Semester at CSUN (SAC) Program Class Search Guide

Using the Class Search website

The CSUN Class Search website shows the classes that are available in a specific semester.

- 1. Go to http://www.csun.edu/class-search.
- 2. Select:
 - Term: Choose the appropriate term. (Example: 2187 Fall Semester 2018)
 - Session: "Regular" or "Regular-Tentative"
 - Subject/Department: Choose a subject/department from the drop-down menu.
 - Additional Category: Leave this blank.
- 3. Click the "Quick Search" button. A list of available classes will display! See example below:

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- Click the green arrow (♥) to expand the Course entry. This will show the Class Sections and the 5-digit Class Number. You can also see the "Online Type" column, which indicates if the class is offered in an online format. Hover over the "Online Type" code to see a description.
 - NOT AVAILABLE: Fully-online classes ("OF") are not usually allowed for SAC students due to visa requirements. However, we offer hybrid courses ("OH"), which have some class meetings and some class work online. This type of class is allowed and encouraged!
 - NOT AVAILABLE: Internship, Independent Study, and Research courses are not usually open to visiting students, except with special permission from the department chair.

- 5. Click the "Detail" icon () to view more information, such as: course description (the same description you can find in the University Catalog), class size, meeting details, special notes about the class, and the course prerequisites.
- 6. Look at the "Days" and "Time" for each class. When creating your class schedule, don't choose classes that conflict or overlap in meeting times!
 - The "Days" column shows you which day the class meets. Each day of the week is represented by the first two letters: "Mo" = Monday. Example: "FrSa" = This class meets on both Friday and Saturday every week. Please remember that Saturday is a regular class day at CSUN; you may be placed in a Saturday class when a weekday time is not available.
 - If your classes end and start within 15 minutes of each other, it is ok! You will be able to get from one building to another building in 15 minutes.

Other CSUN resources



The University Catalog (<u>http://www.csun.edu/catalog</u>) is a helpful resource because it contains a complete listing of every department, degree program, and course offered at CSUN. There is a short course description for each course. However, not every course listed in the University Catalog is offered every semester. The Catalog shows all *existing* courses, but the Class Search website shows the actual, *available* courses for a specific semester. For this reason, you must use the Class Search website to plan your class schedule.



Department websites can also be a helpful resource. Each department maintains a website with specific information about its courses, special areas of study, instructors, and department policies. Some department websites have faculty bios (to learn about the instructor's background) and course syllabi. A quick way to find each department website is through the A-Z directory: <u>http://www.csun.edu/atoz/</u>.

Helpful tips!

✓ **Course numbers** indicate the academic level of the course. They range from 100 – 799:

Fundamental/introduction: No prerequisites!
Intermediate: Check for prerequisites.
Intermediate/advanced: Check for prerequisites.
Advanced: Students should be in the final year of a bachelor's program and
must meet the prerequisites.
Graduate-level (Master's): Some courses may be open to undergraduate
students in the final year of a bachelor's program, if all prerequisites are met.
Graduate-level (Master's or Doctorate): Not open to undergraduate students.

 Keywords can help you find a course that includes a topic you want to study. Try a keyword search, using the Search box on the University Catalog website (<u>http://www.csun.edu/catalog</u>).



✓ The David Nazarian College of Business and Economics (DNCBE) has different enrollment procedures than the other colleges. If you want a business class, please read this!

- DNCBE has strict eligibility rules. In order to qualify for advanced courses, students must meet the course prerequisites... no exceptions!
- DNCBE has strict deadlines. Once we confirm your class requests for business classes, you will not be able to change them. Also, DNCBE does not allow visiting students to "crash" classes, which means there is no possibility of adding classes after the semester begins.
- Related subjects: CSUN is a large university with over 100 degree programs! You might find a topic you want to study under an unexpected subject/department. For example, students are often surprised to find a business entrepreneurial course under Recreation and Tourism Management (RTM). We invite you to email us for help at <u>SAC-academics@csun.edu</u>: we know the courses at CSUN very well and we may be able to give you suggestions, like these:

lf your major is	Try looking at these subjects/departments:
Biotechnology	BIOL, CHEM (Biochemistry is combined with CHEM), ECE, EOH, HSCI, ME, MSE
Business	ACCT, BLAW, COMP/CIT, COMS, ECON, ENGL, IS, FIN, MGT, MKT, MSE, PSY, RTM, SOM
Civil Engineering	A M, C E, CM, GEOL, MSE, PHYS, SUST, URBS
Electrical Engineering / Control & Automation	COMP/CIT, ECE, MATH, MSE, PHIL, PHYS
Education	CADV, COMS, E ED, ELPS, EPC, PSY, S ED, SOC, SPED
Engineering Management	COMP/CIT, ECON, FIN, IS, MGT, MKT, MSE, RTM, SOM
Environmental Engineering	BIOL, C E, CM, EOH, GEOG, GEOL, MSE, POLS, RTM, SUST, URBS
Film/Cinema	ART, COMS, CTVA, ENGL, JOUR, TH, and the cultural studies depts have film/media courses: AAS, AFRS, CAS, CHS
Manufacturing & Production Engineering	A M, MATH, MKT/SCM (Supply Chain is combined with MKT), MSE, SOM
Marketing	ART, COMS, ECON, JOUR, MGT, MKT, SOC
Mechanical Engineering	A E, ASTR, MATH, M E, MSE, PHYS
Nutrition/Food Science	CHEM, EOH, FCS, HSCI, RTM
Nursing	BIOL, CADV, EOH, HSCI, KIN, NURS, PSY
Psychology	CADV, EPC, FCS, PSY, SOC, SPED
Sports Studies/Exercise Science	BIOL, FCS, KIN, HSCI, PSY, RTM
Urban Planning	C E, CM, EOH, GEOG, POLS, RTM, SUST, URBS
Women's/Gender Studies	ANTH, BLAW, COMS, CTVA, ENGL, GWS, HSCI, JOUR, LING, POLS, R S, SOC

Required minimum units (full-time enrollment):

- Undergraduate students: 12 units
- Graduate students: 9 units

Need a course syllabus? If your university needs to read a syllabus or detailed description in order to approve a course, send us a request at <u>SAC-academics@csun.edu</u>. We have some samples available.