The online searchable Schedule of Classes is called the “Class Search”. People with access to Pathway should log-in to Pathway to view the Class Search. If you do not have an SSO and password for Pathway see: [link to guest version]

1. If you logged into Pathway to view the Class Search, navigate to Self Service > Search > Class Search
2. Select the term for which you want to look-up classes from the drop-down menu.

**Note:** You cannot use the “Back” or “Forward” arrows built in to your browser. 
[Definition: a “browser” is what you use to access the Internet. Examples of common browsers are Internet Explorer or IE, Firefox, or Safari.]

Use the links and buttons within Pathway for navigation.
3. You must select at least 2 search criteria
   a. One of the easiest ways to search for classes is by course subject (English, Math, History, etc.) and course career (Undergraduate, Graduate).

   ![Class Search Criteria](image)

4. There are a multitude of Additional Search Criteria to choose from if you are looking for something specific.
   a. Search by Course Component if you are looking for classes that are Lecture vs. Laboratory

   ![Course Component](image)

   b. Search by Session if you want to find a class that meets outside of the “regular” term, for instance a class that meets in the Second Eight Weeks of a Fall Term.

   ![Session](image)

   Note: Month long sessions are only used for the School of Medicine.

c. Search by Mode of Instruction if you want to find all Online classes or only Classroom Based courses.

d. Search by Location if you are looking for classes offered at the Northland Campus or PACE classes.

e. Search by Course Attribute Value if you want to find all Cluster Courses or all Writing Intensive courses. First select Section Information for the Course Attribute then select the Course Attribute Value you wish to search.
f. When you are ready to find the classes you want, click the yellow **Search** button at the bottom of the page.

5. If you have not selected many search criteria options, you may get a lot of results. This may take longer to load than if you had more-narrow search criteria. Click the **OK** button.

6. These are the search results.
   a. Each class is coded with a shape to indicate if it is Open, Closed, or has a Wait List.

   ![Open, Closed, Wait List icons]

   b. The Course and Title are listed first. Each section of the course is listed below the course and title.

   c. The class search displays the topic for **Special Topics** courses right on the search results page, along with the **Attributes** and **Available Seats**.

   ![SOCIOL 300CV - Special Topics In Sociology](image)

   **Section** 0001-LEC(16323)  **Status**  
   **Session** Eight Wk 1  **Available Seats** 25  
   **Location** PACE - Off Campus  **Instruction Mode** Online Asynchronous 
   **Units** 1 - 3 units  
   **Topic** Family Violence  
   **Attributes** PACE Section, Women's & Gender Studies 

   **Days & Times**  **Room**  **Instructor**  **Meeting Dates**  
   TBA  Internet Class  Traci Ketter  01/22/2013 - 03/08/2013

7. Click on the **Section** number link to view the **Class Detail** page. If you attempt to add a class and it won’t let you, check this page to see if there is a requirement or co-requisite you have not met yet.
   a. **Enrollment Requirements** are enforced at registration. If you do not meet the requirements listed, you will not be allowed to enroll in the class. Enrollment Requirements may be different for different sections of the class.
b. **Available Seats** are in real time and include all available seats at the time you searched for the class.

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Total</td>
<td>0</td>
</tr>
<tr>
<td>Available Seats</td>
<td>30</td>
</tr>
<tr>
<td>Wait List Capacity</td>
<td>0</td>
</tr>
<tr>
<td>Wait List Total</td>
<td>0</td>
</tr>
</tbody>
</table>

c. **Wait lists** are optional and students will be automatically enrolled from the waitlist unless they system encounters a registration error. Learn more about waitlists at [http://www.umkc.edu/registrar/registration/](http://www.umkc.edu/registrar/registration/)

d. **Class Notes** may contain vital information about where (and when) the class is meeting or any special requirements.

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class is taught via the Internet. Go to <a href="http://blackboard.umkc.edu/">http://blackboard.umkc.edu/</a> and log-in with your SSO for complete class information. For help using this resource, contact the Call Center at 816-235-2000. Note: Class meets 1st 8 weeks (Jan 9 – Mar 2)</td>
</tr>
</tbody>
</table>

e. The **Description** is from the official UMKC Catalog and contains any **prerequisites** for taking the course. Some prerequisites are enforced at registration but not all are. It is recommended that you meet them if you plan to successfully pass the course. Some departments may request you drop the course if you do not meet the prerequisites.

8. Click the **View Search Results** button at the bottom of the page to go back to your search results. Don’t forget, do **not** use the back and forward arrows in your browser.

9. Some courses may meet at different times depending on the day of the week, thus there will be multiple rows to represent the different times of day.

```
SOCIO 327 - Us Government's Indian Policies: Practices Of A Colonizing Nation
```

<table>
<thead>
<tr>
<th>Section</th>
<th>0001-LEC[13722]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Classroom Based</td>
</tr>
<tr>
<td>Available Seats</td>
<td>30</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>Classroom Based</td>
</tr>
</tbody>
</table>

- **Days & Times**
  - Sa 8:30AM - 4:30PM
  - Su 8:30AM - 4:30PM

- **Room**
  - Off-Campus (See Class Notes)
  - Off-Campus (See Class Notes)

- **Instructor**
  - Michael Tosee
  - Michael Tosee

- **Meeting Dates**
  - 01/22/2013 - 03/08/2013
  - 01/22/2013 - 03/08/2013

10. You can **START A NEW SEARCH** by clicking the link found at the top or bottom of the search results page.
11. To search for classes for a different term, you must select the term from the **Term** drop down menu on the Class Search page.