


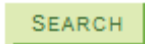


# SEARCH FOR A COURSE

1. Access the Campus Connection Portal at <http://www.vcsu.edu> (Log in is not required to search for classes)
2. Click 

## In the menu bar

3. Click on Class Search
4. Select Institution = Valley City State University
5. Select Term = Click the drop down  to choose from list
6. Course Subject =  to choose from list
7. Course Number = Type number if known
8. Course Career = Undergraduate
9. Click 

Example: Math 103 College Algebra  
Course Subject = Mathematics  
Course Number = 103

### Search for Classes

#### Enter Search Criteria

\*Institution   
\*Term   
Select at least 2 search criteria. Click Search to view your search results.

| Class Search Criteria   |  |
|---|--|
| Course Subject  | <input type="text" value="Mathematics"/>                                 |
| Course Number   | <input type="text" value="is exactly"/> <input type="text" value="103"/> |
| *Course Career  | <input type="text" value="Undergraduate"/>                               |
| <input checked="" type="checkbox"/> Show Open Classes Only    |  |
| <input type="checkbox"/> Show Open Entry/Exit Classes Only    |  |
| Use Additional Search Criteria to narrow your search results. |  |
| <input type="button" value="Additional Search Criteria"/>     |  |

10. To find out more information about the class you are enrolling in, click on the Section link of the class

▼ MATH 103 - College Algebra

| View All Sections                     |                             |                 |                         | First | 1 of 1 | Last |
|---------------------------------------|-----------------------------|-----------------|-------------------------|-------|--------|------|
| Section <a href="#">02-LEC(22737)</a> |                             | Status          |                         |       |        |      |
| Session Regular                       |                             |                 |                         |       |        |      |
| Days & Times                          | Room                        | Instructor      | Meeting Dates           |       |        |      |
| MoWeFr 11:00AM - 11:50AM              | Rhoades Science Ctr, Rm 229 | Gilbert Kuipers | 08/23/2010 - 12/17/2010 |       |        |      |

11. You are now able to view the class details

**MATH 103 - 02 College Algebra**

Valley City State University | 2010 Fall | Lecture

[VIEW SEARCH RESULTS](#)

| Class Details           |                          |                 |                              |
|-------------------------|--------------------------|-----------------|------------------------------|
| <b>Status</b>           | Open                     | <b>Career</b>   | Undergraduate                |
| <b>Class Number</b>     | 22737                    | <b>Dates</b>    | 8/23/2010 - 12/17/2010       |
| <b>Session</b>          | Regular Academic Session | <b>Grading</b>  | Graded                       |
| <b>Units</b>            | 3 units                  | <b>Location</b> | Valley City State University |
| <b>Class Components</b> | Lecture      Required    | <b>Campus</b>   | Main                         |

| Meeting Information      |                             |                 |                         |
|--------------------------|-----------------------------|-----------------|-------------------------|
| Days & Times             | Room                        | Instructor      | Meeting Dates           |
| MoWeFr 11:00AM - 11:50AM | Rhoades Science Ctr, Rm 229 | Gilbert Kuipers | 08/23/2010 - 12/17/2010 |

| Enrollment Information         |   |
|--------------------------------|---|
| <b>Enrollment Requirements</b> | MATH 102 or an ACT Math score of 19 or higher |

| Class Availability      |    |                           |   |
|-------------------------|----|---------------------------|---|
| <b>Class Capacity</b>   | 25 | <b>Wait List Capacity</b> | 0 |
| <b>Enrollment Total</b> | 21 | <b>Wait List Total</b>    | 0 |
| <b>Available Seats</b>  | 4  |                           |   |

| Description   |
|---|
| Applications Of Quadratic Equations, Relations & Functions, Equations & Inequalities, Complex Numbers, Exponential & Logarithmic Functions, Systems Of Equations, Matrices & Determinants, Etc. |

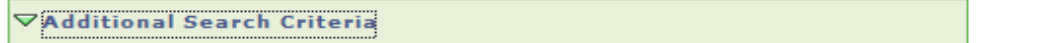
# ADVANCED SEARCH

1. In the Class Search menu click



2. You are now able to search available classes by the following criteria:

Use Additional Search Criteria to narrow your search results.



**Meeting Start Time** greater than or equal to  (example: 1:00PM)

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

**Day of Week** include only these days  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Instructor Last Name** is exactly

**Class Nbr**  (example: 1136)

**Course Title Keyword**  (example: statistics)

**Minimum Units** greater than or equal to

**Maximum Units** less than or equal to


**Course Component**

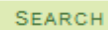
**Session**

**Mode of Instruction**

**Campus**

**Location**





3. Click on the drop down  to browse through the different search options

4. Select the search criteria you prefer and click 

**Example:** Students who wish to search for only online classes would select *Online* in the **Mode of Instruction** drop down.

The following classes match your search criteria Course Subject: **Psychology**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**, Mode of Instruction: **Online**



ISBN Number  Open  Closed  Wait List

▼ PSYC 111 - Introduction To Psychology

[View All Sections](#) First  1 of 1  Last

| Section      | 02-LEC(23022) | Status           | <input checked="" type="checkbox"/> |
|--------------|---------------|------------------|-------------------------------------|
| Session      | Regular       |                  |                                     |
| Days & Times | Room          | Instructor       | Meeting Dates                       |
| TBA          | VCSU Online   | Kathryn Holleque | 08/23/2010 - 12/17/2010             |

