



A Step-by-Step Guide to Searching for Courses and Course Information on e-Campus



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Searching for Courses & Course Information on *e-Campus*

Getting to Class Search function

This brochure will describe “Class Search” on *e-Campus* under the “View Schedule of Classes” function. It will outline the steps to conduct a class search, as well as to find out information on the specific section in which you are interested.

In *e-Campus*, you may look for a course in two ways.

1. Without signing on to *e-Campus*.

- From the *e-Campus* homepage, click on “Course Schedule” in the upper right hand corner of the screen. To get to the *e-Campus* homepage, click on the “**Log on to e-Campus**” logo on any of the URI homepages (Kingston Campus, Providence Campus, Narragansett Campus).

or

- From the Summer Sessions page on the Kingston Campus web site, click on “Online Schedule of Courses” on the left side of the page.

2. After signing on to *e-Campus*.

- Follow the links from your home page. Students use these links: *SA Self Service>Learner Services>Catalog>View Schedule of Classes*. Faculty and staff users follow these links: *SA Self Service>Learning Management>Catalog>View Schedule of Classes*.

Select Institution and Term

Class Search

Select Institution and Term

Select the institution and term for which you want to search.
Then click Basic Search or Advanced Search to continue.

*Institution:

*Term: Spring 2004

* Required Field

[Return to Community Access](#)

Institution:

University of Rhode Island should show in this box

Term:

The most recent term for which there is a schedule available should show in this box. If the term you want is not in this box, click on the magnifying glass.

[Home](#) > [SA Self Service](#) > [Community Access](#) > [Tasks](#) > **View Schedule of Classes**

Lookup Term

Term:

Description:

Short Description:

[Basic Lookup](#)

In the next screen, click on the yellow box "Lookup" to see a list of the terms. Select the term you are interested in. Then click the "Cancel" button to return to the "Institution and Type of Search Screen."

Type of Search:

Select "Basic Search." If you are interested in searching for courses offered during a particular timeframe (day of the week or hour of the day) or by a particular instructor, select "Advanced Search" (at the bottom of the screen).

Basic Search - Most of the searches you conduct will be done through this screen.


NOTE: You will need to fill in at least 2 fields/boxes in order for the search to run.

Class Search

Basic Class Search

Institution: URIPS University of Rhode Island
Term: 2041 Spring 2004

Enter subject and additional criteria below then click Search to see the results.

Subject: 

Catalog Number:

Open Classes Only
 Open Entry/Exit Classes Only

Description:

Course Component:

Course Career:

Session:

Campus:

Location:

[Advanced Search](#) [Return to Select Institution and Term](#)

NOTE: You will need to fill in at least 2 fields/boxes in order for the search to run.

Subject:

To find a particular course in the schedule, enter the three characters for Subject (such as ENG or BGS) or click on the magnifying glass to see the "Look Up Subject" page. Then, if you are not sure of the three characters for the subject, enter the first letter of the subject in the "Subject Area" box and click the Lookup button. The system will return a list of possible subject areas – select the one you want.

Catalog Number:

If you are searching for a specific course, enter the course number here (for example 345, 101). All sections of the course will be listed. If you would like to see all the courses offered in this subject area, leave the Catalog Number field blank.

Open Classes Only:

Leave this field unchecked to see all the sections of the specific course. If you place a check in this field, only those course sections that are still open will be displayed.

NOTE: You can leave the next fields blank, in which case you will see all the courses offered at URI during this semester, at all levels, on all campuses. However, the system may ask you to add other criteria to limit your search. In that case, you may wish to add some of the criteria listed below.

Course Component:

Unless you are looking for a very specific type of course, you can leave this blank.

Course Career:

Select the level of course you are interested in – graduate, non degree graduate, undergraduate. If you leave this blank, all levels of courses will be displayed.

Session:

The choices are; “Alternate Session,” “Regular Academic Session,” “Session 1,” “Session 2.” If you are searching for courses offered during the summer (Alternate Session, Session 1 or Session 2), select the specific session; otherwise select “Regular Academic Session.”

Campus:

Select a campus if you wish to see only courses sponsored by that campus. Selecting “Univ of Rhode Island - FCCE” will show all courses sponsored by the Alan Shawn Feinstein College of Continuing Education regardless of what campus the course is located on. Selecting “University of Rhode Island” should show all courses offered on the Kingston Campus. The system will ask you to add additional criteria to narrow your search.

Advanced Search

NOTE: You will need to fill in at least 2 fields/boxes in order for the search to run.

Class Search

Advanced Class Search

Institution: URIPS University of Rhode Island
Term: 2041 Spring 2004

Enter subject and additional criteria below then click Search to see the results.
Search is quickest if you enter Course ID or Class Number.

Subject:

Catalog Number:

Open Classes Only
 Open Entry/Exit Classes Only

Course ID: **Class Number:**

Description:

Course Component:

Mode of Instruction:

Course Career:

Session:

Campus:

Location:

Class Days: M Tu W Th F Sa Su

Start Time: **End Time:** (example: 1:00PM)

Instructor Last Name:

First Name:

[Basic Search](#) [Return to Select Institution and Term](#)

Subject:

To find a particular course in the schedule, enter the three characters for Subject (such as ENG or BGS) or click on the magnifying glass to see the "Look Up Subject" page. Then, if you are not sure of the three characters for the subject, enter the first letter of the subject in the "Subject Area" box and click the Lookup button. The system will return a list of possible subject areas – select the one you want.

Catalog Number:

If you are searching for a specific course, enter the course number here (for example 345, 101). All sections of the course will be listed. If you would like to see all the courses offered in this subject area, leave the Catalog Number field blank.

Open Classes Only:

Leave this field unchecked to see all the sections of the specific course. If you place a check in this field, only those course sections that are still open will be displayed.

Course ID:

This is the 6-digit number that **e-Campus** has assigned to this course. You can leave this field blank, or you can search for the course ID by clicking on the magnifying glass icon. You will then be asked to enter a subject area. If you are not sure of the three characters for the subject area and you enter the first letter of the subject (for example, “e” for English), you will get a list of all the subject areas that start with the letter “e”. Select the one you want. Then click the yellow Lookup button. You will get a list of all courses in this department. This list could be quite lengthy. Select the one you want. You will be returned to the Advanced Search page and the Course ID box will be filled in.

Class Number:

This is the 5-digit code listed in the semester course schedule for a particular section. If you type the class number in this box (and don't fill in any other boxes), you might, however, receive a message to fill in additional pieces of information in order to narrow the search.

Description:

Leave this field blank.

Course Component:

Unless you are looking for a very specific type of course, it is best to leave this blank.

Mode of Instruction:

If you click on the arrow in the right of this box, you will have the choice of selecting courses Sponsored by FCCE (Alan Shawn Feinstein College of Continuing Education) or Sponsored by Kingston (the Kingston campus).

Course Career:

Select the level of course you are interested in – graduate, non degree grad, undergraduate. If you leave this blank, all levels of courses will be displayed.

Session:

The choices are; “Alternate Session,” “Regular Academic Session,” “Session 1,” “Session 2.” If you are searching for courses offered during the summer (Alternate Session, Session 1 or Session 2), select the specific session, otherwise select “Regular Academic Session.”

Campus:

Select a campus if you wish to see only courses sponsored by that campus. Selecting “Univ of Rhode Island - FCCE” will show all courses sponsored by the Alan Shawn Feinstein College of Continuing Education regardless of what campus the course is located on. Selecting “University of Rhode Island” will show all courses offered on the Kingston Campus. (Courses sponsored by the Alan Shawn Feinstein College of Continuing Education may or may not show up in this list.)

Location:

Selecting “Providence” will show those courses offered on the Feinstein Providence Campus.

Selecting “Kingston Campus” will show those courses offered on the Kingston campus.

Note: Selecting “CCE Shepard Bldg Providence” will not show any courses.

Class Days:

Click any of these boxes if you would like to limit your search to classes offered on specific days. You can then further refine the search by selecting any of the options to the right.

Start Time or End Time:

If you can take classes only at certain times, enter the start time or end time in the appropriate box.

Instructor Last Name:

If you would like to search for all classes taught by a particular instructor, enter the name here. You will probably be asked to provide additional search criteria.


Interpreting Course Information Screens

Class Search

Class Search Results

Academic Institution: URIPS University of Rhode Island ☆ indicates an enrollment section.
Term: 2041 Spring 2004

[Basic Search](#) [Advanced Search](#) [Return to Select Institution and Term](#)

Class Sections											Find	1-3 of 3
Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait			
☆ 7929	CSC	101	0200	Computing Concepts	4	LEC	Open	20	0			
Session: Regular												
Time: 9:00AM 12:45PM Sa			Room: PROV CAMPUS			Dates: 01/13/2004 - 05/04/2004						
Instructor: Staff,												

[Class Detail](#)

Class Search Results

To see detailed information about the course offering (including course id number, starting and ending dates, grading scheme, etc.), click on either the page icon to the far right of the course listing, or on the words [Class Detail](#) below the course listing.

The next screen will show the detailed information about this course section.

Class Search Detail

(To return to look at additional sections of this course, click on "Search Results." To return to search for additional courses, click on "Basic Search" or "Advanced Search." To search for a course in another semester, click on "Return to Select Institution and Term.")

Class Search											
Class Search Detail											
Academic Institution:	URIPS	University of Rhode Island	★ indicates an enrollment section.								
Term:	2041	Spring 2004									
Basic Search Advanced Search Search Results Course Catalog Detail Return to Select Institution and Term											
Class Sections											
★	Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait	
	7929	CSC	101	0200	Computing Concepts	4	LEC	Open	20	0	
Session: Regular											
Time: 9:00AM 12:45PM Sa			Room: PROV CAMPUS			Dates: 01/13/2004 - 05/04/2004					
Instructor: Staff,											
Class Type: Enrollment Section											
Class Status: Active											
Auto Enroll Section 1:											
Auto Enroll Section 2:											
Mode of Instruction:											
Wait List Capacity: 0											
Enrollment Capacity: 25											
Min Enrollment Req: 0											
Class Attributes											
Not open to students with credit in any college											
Level computer course or Computer Science majors.											
A Laboratory/Clinical fee will be assessed.											
Class Notes											
A substantial number of the available seats in this course are restricted to CCE students only. Starting January 1, all seats are available.											
Class Associations											
Associated Class:		2	Grading Basis: Undergraduate Grading Scheme				Course Count: 1.00				
Requirement Designation:											
Class Components											
Lecture					Required						
Class Section											
Start Date:		01/13/2004				End Date:		05/04/2004			
Course Career:		UGRD				Campus:		CCE			
Course ID:		204662				Location:		PROV			
Course Offering Nbr:		1									

The first part of this page (in the box labeled class section "Class Sections" lists information about a specific section, including the **e-Campus** number for this section (Class Nbr), the subject, catalog number, section number, course title ("Description"), number of credits ("Units"), type of course ("Comp"), status of this section (open or closed), number of seats still available, and the number of people on the wait list for this section. In addition, the semester (regular session, alternate session, session 1, or session 2), the time, location, dates offered, and the instructor are listed.

The next important sections to look at are the "Class Attributes" and the "Class Notes" sections. The class attributes section describes prerequisites for this course, and the class notes section will list any additional information linked to this section. There may not always be information in these two sections. The other sections on this page contain additional information about the course.

Catalog Detail

If you click on “Course catalog detail” at the top or bottom of the screen in the list of live web links, another page displays the description of the course from the university catalog.

[Class Search](#)

Catalog Detail

Institution: URIPS University of Rhode Island

Subject: WRT Writing

Course Offering			
WRT	227	Business Communications	3 units
(I and II, 3) Basic business communications forms, group reports and presentations, effective use of electronic mail systems, and design of graphic aids for successful visual communication. (Lec. 3) Open to business majors only.			
Course Component			
Lecture			Required

[Cancel](#)

To return to the “Class Search Detail” page, click the yellow [Cancel](#) button.