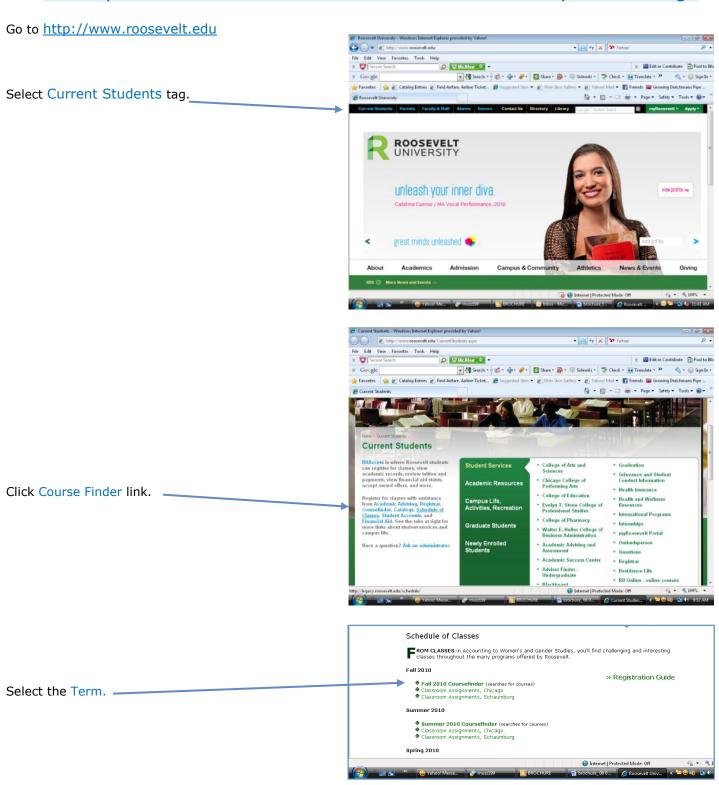## 3 How to Look up a class in CourseFinder

3.1 Start at the University's Home page.

3.2 Access the Course finder from the Add/Drop Classes Worksheet while in process of registration via RU Access.
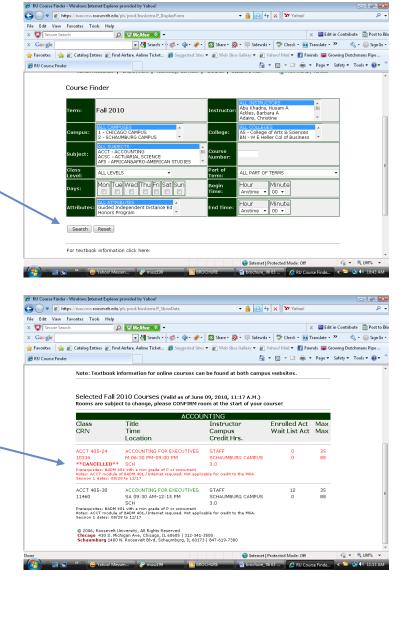
3.1 Look up a class in CourseFinder - Start at the University's Home Page

Go to http://www.roosevelt.edu

Select Current Students tag.

Click Course Finder link.

Select the Term.

To view **all courses** offered at Roosevelt University in the given semester, **just click** Search button at the bottom of the Course Finder window without changing any parameters.

Please note: our Schedule of Classes online is a **real time schedule**. The enrollment for each course changes immediately after any student registeres for a class or drops it.
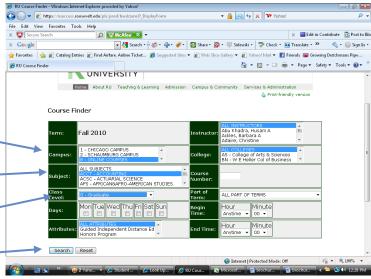

Closed or cancelled classes are shown in the red print.

The search for classes may be narrowed down. For example:

You want to find out which **graduate** level **Accounting** courses are offered **online**. When the Course Finder window opens do the following:

• From the drop down menu next to Campus field select **8-Online Courses.**

• From the drop down menu next to Subject field select **Accounting**.

• From the drop down menu next to Class Level field select **Graduate.**
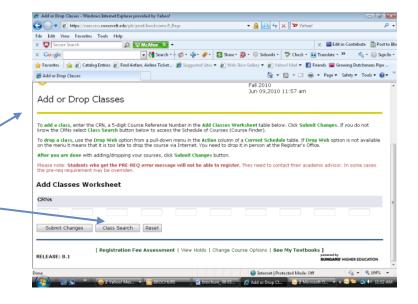
• Click Search button.

3.2 Look up a class in Course Finder from the Add/Drop Classes Worksheet screen while in process of registration via RU Access.

Login to RU Access.

(Instructions on login in are in Section 1.2)

Proceed to Registration.

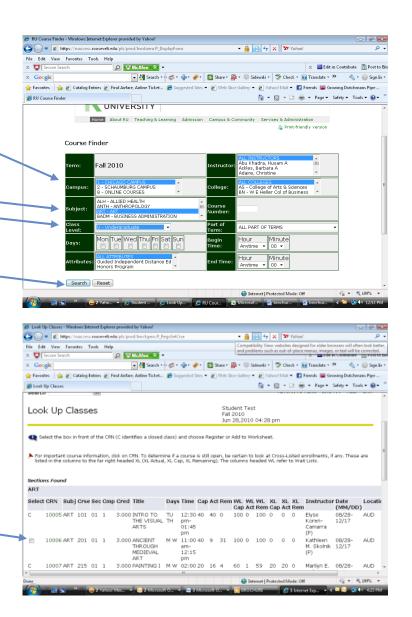While being on the Add or Drop Classess screen click Class Search button.

If you want to find an **undergraduate Art** course offered at the **Chicago** Campus, when the **Course Finder window** opens do the following:

- From the drop down menu next to Campus field select **1-Chicago.**
- From the drop down menu next to Subject field select **Art.**
- From the drop down menu next to Course Level field select **Undergraduate.**

- Click Search button.

Please note: our Schedule of Classes online is a real time schedule. The enrollment for each course changes immediately after any student registeres for a class or drops it.

Locate the course you want to register for on the list of courses. Check the box next to the course located in the first left hand column.

In this example **ART 201** class was selected.

Now, you can click Add to Worksheet button if you want to search for more classes, and repeat steps described above. When you are done with selection click Submit Changes.

Or

If you need just one class (for example ART 201) click Register button.

Your Current Schedule will show on the screen.

Complete the registration process as explained in **Section 2-** Registration via RU Access.