PeopleSoft 9.0

Schedule of Classes
Viewing the Schedule of Classes

There are two different ways to navigate to the Schedule of Classes:

Method 1: Home > Self Service > Class Search
Method 2: Home > Curriculum Management > Schedule of Classes > Class Search

Both method 1 and method 2 direct you to the same “Search for Classes” screen (shown below), so whichever method you use is a matter of preference.

- The Institution drop down menu should always be set to “Bowie State University.”
- The Term drop down menu allows you to change the semester you wish to search.
- The select subject button allows you to browse through the various subjects.
- The Course Number drop down menu and field is where you enter course(s) you wish to search for.
- The Course Career drop down menu is where you select Undergraduate, Graduate, or Continuing Education.
- You are given the option to “Show Open Classes Only” or “Show Open Entry/Exit Classes Only.”
- The CLEAR CRITERIA button clears the form fields.
- The SEARCH button executes the search.
Example Class Search

Select the term “Summer 2009,” select subject “ACCT,” change course career to “Undergraduate,” and uncheck the “Show Open Classes Only” option. This search produces all undergraduate Accounting courses being offered in Summer 2009. (Shown below)

- Click on the section number to see the Class Detail.
- The [START A NEW SEARCH] button takes you back to the previous screen to perform another search.