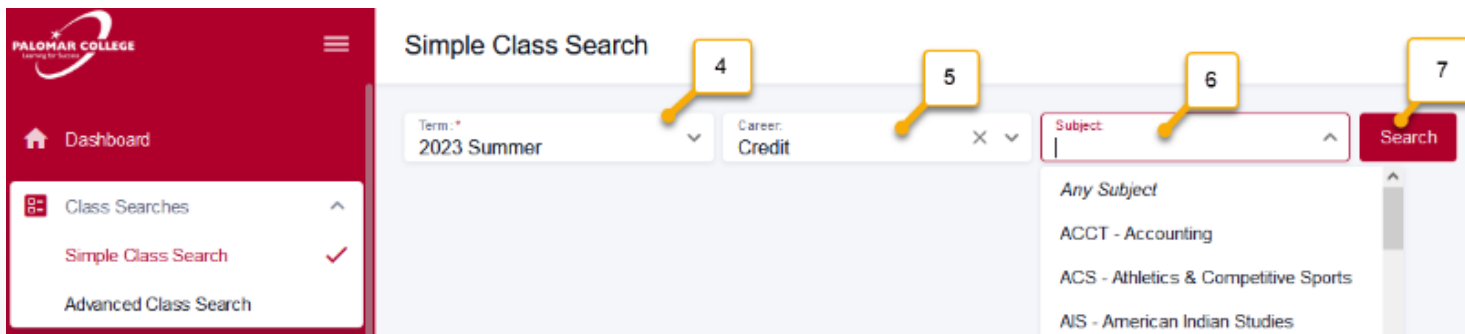
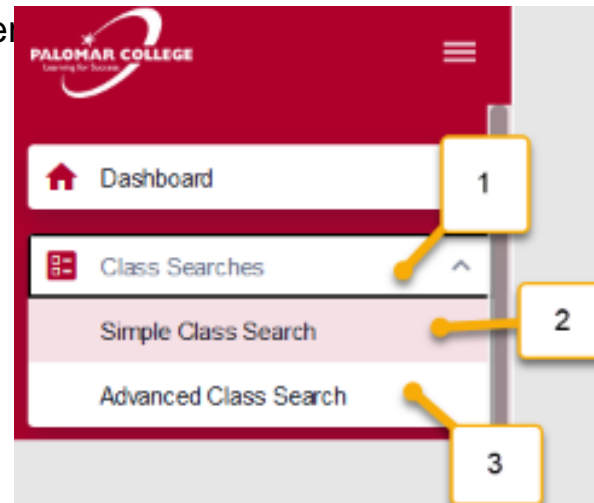




There are two different Class Searches

Simple Class Search

1. Select the Class Searches Drop down from the left navigation
2. Simple Class Search by term, credit, and subject
3. Advanced Class Search with a variety of filters
4. Select the Term
5. Select credit or non-credit
6. Select Subject
7. Select Search





Q: How do I search for courses and enroll in a course?

Advanced Class Search

8. Advanced Class Search Option
9. Term drop down
10. Subject drop down
11. Campus location
12. Online or GE
13. Show Open Classes check box
14. Search button

The screenshot shows the Palomar College Advanced Class Search interface. The left sidebar contains navigation options: Dashboard, Class Searches (with sub-options Simple Class Search and Advanced Class Search), Course Information, Schedule Builder, and My Schedule. The main content area is titled "Advanced Class Search" and includes a "Select all the required (*) search criteria." instruction. The search criteria are: Term (2023 Summer), Subject, Catalog #, Campus, Online Or GE, and Online Or GE Type. Below these are fields for Class Number, Instructor Last Name, Instructor First Name, Session, Days, and Start Time. Further down are End Time, Credit/Noncredit (Credit), Department, Units, and Keyword. A "Show Open Classes Only" checkbox is checked. At the bottom are "Search" and "Reset Filters" buttons. Numbered callouts (8-14) point to the "Advanced Class Search" option, the Term dropdown, the Subject dropdown, the Campus dropdown, the Online Or GE dropdown, the "Show Open Classes Only" checkbox, and the Search button.

Class Searches



Q: How do I search for courses and enroll in a course?

After you click **SEARCH** you will see a list of courses below that meet your criteria.

15. Search

16. Row of courses with details about the course. Click the arrow on the left to expand

17. Link icon which means this course is linked to another course.

18. Three vertical dots allow you to enroll, add to card, add to schedule builder, view deadlines, and share. These same options are available below when you expand the course information

Advanced Class Search

Select all the required (*) search criteria.

Term: 2023 Fall | Subject | Catalog # | Campus | Online Or GE | Online Or GE Type

Fewer Filters 2

Class Number | Instructor Last Name | Instructor First Name | Session | Days | Start Time

End Time | CreditsNoncredit Credit | Department | Units | Keyword

Show Open Classes Only

Search | Reset Filters

AUTO BODY REPAIR II | AB 51

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS	CAMPUS
> 50-LEC (72275)	-	FUL	Mo	6:00 pm	7:25 pm	ITC-107	David Wright	08/21 - 1...	3/20	San Marcos Campus
> 51-LAB (72308)	-	FUL	Mo	7:35 pm	8:55 pm	ITC-110	David Wright	08/21 - 1...	3/20	
			We	6:00 pm	9:05 pm	ITC-110	To Be Annou...	08/21 - 1...		

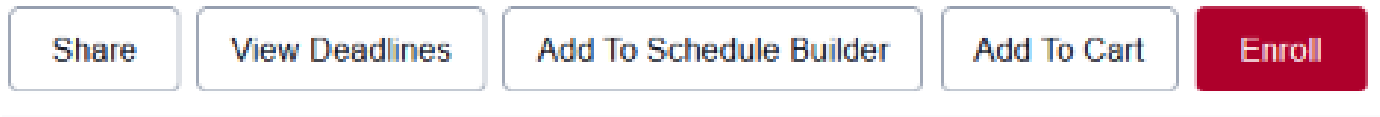
Class Searches



Q: How do I search for courses and enroll in a course?

These options are visible when you expand the course row details by clicking the arrow on the left of the row.

- Share – the course information with a classmate
- View Deadlines – associated with the course
- Add To Schedule Builder – To explore building various schedule scenarios
- Add To Cart – This does not enroll you but adds the course to your cart (*Course may be filled by others while you decide*)



- After you select Enroll:
- Check the box for “Wait List if class is full”
- If you want to drop a competing course chose the course in the dropdown titled “Drop the class below if Enrolled in the Class Above (optional)”
- Save

Enrollment options

AIS 100: INTRO AMERICAN INDIAN STUDIES| 1 - 30429

Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class:

Cancel Save

This is asking if you want to join waitlist if full

If you want to drop a competing course.

Lastly, Save!

Class Searches



Q: How do I search for courses and enroll in a course?

The agreement required to enroll:

Agreement

Confirm by checking the box **“I agree”**

1. I understand to complete the requirements for an undergraduate degree within 4 years I need to take 15 applicable units per semester, or 30 applicable units per academic year.
2. I understand that if eligible for Cal Grant A or Cal Grant B award, the limitation to these awards is 4 academic years, except as provided in subdivision (c) of Section 69433.6 or the CEC Enroll

The screenshot shows a web form titled "Agreement" with a close button (1/1 X) in the top right corner. Below the title, it says "Please Confirm:" followed by two numbered items: "1. I understand to complete the requirements for an undergraduate degree within 4 years I need to take 15 applicable units per semester, or 30 applicable units per academic year." and "2. I understand that if eligible for a Cal Grant A or Cal Grant B award, the limitation to these awards is 4 academic years, except as provided in subdivision (c) of Section 69433.6 of the CEC." At the bottom left of the form is a checkbox labeled "I agree". Below the form are two buttons: "Decline" and "Enroll". A red callout box labeled "Agree to confirm" has an arrow pointing to the "I agree" checkbox. Another red callout box labeled "Enroll" has an arrow pointing to the "Enroll" button.

Class Searches



Q: How do I search for courses and enroll in a course?

After you click **"I Agree"** enrollment results pop up will come up either stating "The class has been added to your schedule" or "error"

Click OK.

Enrollment Results
Enrollment results of 1 class(es) for the term 2023 Spring

CLASS	RESULTS
Class # 30982	■ Added to your schedule.

This class has been added to your schedule.

OK

Confirmation of enrollment

Finished

Class Searches



Q: How do I search for an online course?

A: Follow these steps to search for an online “distance education” course.

Step 1) Select Advanced Class Search on the left navigation

Step 2) Select the Term you are looking for courses in

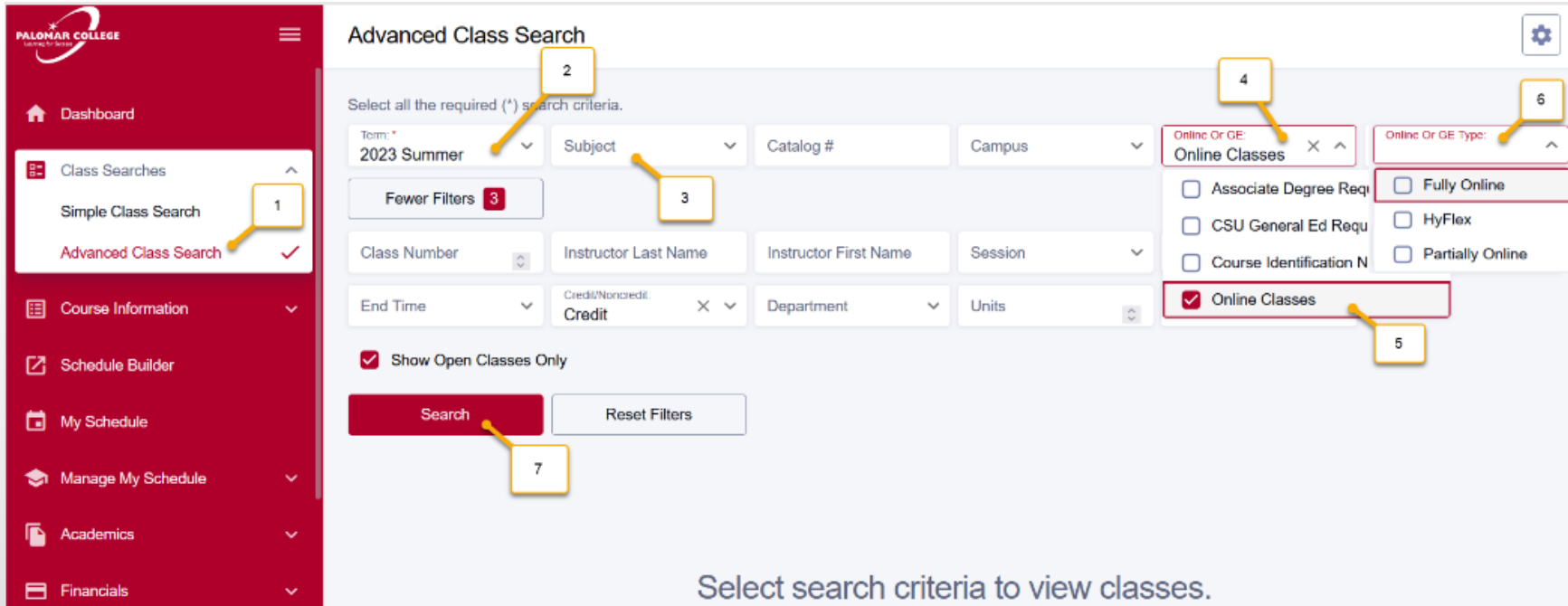
Step 3) Select the Subject you are searching for

Step 4) Select the Online or GE menu dropdown

Step 5) Select the Online Classes box on drop down

Step 6) Select the type of online class you are looking for (Fully Online, HyFlex, Partially Online)

Step 7) Select Search



The screenshot displays the Palomar College Advanced Class Search interface. On the left is a red navigation sidebar with a hamburger menu icon at the top. The sidebar contains the following items: Dashboard, Class Searches (with a sub-menu), Course Information, Schedule Builder, My Schedule, Manage My Schedule, Academics, and Financials. The 'Class Searches' sub-menu is expanded, showing 'Simple Class Search' and 'Advanced Class Search' (which is selected with a checkmark and a yellow callout box labeled '1').

The main content area is titled 'Advanced Class Search' and includes a settings gear icon in the top right. Below the title is the instruction 'Select all the required (*) search criteria.' The search criteria are organized into a grid of dropdown menus and checkboxes:

- Term: 2023 Summer (yellow callout box '2')
- Subject: (yellow callout box '3')
- Catalog #: (empty)
- Campus: (empty)
- Online Or GE: Online Classes (yellow callout box '4')
- Online Or GE Type: (yellow callout box '6')

Below these are several rows of search criteria, each with a dropdown menu:

- Class Number: (empty)
- Instructor Last Name: (empty)
- Instructor First Name: (empty)
- Session: (empty)
- End Time: (empty)
- Credit/Noncredit: Credit (yellow callout box '5')
- Department: (empty)
- Units: (empty)

There are also checkboxes for 'Associate Degree Req', 'CSU General Ed Req', and 'Course Identification N'. The 'Online Classes' checkbox is checked (yellow callout box '5').

At the bottom of the search criteria is a checkbox for 'Show Open Classes Only' which is checked. Below this are two buttons: 'Search' (yellow callout box '7') and 'Reset Filters'.

Select search criteria to view classes.