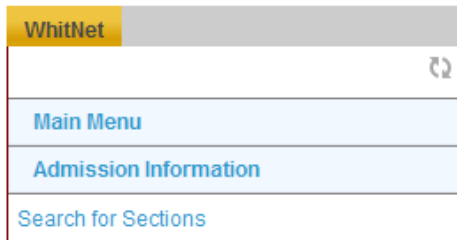


Pirate Port Class Search Guide

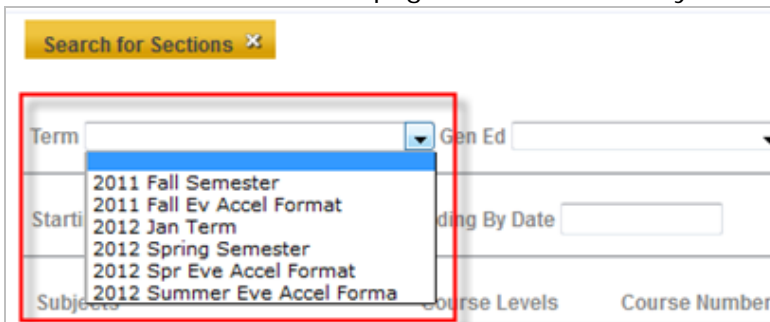
Submitting a Class Search

To search for classes from the Pirate Port Guest page, please do the following:

1. From the WhitNet box, click **Admission Information** then click **Search for Sections**.



2. On the Search for Sections page select the **Term** you would like to search for classes.



NOTE: After selecting a term, you may leave the rest of the fields blank and click submit to view all classes for the selected term or you may enter additional search criteria.

3. To add additional search criteria, enter any or all of the following:
 - a. In the **Gen Ed** drop-down box, choose the category for the class you are trying to find.
 - b. Click the **Open Sections Only** box to show only classes that are available.
 - c. Enter dates in the **Starting On/After Date** and **Ending By Date** fields to search classes using a date range (you may use this instead of term).
 - d. Select up to five subjects from the **Subject** drop-down fields. You may add a **Course Level**, **Course Number**, and/or **Section** for each subject.
 - e. Choose your preferred days and times for classes from the **Section Meeting After** and **Section Ending Before** drop-down boxes, and the day of the week check boxes.

A screenshot of two dropdown menus: "Sections Meeting After" set to "8am" and "Sections Ending Before" set to "2pm". Below these are checkboxes for days of the week: Mon (checked), Tue (unchecked), Wed (checked), Thu (unchecked), Fri (checked), Sat (unchecked), and Sun (unchecked).


- f. Enter any keywords in the **Course Title Keyword(s)** box, select a preferred campus location from the **Location** drop-down box, select a level from the **Academic Level** drop-down box, and enter an instructor's last name in the **Instructor's Last Name** box.
4. Click **Submit**.

Analyzing Search Results

Search Results Page: This page appears with a list of courses matching your criteria. It shows the term of the course, whether or not it is open, the course name and location, the class dates and times, the instructor's name, whether or not there are seats available, how many credits the course is worth, the level of study, and the general education requirement the course fulfills.

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Cross Listed	Credits	Lev	General Education
2012 Spring Semester	Open	AR-101-1 (40625) Drawing I	Whitworth Campus	02/15/2012- 05/11/2012 Regular Course Wednesday, Friday 08:00AM - 10:15AM, Lied Center for the Arts, Room 203	Wilson G	7 / 20 / 0		3.00	UG	FINE ARTS

Section Information Page: Click the **Section Name and Title** for a course to see additional information on a course, including a course description and a link that shows the books required for a particular course.

Section Selection Results		Section Information 
Title	Drawing I	
Section	AR-101-1	
Description	Beginning-level drawing course. Emphasis on the development of perception and drawing skills using a variety of media and techniques. Fee. Fall, Jan and spring semesters.	
Credits	3.00	
Start Date	31 January 2012	End Date 11 May 2012
Books	Click here to see books for this section	
Academic Level	UG - Undergraduate	

Exit Section Information: To close the Section Information page, click the **Close Window** button.

CLOSE WINDOW

Start a New Search: To start a new course search, click the **Back** button from the top of the Section Selection Results page.

Section Selection Results 
BACK