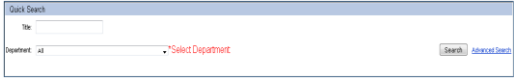
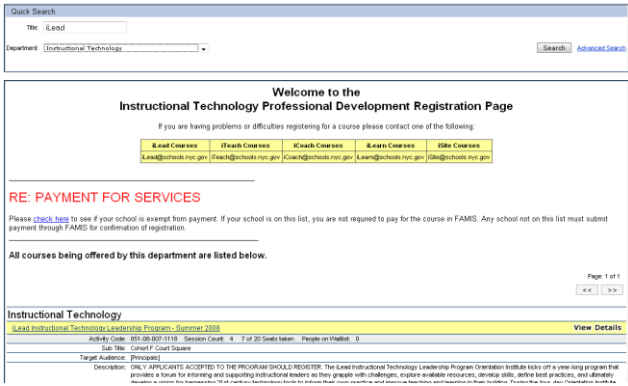


TOPIC	TASK
<b>B. Finding A Class</b>	<b>• Quick Search</b>

There are multiple methods to find a class. This section describes the Quick Search.

<p>'Quick Search' and the quick search box appear upon login. A link is also found in the menu on the top right of the page under the Course Offerings tab.</p>	
<p>To use the quick search, you must first make a selection from the drop down list field, Department.</p> <p>All activity offerings of the selected Department will display below. If no classes are currently open for enrollment, a message will appear: No Records.</p> <p>To further narrow your search, you may enter part of the name of the activity in the field Title.</p>	
<p>Once you have selected a department, the welcome page for the Department will appear. Any special instructions or information will appear at the top of the page as well as specific contact information should you need assistance.</p> <p>If you scroll down the page you will see all of the classes offered that fit your entered criteria.</p>	

