How to use the Class Schedule (Non-student)

1.) The online Class Schedule can be found on our website at [www.sa.pdx.edu/soc/](http://www.sa.pdx.edu/soc/).
2.) Select the term of interest from the drop down menu and press submit.

3.) The schedule's search functionality will display on the screen.
   a. The only required search criteria is Subject.
      i. You can select multiple subjects by holding down the CTRL key on your keyboard.
   b. Note: Search functionality is literal in that it will only show you courses that fit within the parameters that you choose. We suggest limiting what you filter so that you can view entire schedule for department of interest.
4.) Class Schedule Listing Information
   A. Department Header: Provides department name, contact information and other message intended for students participating in courses under this subject.
   B. Course Identifiers:
      a. Course title
      b. Course reference number (e.g. CRN = 80025)
      c. Subject code, Course and section numbers (e.g. ANTH 101 – 001)
      d. Click on title to view course availability
   C. Course Details:
      a. Term offered
      b. Level of course (UG= Undergraduate, GR = Graduate)
      c. Campus offering course (Institutional, International, Cont-Ed, etc...)
      d. Credits offered
   D. Course Description
      a. Click here to view course description
   E. Schedule information
      a. Time, days of the week and dates of the term (Will say “WEB” for online courses)
      b. Location of course (Will say “WEB” for online courses)
      c. Schedule type (Lecture, seminar, etc...)
      d. Instructor name (click on “@” for professor email address)

If you need further assistant contact the Office of the Registrar at 503-725-3511.