Faculty: Class Search

This document provides an overview of viewing the schedule of classes available in self-service.

To access the self-service applications log in to the portal, My Akron, at http://my.uakron.edu/ with your UANetID and password.

There is an online tutorial available which accompanies this document. Please visit the Software Training website and select the link for the appropriate tutorial.

Important Guidelines:

✓ Log into My Akron (my.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
Class Search

Instructions:

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

   ![University of Akron Login](image)

2. Click the Faculty Center link located on the Faculty/Staff tab.

   ![Educator Services](image)
Instructions:
3. Click the **Search** link located at the bottom of the page.
**Instructions:**

4. The Search page is returned.
5. 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.
6. 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.

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

8. 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).

   ![Diagram of Class Search Criteria]

**NOTE**: If you select the option **“Show Open Classes Only”** on the search criteria page you will only see Open classes.
9. All of the classes which meet the search criteria will be displayed.

Textbook Information
To view/purchase the textbook for the class, click the Textbook link.

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

10. If you wish to search for another class, click the Start a New Search button or the Search link.
11. Use the link at the bottom of the page to return to the Faculty Center.

For questions regarding registration and enrollment, please e-mail the Registrar’s Office at:
registrar@uakron.edu