



## How to Search the Schedule of Classes



This process is used to search the Self Service Schedule of Classes for an individual class or a group of classes offered during a specific Term.

Users can search by multiple criteria; Subject, Catalog Number, Course ID, Class Number, Description, Course Component, Mode of Instruction, Course Career, Session, Campus, Location, Class Days, Start Time, End Time, Instructor Last name, and (Instructor) First name.

- Step 1.** Log on to ISIS Self Service by entering your ISIS User ID and Password.  
Navigate to the **View Schedule of Classes** page.



**SA Self Service → Learning Management → Home → Learning Management → View Schedule of Classes**

The **Class Search - Select Institution and Term** page opens.

**Class Search**

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**Select Institution and Term**

Select the institution and term for which you want to search.  
Then click Basic Search or Advanced Search to continue.

\*Institution:


\*Term:

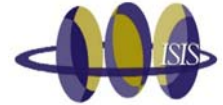
\* Required Field

[Return to Learning Management](#)




**Note:** Both the **Institution** and **Term** are required.  
Institution may default based on the Faculty /Instructor's association with a particular UMass campus through the security assigned their ID and Password.

- Step 2.** Select the **Institution** of the Schedule of Classes you wish to search using the  dropdown box.



**Step 3.** Enter a **Term** code.








**Note:** To find a valid **Term** code click .

This will bring you to the **Lookup Term** page.

Click .

The **Search Results** page will display.

Lists of 100+ results display in sections. To move through the list of results use the

  1-100 of 210   navigational toolbar or click the  button.

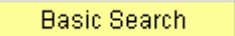
**Note:** Enter all or part of the Description or Short Description (i.e., Spring 2005 or 2005) to narrow the search. The term is identified by a 4 digit code beginning with 1, then the year (5 for 2005/2006 Academic Year), then the semester (10-Fall, 20-Winter/Intersession, 30-Spring, 4—Summer). For example, Fall 2005 is 1510, Spring 2006 is 1530, Summer 2006 is 1540).

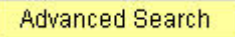
Click the **Term** you want to search within.

You will be returned to the **Class Search - Select Institution and Term** page.



**Note:** There are two search options available, a Basic Search and Advanced Search.

The  searches on limited criteria: Catalog Number, Description, Course Component, Course Career, Session, Campus and Location.

The  searches with the above values and additionally on: Course ID, Class Number, Mode of Instruction, Class Days, Start Time, End Time, Instructor Last name, and (Instructor) First name.

It is recommended to use the Advanced Search.

**Step 4.** Click .



The **Advanced Class Search** page opens.

### Class Search

## Advanced Class Search

**Institution:** UMDAR University of Mass Dartmouth  
**Term:** 1430 2005 Spring

Select at least 2 criteria below then click Search to see the results.  
Only one entry is required if you enter Course ID or Class Number.

**Subject:**

**Catalog Number:**  **Exact Match**   
 **Open Classes Only**  
 **Open Entry/Exit Classes Only**

**Course ID:**   **Class Number:**

**Description:**

**Course Component:**

**Mode of Instruction:**

**Course Career:**

**Session:**

**Campus:**

**Location:**

**Class Days:** M Tu W Th F Sa Su

**Start Time:**  **End Time:**  (example: 1:00PM)

**Instructor Last Name:**  **Exact Match**

**First Name:**  **Exact Match**


[Basic Search](#) [Return to Select Institution and Term](#)



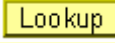
**Note:** It is required to enter at least two fields unless you search by Course ID or Class Number.

**Step 5.** Enter search criteria.








**Note:** To find a valid **Subject Area** Click .

This will bring you to the **Lookup Subject** page.

To narrow the search, enter the Subject Area Code or part of the Subject Area or Description, i.e., M for Math, Management or Marketing. Click .

The **Search Results** page will open.

Lists of 100+ results display in sections. To move through the list of results use the

  1-100 of 210   navigational toolbar or click the  button.

Click the **Subject Area** link you want to search on.

You will be returned to the **Class Search** page.




**Note:** Searching with a Catalog Number is to be used for matching on a single course (Exact) or sub-set of courses (Wildcard) in a Subject Area at a certain course level.


Enter a **Catalog Nbr** (Number).

Select **Exact Match** or **Wildcard Search**.

### **EXACT MATCH**

If the **Exact** Catalog Number is known, enter it with **Exact Match** selected in the  drop down field beside the Catalog Number field and the system will return that specific course if it is currently scheduled.

### **WILDCARD SEARCH**

If only part of the Catalog Number is known or when searching for a group of courses, enter that and select **Wildcard Search** from the  drop down field. A wildcard search will return all currently scheduled classes that include your entry in the **Catalog Nbr** field.

There are two different wildcard conventions to use in searching for classes.

#### Wildcard Search Options:

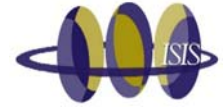
1. % (Percent sign) Match one or more characters anywhere in the string.  
(‘2%’ will return courses with 2 somewhere in the number)
2. ‘\_’ (Underscore) Match any single character at a specific location in the string.  
(‘2 \_ \_’ will return courses that begin with a ‘2’ and have 3 digits total)



Step 6. Click .



**Note:** A broad search or one that specifies **ONLY** the **Subject Area** and one other criteria outside of **Catalog Number** will return ALL courses in that subject may cause the system to 'process' for a long period of time, and display a message that the search will display more than 50 courses. Click  to return to the **Search** page to narrow your search criteria or click  to continue to results. Try to narrow searches wherever possible.



The **Class Search – Class Search Results** page with search results opens.

**Class Search**

**Class Search Results**

**Academic Institution:** UMDAR University of Mass Dartmouth      ☆ indicates an enrollment section.  
**Term:** 1430 2005 Spring      ( ) indicates class not printed in Schedule of Classes

Status: A class may be closed if students are on the wait list.  
 Enrollment restrictions may apply to open classes.

[Basic Search](#)   [Advanced Search](#)      [Return to Select Institution and Term](#)

**Class Sections** Find 1-4 of 4

| Class Nbr               | Subject | Catlg Nbr | Sect | Description             | Units | Comp                                  | Status | Avail                    | Wait |  |
|-------------------------|---------|-----------|------|-------------------------|-------|---------------------------------------|--------|--------------------------|------|--|
| ☆ 13159                 | ENL     | 266       | 01   | Technical Communication | 3     | LEC                                   | Open   | 2                        | 0    |  |
| <b>Session:</b> Regular |         |           |      |                         |       |                                       |        |                          |      |  |
| <b>Time:</b>            |         |           | TBA  | <b>Room:</b> TBA        |       | <b>Dates:</b> 01/24/2005 - 05/18/2005 |        | <b>Instructor:</b> Staff |      |  |
| ☆ 13160                 | ENL     | 266       | 02   | Technical Communication | 3     | LEC                                   | Open   | 1                        | 0    |  |
| <b>Session:</b> Regular |         |           |      |                         |       |                                       |        |                          |      |  |
| <b>Time:</b>            |         |           | TBA  | <b>Room:</b> TBA        |       | <b>Dates:</b> 01/24/2005 - 05/18/2005 |        | <b>Instructor:</b> Staff |      |  |
| ☆ 13161                 | ENL     | 266       | 03   | Technical Communication | 3     | LEC                                   | Open   | 2                        | 0    |  |
| <b>Session:</b> Regular |         |           |      |                         |       |                                       |        |                          |      |  |
| <b>Time:</b>            |         |           | TBA  | <b>Room:</b> TBA        |       | <b>Dates:</b> 01/24/2005 - 05/18/2005 |        | <b>Instructor:</b> Staff |      |  |
| ☆ 13162                 | ENL     | 266       | 04   | Technical Communication | 3     | LEC                                   | Open   | 2                        | 0    |  |
| <b>Session:</b> Regular |         |           |      |                         |       |                                       |        |                          |      |  |
| <b>Time:</b>            |         |           | TBA  | <b>Room:</b> TBA        |       | <b>Dates:</b> 01/24/2005 - 05/18/2005 |        | <b>Instructor:</b> Staff |      |  |

Find 1-4 of 4



[Basic Search](#)   [Advanced Search](#)      [Return to Select Institution and Term](#)



**Note:** All classes meeting the search criteria will be displayed. Classes are in Subject and Catalog Number order. Use the right side scroll bar to scroll through the list of Classes.



**Note:** Information displayed for each class includes Class Number (necessary to register), Subject, Catalog Number, Section Number, Description, Units (credits), Component (type of class, LEC=Lecture, LAB=Lab), Status (Open, Closed), Available seats (Avail), number of students currently Wait listed (Wait), Session, Meeting Time / Day(s), Room, Start / End Dates and Instructor.

Class Sections with a  to the left of the Class Nbr indicates a section a student can enroll in. Other classes without a , but the same Subject and Catalog Nbr indicate 'related' non-enroll component sections such as labs to be chosen/selected at the time of enrollment or that the student will be auto-enrolled along with the enrollment section. (See Auto-Enroll Sections and Class Association under Class Details below.

**Step 7.** Click  **Class Detail** button on an individual **Class Section**.

The **Class Search – Class Search Detail** page for that **Class Section** opens.

**Class Search**

**Class Search Detail**

**Academic Institution:** UMDAR University of Mass Dartmouth      ☆ indicates an enrollment section.  
**Term:** 1430 2005 Spring      ( ) indicates class not printed in Schedule of Classes  
Status: A class may be closed if students are on the wait list.  
 Enrollment restrictions may apply to open classes.

[Basic Search](#)   [Advanced Search](#)   [Search Results](#)   [Course Catalog Detail](#)   [Return to Select Institution and Term](#)

**Class Sections**

| Class Nbr | Subject | Catlg Nbr | Sect | Description             | Units | Comp | Status | Avail | Wait |
|-----------|---------|-----------|------|-------------------------|-------|------|--------|-------|------|
| ☆ 13159   | ENL     | 266       | 01   | Technical Communication | 3     | LEC  | Open   | 2     | 0    |

**Session:** Regular

**Time:** TBA      **Room:** TBA      **Dates:** 01/24/2005 - 05/18/2005  
**Instructor:** Staff

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**Class Type:** Enrollment Section      **Class Status:** Active  
**Auto Enroll Section 1:**      **Auto Enroll Section 2:**  
**Mode of Instruction:** In Person      **Wait List Capacity:** 0  
**Enrollment Capacity:** 2      **Min Enrollment Req:** 0

**Class Associations**

**Associated Class:** 1      **Grading Basis:** Graded      **Course Count:** 1.00  
**Requirement Designation:** Writing/Oral Skills

**Class Components**

|         |          |
|---------|----------|
| Lecture | Required |
|---------|----------|

**Class Section**

**Start Date:** 01/24/2005      **End Date:** 05/18/2005  
**Course Career:** UGRD      **Campus:** MAIN  
**Course ID:** 016428      **Location:**  
**Course Offering Nbr:** 1

[Basic Search](#)   [Advanced Search](#)   [Search Results](#)   [Course Catalog Detail](#)   [Return to Select Institution and Term](#)



**Note:** Additional **Class Section** information is displayed including; Class Type, Class Status, Auto Enroll Section 1 & 2, Mode of Instruction, Waitlist Capacity, Enrollment Capacity, Min (Minimum) Enrollment Req (Requirement), Associated Class Number (for multi-component classes), Grading Basis, Course Count, Requirement Designation, Class Components, Class Section, Start Date, End Date, Course Career, Campus, Course ID, Location, and Course Offering Number.

**Step 8.** Select **Course Catalog Detail** link.

The **Class Search – Catalog Detail** page opens.

**Class Search**  
**Catalog Detail**

**Institution:** UMDAR University of Mass Dartmouth

**Subject:** ENL English

**Course Offering**

|            |            |                         |
|------------|------------|-------------------------|
| <b>ENL</b> | <b>266</b> | Technical Communication |
|------------|------------|-------------------------|

**3 units**  
An introduction to the many purposes, audiences, forms, and formats of technical documents and professional correspondence. Students practice writing and editing letters, memos, and reports to achieve worthwhile content, sensible organization, and readable style and learn techniques of audience-and-use analysis to adjust a message's level of technicality to the needs and background of its audience. The course focuses throughout on writing as a deliberate process of deliberate decisions. Computer applications included.

**Course Component**  
Lecture Required

**Enrollment Requirement Group**  
Prerequisite: ENL 101, 102

**Course Attributes**



**Note:** This page links the Class Detail directly to other related course information maintained in the overall Course Catalog including any Course Attributes and/or Pre/Co Requisites required.



Step 9. Click **Cancel**.

The **Class Search Detail** page opens.

Step 10. Click **Search Results** link to return to the **Class Search Results** page or **Return to Select Institution and Term** link to perform another Class Search.



**Note:** Updates and changes to the Schedule of Classes will continue to be submitted and processed through the current University approval process, using an updated form. Please contact your Registrars Office with any questions.

**End Procedure**



## HOW TO SEARCH THE SCHEDULE OF CLASSES GLOSSARY

|                                      |  |
|--------------------------------------|--|
| <b>Associated Class:</b>             | The course association number. "Associated" classes tie together class sections of multi component courses.  |
| <b>Auto Enroll Section 1 &amp; 2</b> | Alternate sections of a class that are used as 'spillover' sections. When students are registering and section 1 is full, they will be auto-enrolled in section 2.   |
| <b>Avail: (Availability)</b>         | The number of seats still available or open for the class.   |
| <b>Campus:</b>                       | The campus on which the class is being held.   |
| <b>Catalog Nbr: (Number)</b>         | The Catalog Number associated with the overall course in the catalog. The unique identifier that designates the course in the Course Catalog. Generally paired with the Subject Area code within a department. <i>Do not confuse Catalog Nbr with Class Nbr.</i>   |
| <b>Class Associations:</b>           | Associated classes tie together class sections of multi component courses.   |
| <b>Class Attributes:</b>             | Class attributes are used primarily for Institutional Research and Reporting purposes and print in the Course Catalog and Schedule of Classes. <i>See Course Attributes.</i>   |
| <b>Class Days: (checkboxes)</b>      | Days of the week on which the class is held.   |
| <b>Class Nbr: (Number)</b>           | A five digit unique identifier for scheduled class sections / components of a course. Class numbers are assigned to every class section offered in a term, and are found on the Schedule of Classes. Class numbers are used to register for classes. <i>Do not confuse the Class Nbr with the Catalog Nbr.</i> |
| <b>Class Section:</b>                | A specific offering of a class within an academic term. Some classes, like freshmen writing, have many sections while others such as senior seminars have only one.  |
| <b>Class Status:</b>                 | The status of enrollment for the class; Active, Cancelled, Tentative, and Stop Enrl (Enrollment).  |
| <b>Class Type:</b>                   | Enrollment or non-enrollment section. Students will 'enroll' in only one section per component of a multi-component course (Lecture & Lab), the other component will be a 'related' class at time of enrollment.   |
| <b>Class Components:</b>             | Identifies the type of class being offered, i.e., Lab, Lecture, Seminar or Studio. Courses can contain multiple components such as lecture, discussion, and lab.   |
| <b>Comp:</b>                         | Identifies the type of class being offered, i.e., Lab, Lecture, Seminar or Studio.   |



|                                      |   |
|--------------------------------------|---|
| <b>(Course Component)</b>            | Some courses contain multiple components, i.e., lecture and lab.  |
| <b>Course Attributes:</b>            | Course attributes are used primarily for Institutional Research and Reporting purposes and print in the Course Catalog and Schedule of Classes See <i>Class Attributes</i> .  |
| <b>Course Career:</b>                | The career of the coursework or the student (Graduate, Undergraduate or Continuing Ed) See <i>Career</i> .  |
| <b>Course Count:</b>                 | Alternate means of giving value to a course, i.e., for degree audit and repeat rules in the ISIS Application. Usually equal to 1.   |
| <b>Course ID:</b>                    | Unique system generated number assigned to the course in the Course Catalog.  |
| <b>Course Offering Nbr: (Number)</b> | The course offering number from the Course Catalog. Distinguishes courses that are held by multiple careers (Graduate, Undergraduate, CE) or multiple departments (cross listed courses).   |
| <b>Course Title:</b>                 | The title of the course offered by the Institution. The Course Title is described in the Course Catalog and listed in the Schedule of Classes.  |
| <b>Comp: (Component)</b>             | Identifies the portion of a course being offered, i.e., Lab, Lecture, Seminar or Studio. Courses can contain multiple components such as lecture, discussion, and lab.  |
| <b>Dates:</b>                        | The start and end dates of instruction for the course.  |
| <b>Days:</b>                         | The days of the week the class is held.   |
| <b>Description:</b>                  | The description of the course offered by the Institution. It includes a description of the course content as well as misc/lab notes, pre/co requisites, and general notes. The description is listed in the course catalog, if any. |
| <b>End Date:</b>                     | The date the class ends.  |
| <b>Enrollment Capacity:</b>          | The number of spaces in this class section.   |



**Enrollment Requirement Group:**

Primarily used to define course Pre/Co-Requisites. An enrollment requirement group is attached to the course in the Course Catalog and Schedule of Classes. When students attempt to enroll a scheduled class with an ERG attached to it, the system will check the student's enrollment history for those requisites and prevent enrollment in that class should the student not have completed (or be in progress with) the defined pre/co-requisites.

Enrollment requirement groups are also used to define "Reserve Capacities" which hold a subset of seats in a scheduled class for defined group of students. For example, the History Department may wish to ensure their 30 Junior History Majors enrollment in HIST 300 for the current term. HIST 300 may be set to accept 50 student enrollments - 20 of them open to any student in any Program/Plan and 30 of them only to the Junior History Majors. Enrollment requirement groups defined for Reserve Capacities are tied only to Scheduled Classes - and not to Courses in the Course Catalog.

**Exact Match**

This is used when the Exact Catalog Number is known. When the exact number is entered with Exact Match selected in the drop down field beside the Catalog Number field and the system will return that specific course if it is currently scheduled.

**Grading Basis:**

1. The basis of how the student is graded.
2. This determines what grades are valid for any particular student.
3. Classes are designated as GRADED (default), PASS/NO PASS, credit no/credit (CNC) or satisfactory/unsatisfactory (SUS).
4. The student may have the option to take a class as Pass/Not Pass vs. Graded. For those students, the Pass/Not Pass Basis would be listed.

**Institution:**

The highest level of academic structure. Each Institution (UMass Boston UMBOS, UMass Dartmouth UMDAR, and UMass Lowell UMLow) offers different careers and programs and processes differently than other Institutions running on the same database. This value will usually default through security setup. *See also Academic Institution.*

**Instructor:**

The name, (Last, First), of the Instructor assigned to the class.

**(Instructor) First Name:**

The First Name of the Instructor assigned to the class. This field has the Exact Match / Wildcard search option to help find a value without knowing the full name of the Instructor.

**(Instructor) Last Name:**

The Last Name of the Instructor assigned to the class. This field has the Exact Match / Wildcard search option to help find a value without knowing the full name of the Instructor.

**Include ONLY these days  
Include ANY of these days  
Exclude ONLY these days  
Exclude ANY of these days**

This option allows users to sort by the days of the week chosen, including or excluding certain days in the search process.



(checkboxes):

|  |   |
|--|---|
| <b>Location:</b>                         | The location (building / room) in which the class is being held.  |
| <b>Min Enrollment Req: (Requirement)</b> | The number of spaces that need to be filled for this class to run. Used by Continuing Ed.   |
| <b>Mode of Instruction:</b>              | The manner of course delivery. Values include Online, Off-Campus, and In Person.  |
| <b>Open Classes Only:</b>                | This will check space availability of courses within the Schedule of Classes and only return those in a status of 'Open'.   |
| <b>Open Entry/Exit Classes Only:</b>     | Not being used at this time.  |
| <b>Requirement Designation:</b>          | A requirement designation can be extra work that has to be done for a course, i.e., Design Credit, or can specify a special type of a course to use in a course list for Advising, i.e., Thesis Choice.   |
| <b>Sect: (Section) or Section Number</b> | Section: a specific offering of a course component within an academic term. Some courses, like freshmen writing, have many sections while others such as senior seminars have only one section.<br>The section number of the class the instructor is teaching.    |
| <b>Session:</b>                          | Sessions are periods of instruction within a term. Each term has at least one session, some terms; such as Summer Term have multiple sessions in which classes are offered, values include Regular and CE sessions.<br><br>The session that the class is offered. |
| <b>Start Date:</b>                       | The date the class begins.  |
| <b>Start Time / End Time:</b>            | The start and end time of instruction of the class, in hours and minutes including AM and PM, i.e., 9:30am or 1:00pm.   |
| <b>Status:</b>                           | The status of the class for registration, i.e., open or closed.   |
| <b>Subject: (Subject Area Code)</b>      | The subject area of the course or the code used to represent a subject or area of instruction.  |
| <b>Term: (Description)</b>               | The code of the term in which the class is offered. It is a four number code, i.e., 1510 for Fall 2005.   |
| <b>Time:</b>                             | The start and end time of the class as well as days of the week.  |



- Units:** The number of units by which a student is billed against, and towards which the degree is earned. (Also known as credits)
- Wait:  
(Waitlist)** The number of students on the waitlist for the class.
- Wait List  
Capacity:** The number of spaces allowed on the waitlist for this class section.
- Wild Card Match** This is used when only part of the Catalog Number is known, or when searching for a group of courses. A wildcard search will return all currently scheduled classes that include your entry in the Catalog Nbr field.
- There are two different wildcard conventions to use when searching for classes.
1. '%' (Percent) Match one or more characters anywhere in the string.  
( '2%' will return courses with 2 somewhere in the number)
  2. '\_' (Underscore) Match any single character at a specific location in the string.  
( '2\_\_' will return courses that begin with a '2' and have 3 digits total)