SIS Job Aid #704

Class Search FAQs

This guide is intended for students. It answers common questions about the class search feature in CalCentral.

Class Search FAQs

FAQs

Why is my search returning no results?

Why can't I see everything clearly from my phone?

Does the Class Search support wild card searches like course numbers 2*?

How can I search for classes that meet only on certain days?

How can I search for all laboratory classes being offered?

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FAQs

Why is my search returning no results?

It could be several things. First make sure that you try the search a different way. Try entering part of a keyword or enter only one keyword at a time. Or try using the filters on the left. It's also possible that the department has not updated any data for the courses to be offered. The registrar's office can help you determine if this is the case. Please email sishelp@berkeley.edu.

Why can't I see everything clearly from my phone?

We are currently working on updating the mobile (small form factor) experience. We recommend you use a large tablet or laptop to search or register for classes at this time to take full advantage of this functionality.

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Does the Class Search support wild card searches like course numbers 2*?

No. Wildcards are assumed so you don't need to add them. E.g., searching for BIO returns subject code BIOL, biology, biologic, biological, etc.

How can I search for classes that meet only on certain days?

From the filters on the left, click "Additional Filters", then click "Days" to expand the filter. Make sure "Only these days" radio button is selected and choose the appropriate meeting days. Click Search.

How can I search for all laboratory classes being offered?

On the left, click Additional Search Filters, click Component to expand the filter and choose Laboratory, then click Search.

How can I search for online courses?

On the left, click Additional Search Filters, click Instruction Mode to expand the filter. Select "Distance, Total" for courses in which 100% of contact hours are delivered via electronic media. Choose "Distance, Extensive" for courses in which 75 to 99% of contact hours are delivered via electronic media. Select "Hybrid Delivery" for classes in which the contact hours between faculty and students occur through a combination of distance and in-person instruction.

Reserved Seating

Many classes set aside seats for specific groups of students, such as freshman, departmental majors, or transfer students. If you are not part of that student population, you will not be able to take one of those seats even if there are open spots in the class. However, you can still join the waitlist. Please visit <u>Reserved Seats</u> for further information.

Waitlists

The waitlist feature allows students to wait in line for classes that are full or have reserved seats. You can add yourself to the waitlist and as seats open up, the enrollment system begins at the top of the waitlist and tries to enroll the first student. If you are first on the waitlist and eligible, you will be enrolled. For further information, please visit How Waitlists Work.

Berkeley Academic Guide

To search for additional classes and see all that UC Berkeley offers, please see the <u>Berkeley Academic Guide</u>.

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Class Search Tips

This guide is intended for students. It provides tips to successfully find classes via the enhanced class search feature in CalCentral.

Keywords

Filters

Class Details

Keywords

The fields searched by keyword are:

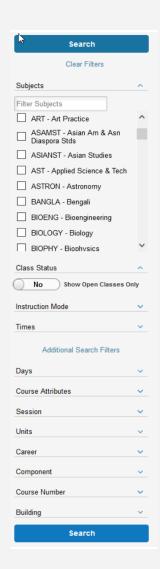
- Subject and catalog number (e.g., MATH121 or MATH 121)
- Course title, course description and topic
- Instructor last name
- Class number

To search other fields, use the filters on the left.

Filters

Narrow your results by using the filters on the left. The available filters are:

- Subjects
- Class Status (Show Open Classes Only)
- Instruction Mode (e.g., In Person, Traditional)
- Times
- Days
- Course Attribute
- Session
- Units
- Career (e.g., Undergraduate)
- Component (e.g., Lecture)
- Course number
- Building
- Instructors (available after initial search)



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After performing a search, you may wish to further narrow the results before selecting a class. Filters will now show only values that are contained in your search results. For example:

- If you initially searched for all classes in the subject MATH, you will now see only
 instructors teaching a MATH class (or a class which is cross-listed with MATH) in the
 Instructors filter.
- You may add one or more filter values, then click Filter Results.
- Uncheck one or more filter values and click Filter Results to go back to your previous results list.
- To start over, click the **New Search** button.

Note: only the first 500 results will appear. If your search doesn't find your specific class, please search again with more detailed requirements.

Class Details

To view more class information, click on one of the results. When you select a class, you will see:

- Class status (open, closed, wait listed)
- Section number and class number
- Session in which the class is offered
- Meeting days, times, and dates
- Seat Availability
- Instructor
- Restrictions
- Class notes
- Course description
- Additional course details

If you select a class which requires more than one component type, e.g., a lecture and a lab, you will see a grid for each component type. If you are enrolling for classes, you will need to select one section from each component type by clicking the radio button to the left of the section into which you wish to enroll. You can limit the results in the grid to open sections only by sliding the **Show Open Classes Only** slider.

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