Class Search

Class Search allows viewing of the classes scheduled for a particular term. There are several locations from which a Class Search may originate, including various enrollment functions.

Following this navigation, select Class Search:
Enroll & Pay > Student Center > Search For Classes
Class Search page requires entry of the institution and term:

- Select University of Kansas (This may pre-populate through the user default setup).
- Enter or select the appropriate term by clicking the magnifying glass.
Upon pressing the Go button, the *Class Search Criteria* screen appears as shown below:

The user is required to enter at least 3 items. Because the Schedule of Classes is usually quite large, searches with limited criteria can be very slow.

The first three fields listed above are good choices for initial search criteria.

- **Course Subject** may be selected using the yellow select subject button. This is a required field.

- Enter the **Course Number**. Typing the exact course number quickens the search process. If the exact course number is not known, type in a nearby course number with a selection of either ‘greater than equal to’ or ‘less than equal to’ or ‘contains’ option.

- **Select the Course Career**.

- **Show Open Classes Only** checkbox eliminates classes that have reached capacity if checked.
To speed up a search, complete as many of the selection criteria fields as possible. Additional search criteria can be seen by clicking on the green arrow.

Completing the following fields (all optional) will help accelerate the search process:

- Approximate Meeting Start Time or Meeting End Time.
- One or more days of the week.
- Instructor Last Name. If exact last name is not known type in a portion of the instructor last name with the option ‘contains’.
- Exact Class Nbr if known.
- Course Title Keyword such as statistics.
- Course Component. If the class is a single component class or if searching for one specific component, for example, Lecture.
- Campus
- Location
Press the **Search** button that appears at the bottom of the page.

This is a sample of the Search Results:

**Class Search**

**Class Search Results**

When available, click View All Sections to see all sections of the course.

University of Kansas | 2009 Fall

The following classes match your search criteria: Course Subject: Accounting, Course Number is exactly 328, Course Level: Undergraduate, Show Open Classes: Only: No

- **ACCT 328 - Financial Accounting II**

  Clicking the Section-Class Detail link will open a separate page with detailed class information including the Description from the Course Catalog.
Class Detail page that appears after clicking the Section-Class Detail link:

ACCT 320 - 1000  Financial Accounting II
University of Kansas | 2010 Fall | Lecture

RETURN TO RESULTS

CLASS DETAILS
- Status: Closed
- Class Number: 10240
- Session: Regular Academic Session
- Units: 4 units
- Instruction Mode: In Person
- Class Components: Lecture, Required
- Career: Undergraduate
- Status: Fall 2010 - 10/11/2009
- Type: Study Abroad
- Location: Lawrence Campus

MEETING INFORMATION
- Days & Times: TBA
- Room: Study Abroad
- Instructor: Roger Chege
- Meeting Status: 9/19/2009 - 12/10/2009

ENROLLMENT INFORMATION
- Enrollment Requirements: Student must have completed ACCT 261 (BUS 241) to enroll in this course.
- Class Attributes: Prerequisite Indicated

CLASS AVAILABILITY
- Class Capacity: 0
- Wait List Capacity: 0
- Enrollment Total: 3
- Wait List Total: 0
- Available Seats: 0

NOTES
- Class Notes: Prerequisite: ACCT 261. Students enrolling in this course should refer to the special examination schedule.
- Study Abroad in Italy: Enrollment restricted.

Subject Notes:
- School of business
- Accounting
- Undergraduate
- Beginning Fall 2003 the School of Business has changed course numbers and prefixes. Please refer to the website (www.ku.edu) or the staff in O approving the schedule. Courses added enrollment restrictions are open to the School of Business students only.
- Prerequisites are strongly enforced.
- Admission to the School of Business is competitive. Application deadlines are September 15 for spring admission and February 15 for summer and fall admission. Contact the School of Business Student Services Center, 250 Summerville Hall for specific details.
- Graduate
- Enrollment in all graduate-level courses (BUS 701 and above) requires approval from the Business Division of the Graduate School or approval of a petition (available in 250 Summerville) and a special approval card signed by the Director of Master's Programs or the Dean's Designee.

DESCRIPTION

A study of generally accepted accounting principles and techniques underlying preparation and interpretation of financial statements, including the problems of revenue recognition, matching revenues and related costs, determination of balance sheet values for assets and liabilities, accounting for stockholders' equity, and analysis of working capital. Prerequisite: ACCT 260, or three hours of accounting including cost accounting.

The Return to Results button either at the top or at the bottom of the page will return the user to the results page and from there, you can either select another section to view or return to the search window by using the Start a New Search button.
Catalog Search

The Catalog Search is to view the descriptive course details by entering minimal search criteria. The Catalog Search is not term specified and thus does not confirm that a particular course is offered in any specific term. The Catalog Search will display only courses that are present in the current catalog.

Following this navigation, select Course Catalog Search:

Curriculum Management > Student Center > Catalog Search
Select the Institution from the drop down arrow. (This may pre-populate from the user default setup.)
Type in a Subject Area or select one from the list by clicking the magnifying glass.
Enter the Catalog number. Use the option ‘wildcard’ if part of the catalog number is known. This will bring the list of all courses that contains the specified number as part of their catalog numbers.

Press the Search button.

Course Catalog Result page comes up with course descriptions and additional catalog details. The size of the resulting list depends on the search criteria. The list will show all catalog numbers for the specified subject if no catalog number is entered.