Registration - Class Search Guide

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Introduction

This guide outlines the process for students to search for classes through Student Center self-service.
Navigating to PeopleSoft

The Student Center is accessible from within PeopleSoft. You can navigate to PeopleSoft using the links found on your myStanState dashboard.

Using your preferred internet browser, navigate to my.csustan.edu and log in using your Stanislaus State credentials. You will be prompted to log in using Multi-Factor Authentication (MFA). For more information or help with issues involving MFA, please contact OIT.

Upon logging in, you will see your Student Dashboard. Scroll down and locate the box within your Student Dashboard with the header labeled PeopleSoft. Within the PeopleSoft box will be a header labeled PeopleSoft Single Signon. Click the link below this header labeled MyStanState Student Center to navigate into PeopleSoft.

Note that the PeopleSoft link will open a new tab or window. If you have a pop-up blocker, you may need to disable it to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.
Navigating to the Student Center

Upon login, you will land on your Student Homepage within PeopleSoft.

Click on the tile labeled Classic Home to enter PeopleSoft and navigate to your Student Center—the Student Center screen will display by default.
Select **Search** from the available links on the leftmost menu.

Confirm you are searching for classes in the correct **Term** by selecting your intended Academic Year and Semester from the dropdown **Term** menu.

The default term is usually the current term. However, you can select a different term using the drop-down menu.
Search by Course Subject
You can search by **Course Subject** only by selecting a subject from the provided drop-down menu. If you know the exact course you are looking for (e.g., MATH 1600 or PSYC 2020), you can enter both the **Subject** and the **Course Number** in the provided fields.

If the **Show Open Classes Only** button is checked, only courses that are available for registration will be returned in your search. In other words, classes that are **not full** will be shown while classes that are **full or waitlisted** will be withheld from the search results. To include full or waitlisted class sections in your results, uncheck this box before clicking the **Search** button.

Additional Search Criteria
If you would like to search for classes using more specific criteria such as instructor, days of the week, etc., you can utilize the search fields under the **Additional Search Criteria** section to further narrow your search results.

If you know the 5-digit **Class Nbr** of the class section you are searching for, enter it in the **Class Nbr** field under the **Additional Search Criteria** section and click the **Search** button at the bottom of the page to pull up that specific class section.
NOTE: The **Class Nbr** and **Course Number** are not the same. The **Class Nbr** is a 5-digit number that references a specific class section. The **Course Number** is a 4-digit number that references the catalog number of class under a particular subject.

The Additional Search Criteria area allows you to search for class sections taught on certain days of the week, meet requirements such as Lower-Division GE, or are offered specifically online or off-campus.

**Note:** the search will look for classes that meet all of the criteria you enter in this area. Please take this into consideration when narrowing your search.

Clicking the **Search** button will return class sections that match your search criteria.
If you would like to alter your search parameters, select the Modify Search button. To start the entire search over from scratch, select the New Search button.

The Class Nbr and Section information displayed in the first two columns of the search results are hyperlinked—clicking this link will display more information regarding the class section selected.

The Status column will display either a green circle, blue square, or yellow triangle.

- The green circle indicates that the class section is open and available for registration.
- The blue square denotes a closed class that will not accept any more students.
- The yellow triangle indicates that the section has a waitlist.

When selecting a class to enroll in, make note of the 5-Digit Class Nbr in the rightmost column. This is the number you will use on the Enroll tab to add a specific class section to your shopping cart. For more information, see the Registration Add Class Guide. For questions or assistance, contact Enrollment Services (209) 667-3264.