1) **Search for Classes page.** Students can find the Search for Classes link within Course Registration & Bill Payment in the Self-Service Menu on MyMountHolyoke. Faculty can find the link within For Instructors. Users who are not logged in to MyMountHolyoke can find a Search for Classes link on the Registrar’s Office website: [https://www.mtholyoke.edu/registrar](https://www.mtholyoke.edu/registrar)

Searching for classes has three major steps: entering search criteria, getting search results, and viewing detailed class information.

2) **Basic search criteria.** Search for Classes requires at least two search terms before you click Submit. The more search terms you use, the more narrow your search results will be. Below are the basic search terms and how they work.

   a. **Term.** The Term menu defaults to the current or upcoming term, but you can change the term to look at past classes.
b. **Subject.** Subject lists all current and past academic subjects as well as PaGE subjects (found at the bottom of the menu). The list is alphabetical by subject code. You can alternatively use the **Subjects/Course Level** box to look at multiple subjects at once as well as classes at a specific level (100 – introductory, 200 – intermediate, 300 – advanced, 400 – graduate)

c. **Course No and Section Number.** Use these fields to find specific course numbers or sections. You can use a partial course number to find all classes that begin with that number including labs. (For example, choosing Biological Sciences and course number 145 will display BIOL-145AB, BIOL-145ABL lab, and so on.)

d. **Instructor’s Last Name.** Use this field to find all courses taught by a specific instructor. You can also use a partial name, helpful if you're not sure of a spelling. Typing "Sch" will bring up classes taught by Professors Schreiber, Schmeiser, and so on.

3) **Advanced search criteria.** Take care when using the more specific search terms, or too many at once, as you may overly limit your search results and miss some relevant classes. These search terms will look at very specific information about a class:

a. **College Requirements and Course Tags.** Use these fields to search for classes meeting specific requirements (like first-year seminar) or other types (like speaking-intensive) and for classes tagged for interdisciplinary applicability (like Asian Studies or Nexus programs).

b. **Course Title/Description Keywords.** This field searches course titles and descriptions for words or word combinations (such as "peace").

c. **Section Meeting After/Before and days.** Use the Section Meeting menus and days checkboxes to find classes meeting at specific days and times.

4) **Search Results.** Click Submit and your search results will appear. When you're done with these results, don't click the Back button in your browser. Instead, click OK at the bottom of the page.

![Search Results]

a. **Basic class information.** The search results include the section number and title, meeting days/times and rooms when available, faculty, and credits. Clicking the meeting information will launch more details about the class.
b. Additional class information.

i. **Status and Capacity.** This column indicates whether a section is open, closed, or waitlisted. The next column indicates the total capacity of the class, how many students are currently enrolled, the available seats, and the number of students on the waitlist. *Important:* If a class is waitlisted, but appears to have fewer students enrolled than its capacity, students cannot register for one of those seats. The instructor controls who fills any open seats from the waitlist.

ii. **Crs Type.** This column indicates any requirements or course types met by this section:
- FY = First Year Seminar
- I = Meets Humanities requirement
- II = Meets Science/Math requirement
- III = Meets Social Science requirement
- MP = Meets Multicultural Perspectives requirement
- LANG = Meets Language requirement
- WI = Writing Intensive
- SI = Speaking Intensive
- CBL = Community Based Learning
- INSTY = Independent Study
- PE = Counts toward Physical Education requirement
- TP = Topics course (course on a particular topic that is not taught routinely, or exemplifies a specialty course within this subject)
- NO = Does not meet a distribution requirement

iii. **Per-I/Prereq/Coreq.** This column is blank if there are no special requirements (instructor permission, prerequisite, and/or corequisite) for entry to the class. If there are any of these requirements, the column will indicate YES. Click the meeting information for details on what the requirements are.

5) **Class Information.** Click the meeting information for a section to see details on the class in a new tab. Details include title, description, requirements and course types, faculty name and contact information, meeting information, and more.
a. Cross-listed Sections. A cross-listed course is a course that is offered under more than one subject. You may register for a cross-listed course through any of its departments, as long as you meet its eligibility requirements.

b. Registration Details. This section of the page Class Information includes important information needed for registration:

i. Prerequisites are courses that must be completed before taking this course, or other eligibility criteria you must meet to register for it, such as "junior or senior economics major."

ii. Corequisites are other courses you must take with this course. For example, some science courses require you to register for a lab section when you register for the lecture section.

iii. Comments or other prerequisite advice may also display to give you additional important information, such as whether this course requires any fees or has some recommended skills.

<table>
<thead>
<tr>
<th>REGISTRATION DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisite Courses</td>
</tr>
<tr>
<td>Prereq: ARTH-100W. Take previously  Required</td>
</tr>
<tr>
<td>Restrictions: Course limited to sophomores, juniors and seniors</td>
</tr>
<tr>
<td>Other PreReq Advice from the Course Catalog: First-year students may seek permission if they have 4 credits in Art History</td>
</tr>
</tbody>
</table>

b. Book Information. This section of the Class Information page lists books for the class and indicates list price, requirement, and whether the list is complete or partial.

| BOOK INFORMATION |
|------------------|-----------------|------------|
| Title: 19th Century Art |
| Author: Eisenmann, Stephen |
| Copyright: 2011 |
| Edition: Yes Required 84.57 |
| Volume: |
| ISBN: 9780500288887 |
| Publisher: Thames and Hudson |

84.57

This is the complete book list for this class.