How to Browse for Classes (for advisors)

- 1) There are at least two ways for current advisors to access the class schedule to see what classes are being offered next semester.
 - a. From the UCanWeb login page, click on Browse Classes:

Ca	nWeb
0	IMPORTANT ANNOUNCEMENTS: Please be advised that effective September 29, there will be a change in how you login to UCanWeb. Instead of using your Student ID and PIH to login, you will have to use your NetID and password, similar to how you login to Brightspace. As the system remembers your credentials, you will not always need to input your login information each time you go to UCanWeb. The navigation to the homepage will stay the same, and you will still select "Enter Secure Area" to login. Readmits, Alumni, Former Employees and other inactive users - please use the Login link at the bottom of the list.
Enter	Secure Area
 First-1 	ime Login Instructions - Please Read if you've never logged in before
 Proxy 	Access
 Apply 	for Admission
0.17	
 Brows 	e Classes (formerly Class Schedule)
 Brows 	e Catalog (formerly Course Catalog)
 Manage 	ge My Roo Card
 SUNY 	Canton Home
 Workf 	low (Effective Nov 30, 2020, use MFA for off-campus access)
 CASH 	net Authorized User Access (ie. parent or guardian)

b. **<u>OR</u>** login to UCanWeb and access Browse Classes from the Main Menu:

Main Menu
Personal Information Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Cu Faculty & Advisors
Enter Syllabus Information, Grades and Registration Overrides, View Class Lists and Student Information USER Guide (Faculty) Provides overview of options available in Faculty Self-Service
Student Administration Menu Checklist; Parking Archive; PTND Summary; Billing Reg Survey Proxy Athletic Clearance Form
Elect a FERPA Designee (Proxy) to Shar My UCanWeb
Ocanweb 9 - Browse Catalog Return to Homepage

2) Click on Browse Classes, on the next page, Select the Term you are searching for classes in and click on the Continue button:



3) In UCanWeb 9, you have to click into the field to see the listing. Start by clicking in the box to the right of Subject to see a listing of subjects:

# ≫SUNY CANTON	≖ ↘SUNY CANTON				
Student • Registration • Select a Term • Browse Classes	Student • Registration • Select a Term • Browse Classes				
Browse Classes	Browse Classes				
Enter Your Search Criteria Term: Bummer 2023 Subject Course Number Course Number Keyword Search	Enter Your Search Criteria Term: Summer 2023 Sutject Course Number Keyword Anthropology Applied Behavior Analysis Art Biology				

4) Choose a subject and click on the Search button to see all of the courses in that subject:

Enter Your Search Criteria Term: Spring 2023			
Subject	× English		TIP: Use the Ctrl ke
Course Number		,	select multiple subi
Keyword]	vour search.
	Search Clear > Advanced Search		

Result:

_													
Student • Registration • Select a Term • Browse Classes													
Browse Classes													
r	Search Results — 36 Classes Term: Spring 2023 Subject: English												
	Title \$	Subject Descr	Course	Section	Hours	CRN≎	Term≎	Instructor	Meeting Times	Campus	Status	Attribute	Linked Se
	COMPOSITION & TH Lecture	English	101	001	3	21316	Spri	Kara Elizabeth M	SMTWTFS 09:30 AM - 10:45 AM	Mai	11 of 25 sea 8 of 8 waitli	First College Level English Basic Communication - GER 10 Liberal Arts Elective	
	COMPOSITION & TH Lecture	English	101	002	3	21398	Spri	<u>Shawn Tiernan</u> (SMTWTFS 01:30 PM - 02:45 PM	Mai	2 of 25 seat 8 of 8 waitli	Open Education Resources First College Level English Basic Communication - GER 10 Liberal Arts Elective	
	COMPOSITION & TH Lecture	English	101	003	3	21962	Spri	Jamie L. Weber (SMTWTFS 11:00 AM - 12:15 PM	Mai	3 of 25 seat 8 of 8 waitli	First College Level English Basic Communication - GER 10 Liberal Arts Elective	
	COMPOSITION & TH Lecture	English	101	0F1	3	21187	Spri	Kara Elizabeth M	[S M T W T F S] 01:00 PM - 01:50 PM	Fle	6 of 25 seat 8 of 8 waitii	Open Education Resources First College Level English Basic Communication - GER 10 Liberal Arts Elective	
												o	

Or use the Advanced Search :

Browse Classes		
Enter Your Search Criteria Term: Spring 2023		
Subject	X English X Biology X Early Childhood	
Course Number		
Keyword		
	Search Clear > Advanced Search	

Search for courses based on other criteria. One or two search criteria will produce optimal results:

- Use the Ctrl key to choose multiple **Subjects**
- Use the **Course Number** to limit the search to certain courses (3% returns ALL 300-level courses)
- Use **Campus** to limit search to on-campus or online courses
- Use Attribute to find courses that meet a GER or are Writing Intensive (WI)
- Use **Part of Term** to find late start courses
- Use the toggle for **Open Sections Only** to find only the courses with seats remaining

Browse Classes						
Enter Your Search Criteria Term: Spring 2023						
Subject						
Course Number						
Keyword						
Keyword (With All Words)						
Keyword (With Any Words)						
Keyword (Exact Phrase)						
Keyword (Without The Word)						
Instructor						
Campus						
Attribute						
Buildings						