets.
3. “Enrollment Information” tells you which requirements the course might fulfill.
4. “Class Availability” shows the class capacity, as well as the number of taken, open, and waitlist seats.
5. “Textbook/Other Information” lists required and recommended textbooks for the class. Go to scu.bncollege.com to purchase your textbooks.

Class Information				
1	2	3	4	5
Class Details	Meeting Information	Enrollment Information	Class Availability	Textbook/Other Information
MATH 11 Calculus & Analytic Geometry I Lecture Class 58525 Status : Open				
Units	Grading	Instruction Mode	Location	Campus
4.00	Standard Letter Grades	In Person	Santa Clara University	Santa Clara

Enrolling in Classes and Adding Classes to the Shopping Cart

1. After you have selected the class you would like to enroll in by clicking on it, confirm that the class selection is indeed the class you would like to enroll in. Click on the yellow “Next” button in the upper right hand corner to continue.

Class Search and Enroll

Exit Next >

Fall 2017
Undergraduate
Santa Clara University

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Review Class Selection

You have selected

MATH 11 Calculus & Analytic Geometry I
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58525	Regular Academic Session	09/18/2017 - 12/01/2017	Monday Wednesday Friday 6:00PM to 7:05PM	Open Seats 3 of 16

2. If you have a permission number, enter it into the field below. Click the green “Accept” button in the upper right hand corner to continue.

Class Search and Enroll

Exit Previous

Fall 2017
Undergraduate
Santa Clara University

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 2 of 4: Review Class Preferences

MATH 11 Calculus & Analytic Geometry I
Lecture Class 58525 - Open

Permission Number

Requirement Designation - Mathematics
 Take Requirement Designation

Accept

3. Select “Enroll” to continue with enrolling in the selected class, or select “Add to Shopping Cart” to enroll in the class at a later date. Click on the yellow “Next” button in the upper right hand corner to continue.

Class Search and Enroll

Exit Previous Next >

Fall 2017
Undergraduate
Santa Clara University

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Visited

4 Review and Submit
Not Started

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll
 Add to Shopping Cart

4. Confirm that the class shown is the class you would like to enroll in or add to your Shopping Cart. Click the green “Submit” button in the upper right hand corner to continue.

Exit Class Search and Enroll < Previous

Fall 2017
Undergraduate
Santa Clara University

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

Step 4 of 4: Review and Submit Submit

You have selected to enroll in

MATH 11 Calculus & Analytic Geometry I

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58525	Regular Academic Session	09/18/2017 - 12/01/2017	Monday Wednesday Friday 6:00PM to 7:05PM	Open Seats 3 of 16

Class Preferences

Take Requirement Designation - Mathematics Yes

5. Click "Yes" to finish enrolling in the selected class or adding the selected class to your Shopping Cart.
6. Verify that you have successfully enrolled in or added the selected class to your Shopping Cart. The message on the next page will be accompanied by a red ✘ if you did not successfully enroll in or add the selected class to your Shopping Cart. The message on the next page will be accompanied by a green ✔ if you successfully enrolled in or added the selected class to your Shopping Cart.