

## Class Search

This document provides an overview of searching for classes available in self-service.

To access the self-service applications log in to the portal, Zipline, at <http://zipline.uakron.edu> with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the student center options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please visit the [Software Training website](#) and select the link for the appropriate tutorial.

### Important Guidelines:

- ✓ Log into ZipLine (zipline.uakron.edu) to access the self-service applications.
- ✓ The self-service applications are available Monday – Saturday from 7:30 A.M. to midnight and Sunday from noon to midnight.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

## Schedule of Classes

The Class Search feature allows you to search and pick classes you wish to take *prior to actually being able to add classes to your schedule*.

You can place the courses in your shopping cart and then add and submit the shopping cart classes all at once - when you are able to register.

### Instructions:

1. Log in to ZipLine with your Uanet ID and password:



**ZipLine**  
YOUR KEY TO THE UA CAMPUS COMMUNITY

**Login to ZipLine**

uanetid:

password:

**Log Me In!**

**Help Center**

- What is ZipLine?
- New Features
- Change Password
- Tutorials, Q&A, and more...

**Instructions:**

2. Click the **Student Center** link located under the “Access my ...” heading.

**Access my ...**

3. From the **Student Center** you can easily navigate to your academic, financial, and personal information.
4. To search for classes you can either:
- Click the **Search** link  
OR
  - Click the **Search for Classes** button

**Nancy's Student Center**

Academics

[Search](#)  
[Enroll](#)  
[My Academics](#)

other academic...

Deadlines

This Week's Schedule		
	Class	Schedule
	3100 103-003 LEC (70518)	MoWeFr 8:50AM - 9:40AM Auburn Sci 120
	3100 103-012 LAB (70520)	Mo 2:00PM - 4:00PM Schrank N 251
	3350 100-001 LEC (70905)	MoWeFr 8:50AM - 9:40AM Arts & Sci 135
	6200 201-701 LWW (72428)	MoWe 10:00AM - 11:15AM Wayne Coll B119

[weekly schedule ▶](#)  
[enrollment shopping cart ▶](#)

**SEARCH FOR CLASSES**

**Holds**  
Audit courses  
[details ▶](#)

**To Do List**  
Master Inst. Aid Application  
Verif of Vet Benefits  
[details ▶](#)

**Enrollment Dates**  
**Enrollment Appointment**  
You may begin enrolling  
for the 2009 Spring  
Regular Academic Session

**Instructions:**

5. The Search page is returned.
6. If you wish to browse the course catalog, click the **Browse Course Catalog** button at the bottom of the page.
7. Keep the following in mind when searching:
  - Specify the term using the drop down at the top of the page.
  - You must enter at least 2 search criteria (unless you enter Course Number or Course Subject – you only need 1 entry if using this criterion).
  - Check the “**Show Open Classes Only**” box to limit your search results to only those classes which are available.

**Enter Search Criteria**

**Institution**

**Term**

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

**Class Search Criteria**

**Course Subject**

**Course Subject**

**Course Number**

**Course Career**

**Show Open Classes Only**

Use Additional Search Criteria to narrow your search results.

**Meeting Time** between  and  (example: 1:00PM)

**Day of Week**

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Instructor Last Name**

**Class Nbr**  (example: 1136)

**Course Title Keyword**  (example: statistics)

**Course Units** between  and

**Course Component**

**Session**

**Mode of Instruction**

**Campus**

**Location**

[Search](#) [Enroll](#) [My Academics](#)

[Search For Classes](#) [Browse Course Catalog](#)

go to ...

8. There are a number of methods which can be used to specify the **Course Subject**:
- Specific Subject Number**: If you know the Subject number, such as 5400 for Technical Education, you may enter the number directly in the Subject field.
  - Subject Name Order**: If you wish to locate the Subject in alphabetical order by the Subject Name, click the down arrow on the Course Subject field.
  - Subject Number Order**: If you wish to locate the Subject Number in numerical order by the Subject number, click the **select subject** button.

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

**Class Search Criteria**

**Course Subject**

**Course Subject**

**Course Number** is exactly

**Course Career** Undergraduate

**Show Open Classes Only**

Criteria to narrow your search results.

Alpha order by Course Subject Name

Numerical order by Course Subject Number

Enter the Course Subject Number (i.e. 5400)

9. After entering the Search criteria click the **SEARCH** button at the bottom of the page.

10. A list of all classes which meet your search criteria will be displayed. You will see the following codes listed to identify the status of the course (Open or Closed) and whether or not the class fits into your schedule (Fits or Conflict).

Fits in Your Schedule

Fits  Conflict

Open  Closed

**NOTE:** If you select the option “**Show Open Classes Only**” on the search criteria page you will only see Open classes.

11. To select a specific class, click the **select class** button.

First 1-45 of 45 Last

Section [001-LEC\(70115\)](#) Status ● ✓ Fits **select class**

Session Regular

Units 2 Total Enrolled 15

Days & Times	Room	Instructor	Meeting Dates
MoWe 7:45AM - 8:35AM	Crouse 209	Joann Berkowitz	08/25/2008 - 12/07/2008

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Section [003-LEC\(75719\)](#) Status ● ✓ Fits **select class**

Session Regular

Units 2 Total Enrolled 25 Rq Designation ATH: Athletes only

Days & Times	Room	Instructor	Meeting Dates
MoWe 8:50AM - 9:40AM	AthleticFH 196	Eric Coleman	08/25/2008 - 12/07/2008

12. The class details are displayed. Click the **Next** button to add the course to your shopping cart.

[Search for Classes](#)

[Add to Shopping Cart - Enrollment Preferences](#)

2008 Fall | Undergraduate | The University of Akron

**5400 401 - Learning with Technology**

**Class Preferences**

5400 401-800 lec or www ● Open

Permission Nbr

Grading ABC/NC Grading

Session Regular Academic Session

Units 3.00

Career Undergraduate

**Enrollment Information**

**Requirement Designation**

- 100% online

World Wide Web Course

✓ Fits

CANCEL

**NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
800	lec or www		TBA	Qetler Jensrud	08/25/2008 - 12/07/2008

TBA - Contact department for specific details

**NOTES**

**Class Notes** This is a Web-based class.

13. You receive confirmation that the course was successfully added to the cart.
14. If you wish to search for another class, click the **Start a New Search** button.
15. You can view your class schedule by clicking the **My Class Schedule** link.
16. Click the **Shopping Cart** link to view the contents of your shopping cart.

### Search for Classes

### Search Results

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

The University of Akron | 2008 Fall

<a href="#">My Class Schedule</a>	<a href="#">show all</a>	<a href="#">Shopping Cart</a>	<a href="#">show all</a>
3100 103	MoWeFr 8:50AM - 9:40AM Auburn Sci 120	5400 401	Room: TBA

The following classes match your search criteria Course Subject: **Technical Education**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

✓ 5400 401 has been added to your Shopping Cart.

[START A NEW SEARCH](#)

Fits in Your Schedule

✓ Fits ✗ Conflict

● Open ■ Closed

For questions regarding registration and enrollment, please e-mail the Registrar's Office at:  
[registrar@uakron.edu](mailto:registrar@uakron.edu)