

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.
- ✓ 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:



Instructions:

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

Access my ...



- From the **Student Center** you can easily navigate to your academic, financial, and personal information.
- 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... [v] [»]

Deadlines URL

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 Start Time (example: 1:00PM)

Meeting End Time

Day of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Minimum Units

Maximum Units

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**:
- a. **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.
 - b. **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.
 - c. **Subject Number Order**: If you wish to locate the Subject Number in numerical order by the Subject number, click the **select subject** button.

The screenshot shows the 'Class Search Criteria' form. It includes fields for 'Course Subject', 'Course Number', and 'Course Career'. A 'select subject' button is highlighted in green. A callout box points to a dropdown arrow on the 'Course Subject' field, stating 'Alpha order by Course Subject Name'. Another callout points to the 'select subject' button, stating 'Numerical order by Course Subject Number'. A third callout points to an empty input field next to the 'select subject' button, stating 'Enter the Course Subject Number (i.e. 5400)'. The form also has dropdown menus for 'is exactly' and 'Undergraduate', and a checked checkbox for 'Show Open Classes Only'.

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).

The legend shows 'Fits in Your Schedule' with a green checkmark for 'Fits' and a red X for 'Conflict'. It also shows a green circle for 'Open' and a blue square for 'Closed'.

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

11. To view the textbook information for a class click the **Textbook** link.

NOTE: If a class has multiple components – i.e. a lecture and lab component, only ONE of the components will contain the textbook link.

That one Textbook link will list ALL of the books for the class.

The screenshot shows a class search result for Section 002-LEC(74416). The status is 'Regular' with a green dot. There is a 'Conflict' option with a red X and a 'select class' button. A 'Textbook' link is circled in red. Below this, it shows 'Units 3' and 'Total Enrolled 88'. A table lists the class details:

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 3:20PM - 4:10PM	Buckingham 201	Brian Taillon, Fredric Marich	08/23/2010 - 12/05/2010

12. A new window opens for The Barnes and Noble site and displays the textbook information for the class. You can purchase the textbook by clicking “Add to Cart.”

The screenshot shows the 'Your Course Materials' page for 'FALL 2010 > 6100 > 101 > 002'. The course is '6100 101 W/CONNECT UOFA >CUSTOM<' and is a 'REQUIRED PACKAGE'. The publisher is MCGRAW. Edition: 2010, Publisher: MCG C, ISBN: 9780077949051. There are two options for the package: 'New' for \$156.05 and 'Used if available' for \$117.05. The 'Used if available' option is selected. At the bottom, there are buttons for 'Change Courses', 'Clear Course List', and 'Add to Cart'. There are also checkboxes for 'Select Required Only' and 'Select All Textbooks'.

13. If “Add to Cart” was selected, the shopping cart will display with all the textbook information. Follow the on-screen instructions to purchase textbooks. Payment can be made either via PayPal or MasterCard, Visa, Discover, or American Express.

NOTE: You may continue to search for classes and select textbooks and then complete your purchase once all classes/textbooks have been selected.

Shopping Cart

Your Selections

<p>6100 101 W/CONNECT UOFA >CUSTOM<</p> <p>MCGRAW</p> <p>Edition: 2010 Publisher: MCG C ISBN: 9780077949051</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Price:</td> <td style="text-align: center;">Qty:</td> <td style="text-align: right;">Total:</td> </tr> <tr> <td style="text-align: right;">\$156.05</td> <td style="text-align: center;"><input style="width: 30px;" type="text" value="1"/></td> <td style="text-align: right;">\$156.05</td> </tr> <tr> <td colspan="3" style="padding-top: 5px;"> <input type="radio"/> New </td> </tr> <tr> <td colspan="3" style="padding-top: 5px;"> <input checked="" type="radio"/> Used If available </td> </tr> <tr> <td colspan="3" style="text-align: right; padding-top: 10px;"> <input type="button" value="Remove"/> </td> </tr> </table>	Price:	Qty:	Total:	\$156.05	<input style="width: 30px;" type="text" value="1"/>	\$156.05	<input type="radio"/> New			<input checked="" type="radio"/> Used If available			<input type="button" value="Remove"/>		
Price:	Qty:	Total:														
\$156.05	<input style="width: 30px;" type="text" value="1"/>	\$156.05														
<input type="radio"/> New																
<input checked="" type="radio"/> Used If available																
<input type="button" value="Remove"/>																

Textbooks Change

If your instructor updates the booklist for this course, do you want us to update your order?

No thanks, process my order as is

Yes, change my order with all updated course materials

Yes, change my order, but only the REQUIRED materials

I understand the amount I am charged may be different if course materials are changed

Order Subtotals

If you selected used textbooks and they are available, your actual cost will be less.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Coupon Code</p> <input style="width: 100%;" type="text"/> </div> <input type="button" value="Apply Coupon"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Subtotal:</td> <td style="text-align: right;">\$156.05</td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$156.05</td> </tr> </table>	Subtotal:	\$156.05	Total:	\$156.05
Subtotal:	\$156.05				
Total:	\$156.05				

Or

The safer, easier way to pay

14. To return to the Class Search information, switch to the Class Search window. To select a specific class, click the **select class** button.

First 1-2 of 2 Last

Section [002-LEC\(74416\)](#) **Status** ● ✗ Conflict **select class**

Session Regular [Textbook](#)

Units 3 **Total Enrolled** 88

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 3:20PM - 4:10PM	Buckingham 201	Brian Taillon, Fredric Marich	08/23/2010 - 12/05/2010

Section [790-LEC\(80948\)](#) **Status** ● ✔ Fits **select class**

Session Regular [Textbook](#)

Units 3 **Total Enrolled** 8

Days & Times	Room	Instructor	Meeting Dates
Sa 8:00AM - 10:40AM	Wayne Coll C221	Lisa Tavallali	08/23/2010 - 12/05/2010

15. 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

2010 Fall | Undergraduate | The University of Akron

6100 101 - Global Bus Concepts & Practices

Class Preferences

6100 101-790	Lecture	● Open	Grading	ABC/NC Grading
			Units	3.00

Session Regular Academic Session
Career Undergraduate

CANCEL
NEXT

✔ Fits

Section	Component	Days & Times	Room	Instructor	Start/End Date
790	Lecture	Sa 8:00AM - 10:40AM	Wayne Coll C221	Lisa Tavallali	08/23/2010 - 12/05/2010

16. You receive confirmation that the course was successfully added to the cart.
17. If you wish to search for another class, click the **Start a New Search** button.
18. You can view your class schedule by clicking the **My Class Schedule** link.
19. 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 | 2010 Fall

My Class Schedule You are not registered for classes in this term.	Shopping Cart 3000 501 Room: TBA	show all
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The following classes match your search criteria Course Subject: **Business Studies**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

✔ **6100 101 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