Shopping Cart Class Search

**Navigation:**
Self Service > Student Center

### Action(s) to be taken

1. Click **Search** link.

2. **Enter Search Criteria** page includes:
   - **Institution** - Coppin State University defaults
   - **Term** – Current Term defaults. You can alter the term by choosing from the available terms in the drop down list.
   - **Course Subject** – (optional) select a subject from the drop down list
   - **Course Number** – (optional) select options from the drop down list. Choices are:
     - blank
     - contains
     - greater than or equal to
     - is exactly
     - less than or equal to
   - **Course Career** - (optional) student’s Career defaults. You can select an alternative Career or leave blank for a larger selection of courses.
   - **Show Open Classes Only** – defaults as checked. It is recommended that you leave it checked

3. If you click **Search** without refining the search criteria a warning message will display.

4. If you click **OK**, the system will take a long time to present all scheduled classes for the term. It is recommended that you click **Cancel**. This action will return you to the search criteria page to refine the search criteria.
### Shopping Cart Class Search

<table>
<thead>
<tr>
<th>Enter Search Criteria</th>
<th>Action(s) to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution</strong></td>
<td><strong>Enter at least 2 search criteria.</strong></td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td><strong>To further refine your search, click</strong></td>
</tr>
<tr>
<td><strong>Course Subject</strong></td>
<td><strong>Additional Search Criteria</strong></td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td><strong>The search criteria you have entered copies forward to</strong></td>
</tr>
<tr>
<td><strong>Course Career</strong></td>
<td><strong>this page. You can refine criteria for :</strong></td>
</tr>
<tr>
<td><strong>Meeting Time</strong></td>
<td><strong>• Meeting Time</strong></td>
</tr>
<tr>
<td><strong>Days of Week</strong></td>
<td><strong>• Days of Week specification</strong></td>
</tr>
<tr>
<td><strong>Instructor Last Name</strong></td>
<td><strong>• Instructor Last Name specification</strong></td>
</tr>
<tr>
<td><strong>Class Nbr</strong></td>
<td><strong>• Class Nbr</strong></td>
</tr>
<tr>
<td><strong>Course Title Keyword</strong></td>
<td><strong>• Course Title Keyword</strong></td>
</tr>
<tr>
<td><strong>Course Units</strong></td>
<td><strong>• Course Units</strong></td>
</tr>
<tr>
<td><strong>Course Component</strong></td>
<td><strong>• Course Component</strong></td>
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<tr>
<td><strong>Session</strong></td>
<td><strong>• Session</strong></td>
</tr>
<tr>
<td><strong>Mode of Instruction</strong></td>
<td><strong>• Mode of Instruction</strong></td>
</tr>
<tr>
<td><strong>Campus</strong></td>
<td><strong>• Campus</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td><strong>• Location</strong></td>
</tr>
</tbody>
</table>

5. Enter at least 2 search criteria.
6. To further refine your search, click **Additional Search Criteria**.

7. The search criteria you have entered copies forward to this page. You can refine criteria for:
   - Meeting Time
   - Days of Week specification
   - Instructor Last Name specification
   - Class Nbr
   - Course Title Keyword
   - Course Units
   - Course Component
   - Session
   - Mode of Instruction
   - Campus
   - Location

8. Click **SEARCH**.
9. If you have restricted the search too much, you will receive an error message and be returned to the Search Criteria page to modify requirements.

10. Remove/change a requirement.

Click **SEARCH**

11. Only courses that satisfy the search criteria display in the **Search Results** page.

12. If Class Schedule exists click **show all**

13. If Shopping Cart exists click **show all**

14. Compare classes in schedule & shopping cart to available sections from class search and select a section that has no time conflicts.

15. Click **select class** to add to your Shopping Cart.
16. **Add to Shopping Cart – Related Class Sections** page displays.

17. Click **CANCEL** to halt add to shopping cart.

18. Click **PREVIOUS** to return to the previous page.

19. Click **NEXT** to review class enrollment details.

20. **Add to Shopping Cart – Enrollment Preferences** page displays.

21. Click **CANCEL** to halt add to shopping cart.

22. Click **NEXT** to complete addition to shopping cart.

23. A message appears on the **Search Results** page to inform you that the selected course has been added to your Shopping Cart.

24. Click **START A NEW SEARCH** to continue selecting courses to add to the shopping cart.