HOW TO DO AN ADVANCED SEARCH IN WEB SELF-SERVICE

1. Log into Web Self Service
2. Click Student Services & Financial Aid
3. Click on Registration
4. Look up Classes to Add
5. Select the Term
6. Click on Advanced Search
7. Highlight everything in the subject box
   a.

8. Scroll down to the section called "Attribute Type" and select the Gen Ed Category you are searching for:

9. Click on Section Search and all of your options for that Gen Ed will appear. You can confirm it is the correct Gen Ed by looking at the far right column of a course. It will list the attribute that is associated with the class.

HOW TO SEARCH FOR A SPECIFIC CLASS FORMAT (Lecture, Hybrid or Online course)

1. Log into Web Self Service
2. Click Student Services & Financial Aid
3. Click on Registration
4. Look up Classes to Add
5. Select the Term
6. Click on Advanced Search
7. Highlight everything in the subject box
   a.

8. Scroll down to the section called "Schedule Type" and select the preferred format. You can select multiple formats by holding the Ctrl button and clicking on your selections. Then click on "Selection Search" at the bottom of the page.

9. **The search will yield a list of classes. Online classes will appear as TBA in the Times section.**

Language-Italian

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	41390	ITAL	101	50	M	4.000	FOUNDATIONS I - ITALIAN		TBA	24	22	2	0	0	0	0	0	0	Rosina Dangelo (P)	09/04-12/21	TBA	Gen Ed 201 and Gen Ec Global Awareness
SR	41417	ITAL	301	01	M	4.000	ITALIAN CONVERSATION & COMPOSITION	M	06:05 pm-07:45 pm	30	8	22	0	0	0	0	0	0	Giuseppe Sorrentino (P)	09/04-12/21	B 121	Gen Ed 201 and Gen Ec Global Awareness GE-INTERNATI ISSUES

10. You can verify the format of the class by clicking on the CRN of a course and checking the schedule type.

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:05 pm - 7:45 pm	M	B Building 121	Sep 04,2019 - Dec 21,2019	Hybrid	Giuseppe Sorrentino (P)