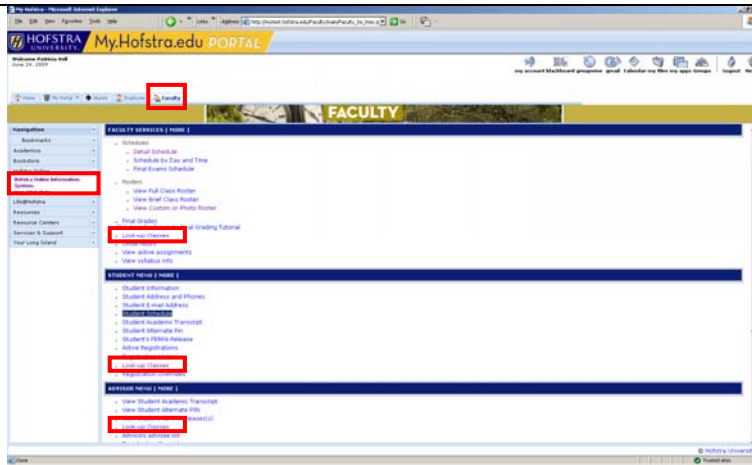


LOOKUP CLASSES

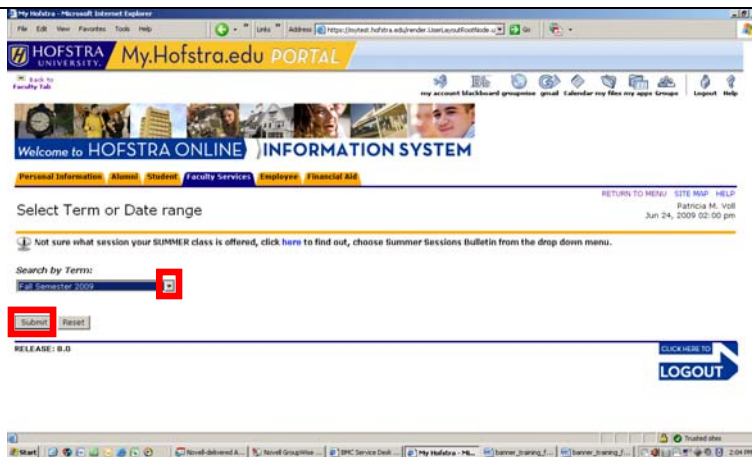
Form/Function

Procedure



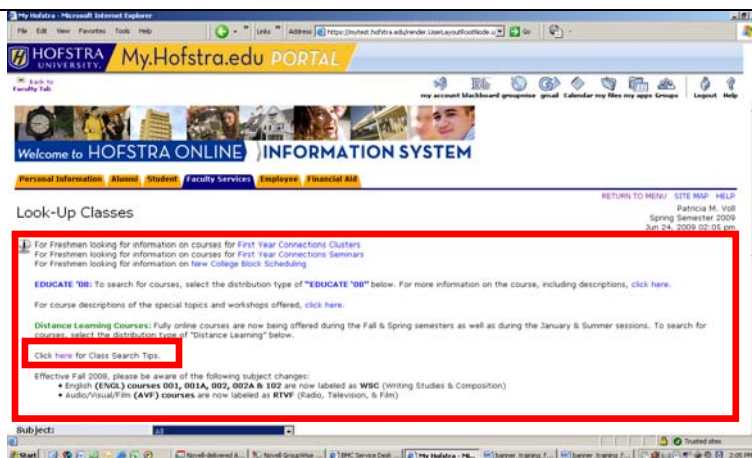
1) After login to the My.Hofstra.edu portal, click the Faculty Tab, open the **Hofstra Online** category in the left navigation pane and click Hofstra Online Information System.

Select the Look Up Classes option that appears under the Faculty Services, Student Menu or Advisor Menu.



2) If a semester has not already been chosen, you will be prompted to do so. Use the search box, make your choice and click **SUBMIT**.

Note: The semester you choose will remain as your default semester until select another.



The **Look up Classes** screen allows you to set parameters for the desired match.

Links and information are provided at the top of the page about FYC clusters and seminars, Distance Learning and other course information.

A review of the Class Search Tips will further enhance the search experience.

The **Subject** category lists all subject offered at Hofstra. Scroll down to the desired subject or click the box and type only the first letter of the subject to move to the top of the list of subjects that begin with that letter.

NOTE: You must choose at least one SUBJECT for every search.

Select additional parameters from the drop-down menu provided.

When entering Course Numbers, be sure to enter the THREE-DIGIT code.

Click **CLASS SEARCH** to see your results.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	VL	WL	XL	XL	Instructor	Date	Location	Distribution
C	21284	ACCT	101	01	M	3.000	FINANCIAL ACCOUNTING	MF	11:15-12:40	24	-4	10	0	10	0	0	Diana Benyaminy (P)	01/28-05/06	STARR	0209
C	21285	ACCT	101	02	M	3.000	FINANCIAL ACCOUNTING	M	10:30 am-12:00 pm	15	0	10	0	10	0	0	Kevin D. Sachs (P)	01/28-05/06	STARR	0109
C	22695	ACCT	101	04	M	3.000	FINANCIAL ACCOUNTING	TR	12:45-2:10 pm	75	0	10	0	10	0	0	Jacqueline A. Burke (P)	01/28-05/06	BRESL	0209
	21286	ACCT	101	05	M	3.000	FINANCIAL ACCOUNTING	TR	02:20-3:45 pm	62	6	0	0	0	0	0	Robert Fonfeder (P)	01/28-05/06	BRESL	0209
	21288	ACCT	101	A	M	3.000	FINANCIAL ACCOUNTING	MW	06:30-7:55 pm	16	-1	5	0	5	0	0	Kevin D. Sachs (P)	01/28-05/06	BRESL	0025
	21287	ACCT	101	B	M	3.000	FINANCIAL ACCOUNTING	TR	04:30-5:55 pm	37	29	0	0	0	0	0	Steven T. Petra (P)	01/28-05/06	STARR	0109
								M	10:30 am-12:30 pm								Steven T. Petra (P)	05/11-05/11	STARR	0210

Return to the Faculty or other Hofstra Online menu by clicking the appropriate tab.

Here is a typical results display complete with Course Title, CRN and meeting time, days and location.

Note: The Final Exam schedule is also listed.

The "C" designation in the SELECT column indicates that the class is "closed".

Clicking on the **course title** allows you to view the course description and pre-requisites in a new window.

To conduct an additional search, scroll to the bottom of the page and click the **CLASS SEARCH** button.