

It is often necessary to search for course information on PeopleSoft – when selecting elective courses, when looking for courses that fulfill Knowledge Areas or other Common Experience requirements, or if you are simply curious about what is offered.

After logging into PeopleSoft, select “Self Service” from the Main Menu. Then click on “Class Search / Browse Catalog”

You will be presented with the following screen:

**Class Search**

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Select an institution, term and search method.  
Click GO to continue.

**Institution** Clarkson University ▼  
**Term** Fall 2010 ▼

Search for Classes  Browse Catalog

**Go**

**This first section explains how to browse the course catalog**

Select the term you are searching for, select “Browse Catalog” and then click Go.

You will then be presented with this screen:

**Class Search**

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**Browse Catalog**

Clarkson University | Fall 2010

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

Select show All Courses if you want to show all courses whether or not class sections are offered for the term. Select show Courses With Sections Offered to show only those courses that have class sections offered for the term.

**Show**  All Courses  Courses With Sections Offered

**COLLAPSE ALL** **EXPAND ALL**

You have two options – to show just those courses which are being offered during the semester in which you are searching, or to see all the courses that Clarkson offers. Note that if you do choose to view all courses, you must keep in mind that they are not necessarily all going to be offered in the semester that you are viewing.

For this demonstration, we are going to view all courses.

## Browse Catalog

Clarkson University | Fall 2010

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

From this menu, choose the letter that corresponds to the first letter of the subject you are interested in. For example, if you wish to view History courses, click on the H.

You will see that the course selection list changes to all subjects that begin with an H.

### Class Search

## Browse Catalog

Clarkson University | Fall 2010

A B C D E F G <b>H</b> I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Select show All Courses if you want to show all courses whether or not class sections are offered for the term. Select show Courses With Sections Offered to show only those courses that have class sections offered for the term.

Show	<input checked="" type="radio"/> All Courses	<input type="radio"/> Courses With Sections Offered
<a href="#">COLLAPSE ALL</a> <a href="#">EXPAND ALL</a>		

[CHANGE INSTITUTION OR TERM](#)

- ▶ [HIST - History](#)
- ▶ [HP - Honors Program](#)
- ▶ [HS - Health Sciences](#)
- ▶ [HUM - Humanities](#)

Next, click on the link for History to expand the list to view all courses. At this point, you can toggle back and forth between viewing all courses, and viewing just those courses with sections offered, by selecting the appropriate radio button in the “show” box.

If you are viewing ALL, you will see a list like this:

▼ [HIST - History](#)

Course Number	Description	Action
<a href="#">1</a>	<a href="#">HIST Elective</a>	No Sections Available
<a href="#">2</a>	<a href="#">HIST Elective</a>	No Sections Available
<a href="#">210</a>	<a href="#">Ancient History Survey</a>	No Sections Available
<a href="#">220</a>	<a href="#">America: 1776 - 1877</a>	No Sections Available
<a href="#">221</a>	<a href="#">America: 1877 - Present</a>	<a href="#">View Class Sections</a>
<a href="#">230</a>	<a href="#">Science and Society</a>	No Sections Available
<a href="#">240</a>	<a href="#">War and Society</a>	No Sections Available
<a href="#">241</a>	<a href="#">War Literature I</a>	No Sections Available
<a href="#">250</a>	<a href="#">History of 20th Century Germany</a>	No Sections Available
<a href="#">320</a>	<a href="#">Medicine and Society in America</a>	No Sections Available
<a href="#">325</a>	<a href="#">Sexuality &amp; Health in American History</a>	No Sections Available
<a href="#">327</a>	<a href="#">History of Women in America</a>	No Sections Available
<a href="#">328</a>	<a href="#">History of Gender and Sexuality in the Transatlantic World</a>	No Sections Available

To view course information, click on either the title or course number of the course you are interested in.

You will then be taken to the Course Detail page, which displays catalog information, including the number of credits the course is worth, the default grading basis (whether the course results in a grade, or a P/NC), any Common Experience information (listed under “course attributes”), as well as a course description.

**Course Detail**

Clarkson University | Fall 2010 | History

**HIST 221 - America: 1877 - Present**

Course Detail	
<b>Units</b>	3
<b>Grading Basis</b>	Graded
<b>Course Components</b>	Lecture          Required

Credits and Grading basis

Enrollment Information	
<b>Course Attribute</b>	University Course Individual and Group Behavior Cultures and Societies

Knowledge Area, Communication Point, and Technology status information

Description
[Formerly LC251] A social, political, cultural and economic survey of the United States from Reconstruction through the present.

[View Class Sections](#)

[RETURN](#)

At this point, you can either click “return” to return to the list of courses, or if the course is being offered in the term you are browsing, you can click on “view class sections” to see when the course is being offered.

Clicking “view all sections” takes you to the class search page, as shown below:

**Class Search**

**Class Search Results**

When available, click View All Sections to see all sections of the course.

Key

Clarkson University | Fall 2010

Open     Closed

[CHANGE INSTITUTION OR TERM](#)   [START A NEW SEARCH](#)

**HIST 221 - America: 1877 - Present**

View All Sections		First	1 of 1	Last
<b>Section 01-LEC(10081)</b>		<b>Status</b> ●		
<b>Session</b> Regular				
Days & Times	Room	Instructor	Meeting Dates	
TuTh 2:30PM - 3:45PM	TBA	Laura E. Ettinger	8/23/2010 - 12/3/2010	

This page gives you general details about the course, such as the days and times it is being offered, as well as the instructor. To see even more information about the course, you can click on the section link

[Section 01-LEC\(10081\)](#)

This will bring you to a class detail page regarding the course offering during the semester in which you performed your search:

### Class Detail

**HIST 221 - 01 America: 1877 - Present**

Clarkson University | Fall 2010 | Lecture

[RETURN TO RESULTS](#)

#### CLASS DETAILS

<b>Status</b>	●	<b>Career</b>	Undergraduate
<b>Class Number</b>	10081	<b>Dates</b>	8/23/2010 - 12/3/2010
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Graded
<b>Units</b>	3 units		
<b>Class Components</b>	Lecture	Required	

Class number for enrollment

#### Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:30PM - 3:45PM	TBA	Laura E. Ettinger	8/23/2010 - 12/3/2010

#### ENROLLMENT INFORMATION

<b>Class Attributes</b>	Cultures and Societies Individual and Group Behavior University Course
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Knowledge Area, Communication Point, and Technology status information

#### CLASS AVAILABILITY

<b>Class Capacity</b>	35	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	0	<b>Wait List Total</b>	0
<b>Available Seats</b>	35		

#### DESCRIPTION

[Formerly LC251] A social, political, cultural and economic survey of the United States from Reconstruction through the present.

The information you see here is specific to the semester that you are searching under. It shows the class number for enrollment purposes, the number of seats available in the course as well as pertinent meeting information.

This page can also be accessed if you had clicked on “search for classes” instead of “browse catalog” in step 1. **The following section will explain how to reach this page using the “search for classes” option.**

From the Main Menu, go to “Self Service” and then choose “Search for Classes / Browse Catalog”

### Class Search

Select an institution, term and search method.  
Click GO to continue.

Institution

Term

Search for Classes  Browse Catalog

This time, we will select the Search for Classes radio button, and click Go.

On the class search page, you can perform a simple search by entering in HIST as the Course Subject and 221 as the course number, then click Search.

### Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

Clarkson University | Fall 2010

**Class Search Criteria**

Course Subject

Course Number

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

By leaving the “Show open classes only” button checked, the search omits all courses that have 0 seats available.

To perform other searches you could try:

- Searching for the subject HIST with no course number to return all HIST courses with sections offered
- Search for the course number 221 if you are unsure of the subject, to return all courses numbered 221 with sections offered
- Click on ‘additional search criteria’ to filter results by instructor, days or times offered, course title keyword or type of course (lecture, lab, etc).

Don't forget: only the first 3 sections are shown in the results. Click on View All sections or navigate through by clicking the arrows

▼ **ES 220 - Statics**

First  Last

Click to view all sections on 1 page

Or browse in groups of 3