



## Registration - Class Search Guide

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# Introduction

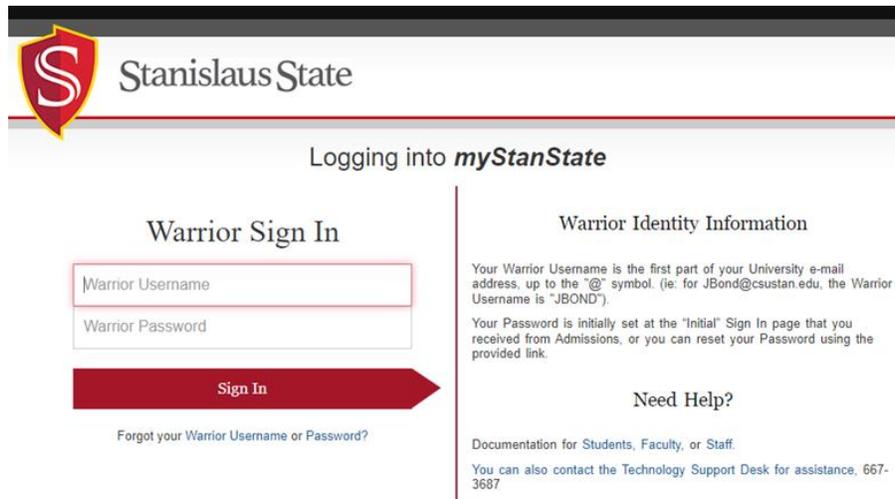
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This guide outlines the process for students to **search for classes** through Student Center self-service.

# 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](http://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.



The screenshot shows the Stanislaus State login page. At the top left is the Stanislaus State logo. The main heading is "Logging into myStanState". Below this, there are two columns. The left column is titled "Warrior Sign In" and contains two input fields: "Warrior Username" and "Warrior Password". Below these fields is a red arrow-shaped "Sign In" button. Underneath the button is a link: "Forgot your Warrior Username or Password?". The right column is titled "Warrior Identity Information" and contains two paragraphs of text explaining the username and password requirements. Below this text is a "Need Help?" section with a link for "Documentation for Students, Faculty, or Staff" and another link stating "You can also contact the Technology Support Desk for assistance. 667-3687".

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**.

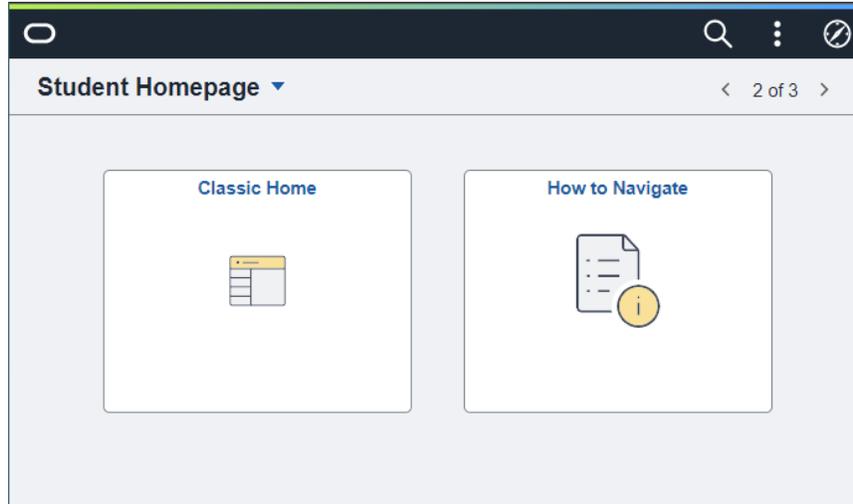


The screenshot shows two side-by-side browser windows. The left window is the "mystanstate" Student Dashboard. It has a "Logout" link in the top right corner. The main content area is titled "Student Dashboard" and contains two sections of "Information & Resources". The first section lists links for "Steps for Coming to Campus & FAQs", "Daily Self-Screening", "Faculty • Staff", "COVID-19 Campus Updates", "COVID-19 Dashboard", and "Employee Assistance Program". Below this are two numbered instructions: "1. Submit the Daily Screening Form before traveling to campus. Stay home if you're sick and report positive cases or exposure." and "2. Effective Sept. 15, face coverings must be worn only during instruction/advising. Read the full message." The second "Information & Resources" section lists links for "Frequently Asked Questions", "Student Services", "Daily Self-Screening", and "COVID-19 Dashboard". Below this is a link: "For COVID-19 questions or concerns, visit the COVID-19 website". The right window is the "PeopleSoft" Single Signon page. It has a header "PeopleSoft" and a main heading "PeopleSoft Single Signon". Below this are three links: "CFS - Finance System", "MyStanState Human Resources", and "MyStanState Student Center". The "MyStanState Student Center" link is highlighted in yellow.

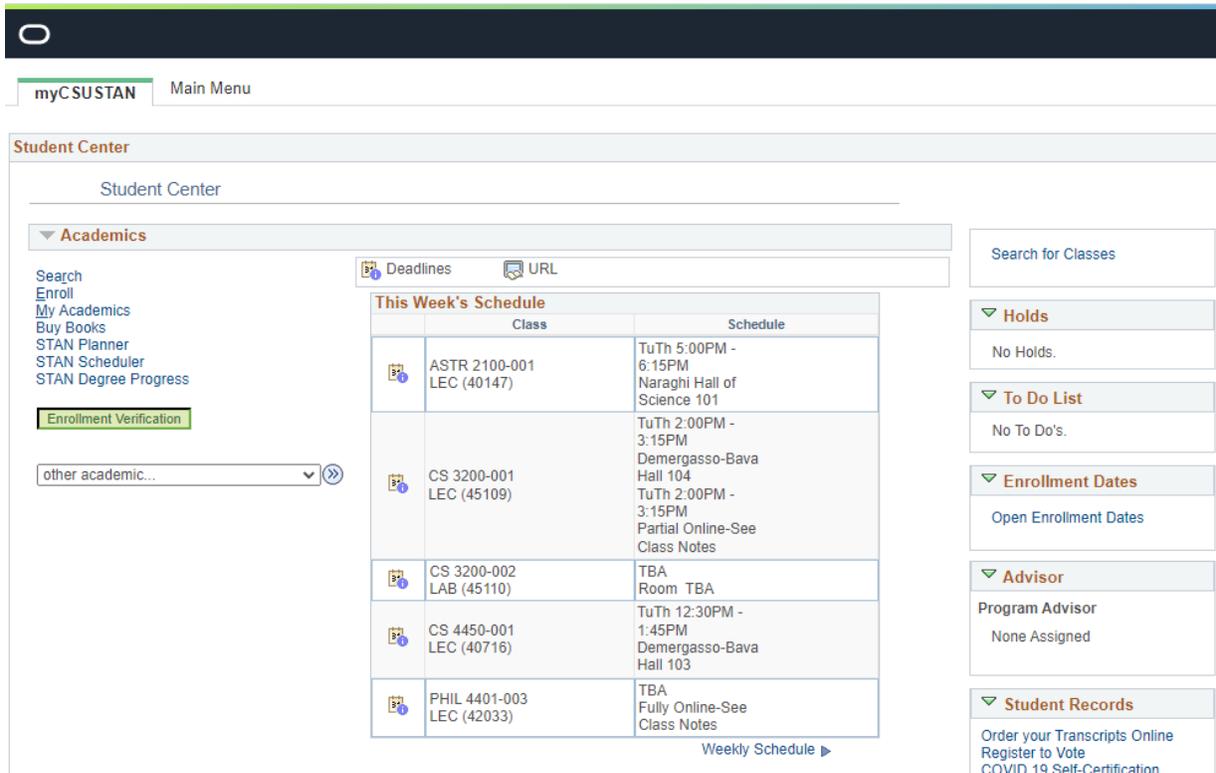
Note that the PeopleSoft link will open a new tab or window. If you have a pop-up blocker, you may need to disable it to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.

# Navigating to the Student Center

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

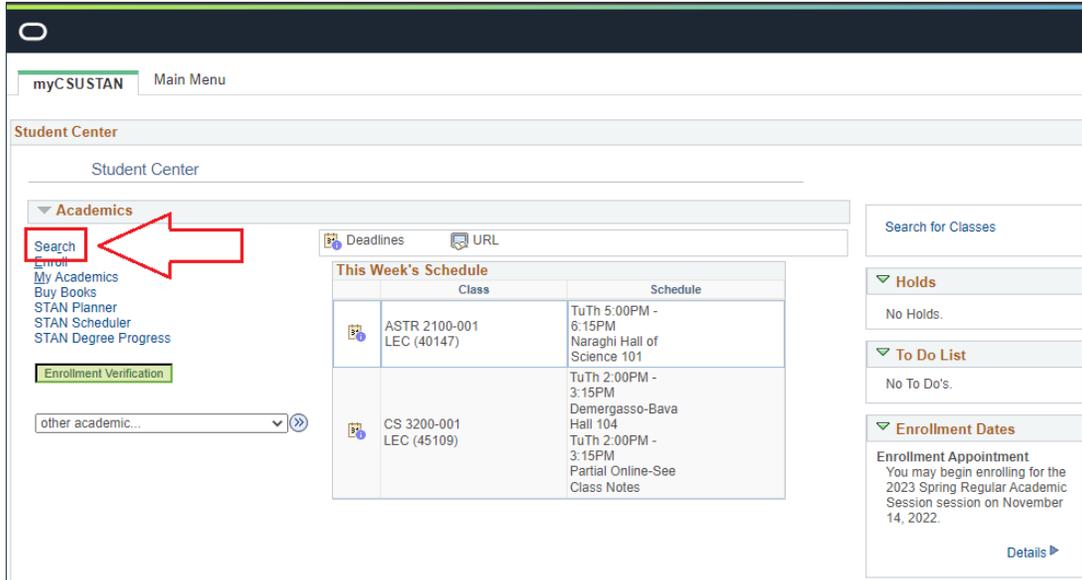


Click on the tile labeled **Classic Home** to enter PeopleSoft and navigate to your **Student Center**—the Student Center screen will display by default.

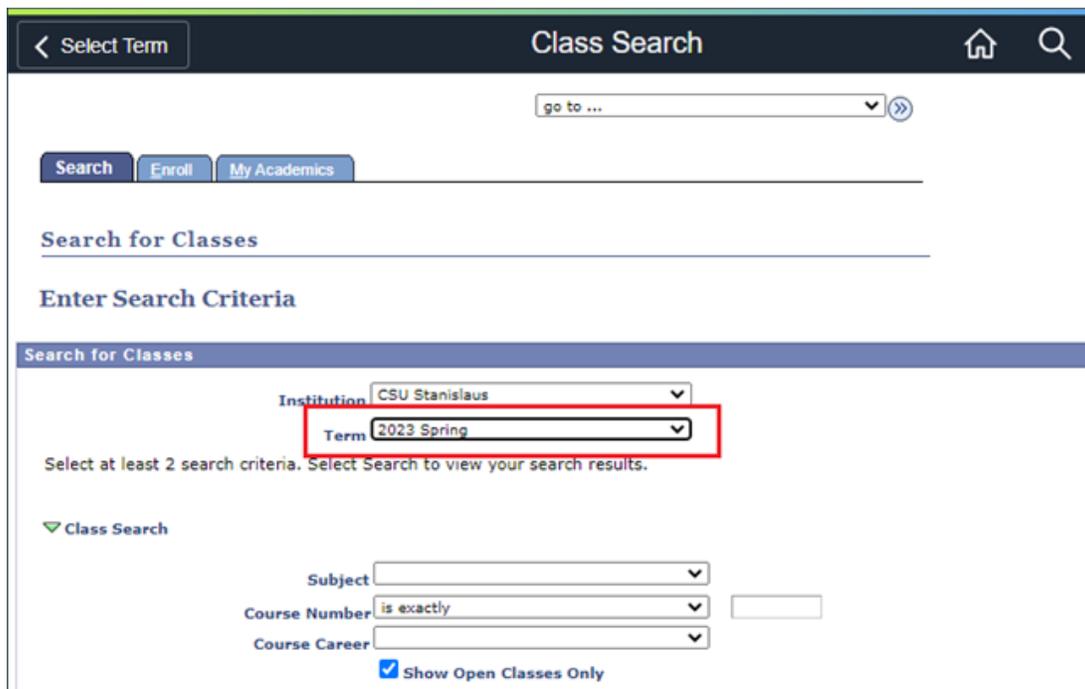


# Class Search

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.

### ▼ Class Search

The screenshot shows the 'Class Search' section. A red rectangular box highlights three input fields: 'Subject' with a dropdown menu showing 'Mathematics', 'Course Number' with a dropdown menu showing 'is exactly' and a text input field containing '1600', and 'Course Career' with a dropdown menu. Below these fields is a checkbox labeled 'Show Open Classes Only' which is checked.

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.

### ▼ Additional Search Criteria

The screenshot shows the 'Additional Search Criteria' section. It contains several search fields: 'Class Nbr' (text input with a help icon), 'Days of Week' (dropdown menu showing 'include only these days' and checkboxes for Mon, Tues, Wed, Thurs, Fri, Sat, Sun), 'Meeting Start Time' (dropdown menu showing 'greater than or equal to' and a text input), 'Meeting End Time' (dropdown menu showing 'less than or equal to' and a text input), 'Instructor Last Name' (dropdown menu showing 'begins with' and a text input), 'Course Attribute' (dropdown menu), 'Course Attribute Value' (dropdown menu), 'Course Keyword' (text input with a help icon), 'Minimum Units' (dropdown menu showing 'greater than or equal to' and a text input), 'Maximum Units' (dropdown menu showing 'less than or equal to' and a text input), 'Course Component' (dropdown menu), 'Session' (dropdown menu), 'Mode of Instruction' (dropdown menu), and 'Location' (dropdown menu).

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.

▼ Additional Search Criteria

**Class Nbr**  

**Days of Week** include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**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.

**Days of Week** include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Meeting Start Time** greater than or equal to

**Meeting End Time** less than or equal to

**Instructor Last Name** begins with

**Course Attribute** Lower Division GE Requirement

**Course Attribute Value** Math/Quantitative Reasoning

**Course Keyword**  

**Minimum Units** greater than or equal to

**Maximum Units** less than or equal to

**Course Component**

**Session**

**Mode of Instruction** Online

**Location** CSU Stanislaus Stockton

Clear

Search

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.

14 class section(s) found						
MATH 1600 - Statistics						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
21481	001-LEC Regular	MoWeFr 9:00AM - 9:50AM	Science Building 104	Brian Jue	01/26/2023 - 05/24/2023	●
21482	002-LAB Regular	MoWe 10:00AM - 10:50AM	Science Building 104	Brian Jue	01/26/2023 - 05/24/2023	●
21483	003-LEC Regular	MoWeFr 12:00PM - 12:50PM	Science Building 135	Kenneth Hoover	01/26/2023 - 05/24/2023	●

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**