

## INSTRUCTIONS TO SEARCH FOR AVAILABLE CLASSES

**STEP 1:** You do not have to log in. Use your Chrome browser to utilize this link: <https://web.spcollege.edu/classes> to search for classes.

**STEP 2:** Begin by selecting the Academic Term, I.E. Spring, Summer, or Fall.



**STEP 3:** Select a preferred modality by clicking on the tab. For example, click on face-to-face if you only want to take an in-person class.



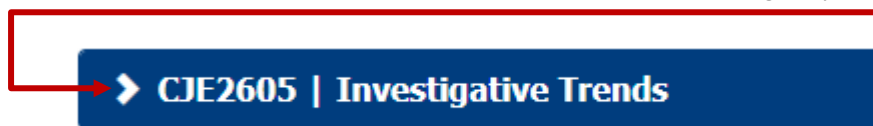
**STEP 4:** Refine your search by session, campus, days, and times, etc.



**STEP 5:** You can also search by keyword such as professor, prefix, and/or course number.

A screenshot of the 'CLASS SEARCH' form. It has a blue header with the text 'CLASS SEARCH'. Below the header is a grey input field with the placeholder text '(keyword, professor, course# ...)'. The input field contains the text 'CJE 2605'. To the right of the input field is a green 'FIND' button.

**STEP 6:** Access course information and class sections on the right by clicking on the arrow.



It will open to reveal course information:

A screenshot of the course information page for 'CJE2605 | Investigative Trends'. The page has a blue header with the course name. Below the header is a paragraph of text describing the course. Below the text is a table with the following columns: Fav., Campus, Subject, Description, Class#, Session, Cr Hrs, Name, Start/End Date, Start/End Time, Days, Build/Rm, Instruction Mode, and Status. The table contains one row of data. A red arrow points from the top of the page down to the star icon in the 'Fav.' column.

Fav.	Campus	Subject	Description	Class#	Session	Cr Hrs	Name	Start/End Date	Start/End Time	Days	Build/Rm	Instruction Mode	Status
☆	TS	CJE2605	Investigative Trends	1190	Eight Week - Second	3	Carol Schmidt	10/11-12/10	2:00-4:30pm	MW	TS-BB206	Face-to-Face	Open

You can add to your "My Favorites" by clicking on the ☆ Provide your email address to have your favorites sent to you:

A screenshot of the 'My Favorites' section. It features a blue header with the text 'My Favorites'. Below the header is a table with the same columns as the previous table. Below the table is a form with an 'Email address' input field and a 'Send me this list of myfavorites' button. A red arrow points from the top of the page down to the star icon in the 'Fav.' column.

Fav.	Campus	Subject	Description	Class#	Session	Cr Hrs	Name	Start/End Date	Start/End Time	Days	Build/Rm	Instruction Mode	Status
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Email address  [Send me this list of myfavorites](#)