

Semester at CSUN (SAC) Program

Class Search Guide

▪ Using the Class Search website

The CSUN Class Search website shows the classes that are available in a specific semester.

- Go to <http://www.csun.edu/class-search>.
- Select:
 - Term: "2157 – Fall Semester 2016"
 - Session: "Regular" or "Regular-Tentative"
 - Subject/Department: Choose a subject/department from the drop-down menu.
 - Additional Category: Leave this blank.
- Click the "Quick Search" button. A list of available classes will display! See example below:

Class Search [* Open New Window](#)

*Term: 2157 – Fall Semester 2015

*Session: Regular – Tentative

Subject/Department: ASTR – Astronomy

Additional Category:

Show Open Classes Only:

Quick Search Reset

Legend: Expand Close Enroll Details Textbooks Dept Website Mult Mtg Patterns Mult Instructors

Course List First 1-5 of 5 [Astronomy](#)

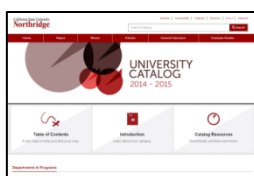
ASTR 152 - ELEM ASTRONOMY (LEC 3 Units) (11 Sections)

Detail	Sesn	Sect	Class#	Online Type	Seat Avail	Enrl Stat	Comp	Loc (Map)	Days	Time	Instructor	Consent
	1	02	16992		90	Open	LEC	BP3100	MoWe	08:00am-09:15am	Staff	
	1	03	15966		90	Open	LEC	BP3100	MoWe	09:30am-10:45am	Staff	
	1	04	15967		90	Open	LEC	BP3100	TuTh	11:00am-12:15pm	Staff	
	1	05	16217		90	Open	LEC	BP3100	TuTh	12:30pm-01:45pm	Staff	
	1	06	16402		90	Open	LEC	BP3100	Fr	08:00am-10:45am	Staff	
	1	08	17224	OF	70	Open	LEC	ONLINE		TBA	Staff	
	1	09	17225	OF	90	Open	LEC	TBA		TBA	Staff	
	1	10	17226		90	Open	LEC	TBA		TBA	Staff	

- Click the green arrow () to expand the Course entry. This will show the Class Sections and the 5-digit Class Number. You can also see the "Online Type" column, which indicates if the class is offered in an online format.
 - NOT AVAILABLE: Online classes** are not usually allowed for SAC students due to visa requirements. If you want an online class, please email us at SAC-academics@csun.edu.
 - NOT AVAILABLE: Internship, Independent Study, and Research courses** are not usually open to visiting students, except with special permission from the department chair. If you are strongly interested, please email us at SAC-academics@csun.edu.

5. Click the “Detail” icon (📄) to view more information, such as: course description (the same description you can find in the University Catalog), class size, meeting details, special notes about the class, and the course prerequisites.
6. **Look at the “Days” and “Time” for each class.** When creating your class schedule, don’t choose classes that conflict or overlap in meeting times!
 - The “Days” column shows you which day the class meets. Each day of the week is represented by the first two letters: “Mo” = Monday. Example: “FrSa” = This class meets on both Friday and Saturday every week. Please remember that Saturday is a regular class day at CSUN; you may be placed in a Saturday class when a weekday time is not available.
 - If your classes end and start within 15 minutes, it is ok! You will be able to get from one class to another class in 15 minutes.

▪ **Other CSUN resources**



The University Catalog (<http://www.csun.edu/catalog>) is a helpful resource because it contains a complete listing of every department, degree program, and course offered at CSUN. There is a short course description for each course. However, not every course listed in the University Catalog is offered every semester. The Catalog shows all **existing** courses, but the Class Search website shows the actual, **available** courses for a specific semester. For this reason, you must use the Class Search website to plan your class schedule.



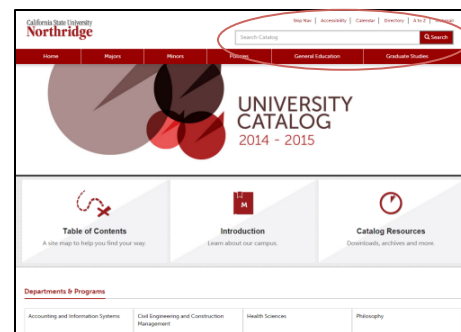
Department websites can also be a helpful resource. Each department maintains a website with specific information about its courses, special areas of study, instructors, and department policies. Some department websites have faculty bios (to learn about the instructor’s background) and course syllabi. A quick way to find each department website is through the A-Z directory: <http://www.csun.edu/atoz/>.

▪ **Helpful tips!**

✓ **Course numbers** indicate the academic level of the course. They range from 100 – 799:

100’s	Fundamental/introduction: No prerequisites!
200’s	Intermediate: Check for prerequisites.
300’s	Intermediate/advanced: Check for prerequisites.
400’s	Advanced: Students should be in the final year of a bachelor’s program and must meet the prerequisites.
500’s	Graduate-level (Master’s): Some courses may be open to undergraduate students in the final year of a bachelor’s program, if all prerequisites are met.
600-700’s	Graduate-level (Master’s or Doctorate): Not open to undergraduate students.

✓ **Keywords** can help you find a course that includes a topic you want to study. Try a keyword search, using the Search box on the University Catalog website (<http://www.csun.edu/catalog>).



- ✓ **The College of Business and Economics (COBAE)** has different enrollment procedures than the other colleges. If you want a business class, please read this!
 - COBAE has strict eligibility rules. In order to qualify for advanced courses, students must meet the course prerequisites... no exceptions!
 - COBAE has strict deadlines. Once we confirm your class requests for business classes, you will not be able to change them. Also, COBAE does not allow visiting students to “crash” classes, which means there is no possibility of adding classes after the semester begins.

- ✓ **Related subjects:** CSUN is a large university with over 100 degree programs! You might find a topic you want to study under an unexpected subject/department. For example, students are often surprised to find a business entrepreneurial course under Recreation and Tourism Management (RTM). You are welcome to email us for help at SAC-academics@csun.edu. We know the courses at CSUN very well and we may be able to give you suggestions, like these:

<i>If your major is...</i>	<i>Try looking at these subjects/departments:</i>
Biotechnology	BIOL, CHEM (Biochemistry is combined with CHEM), ECE, EOH, HSCI, ME, MSE
Business	ACCT, BLAW, COMP/CIT, COMS, ECON, ENGL, IS, FIN, MGT, MKT, MSE, PSY, RTM, SOM
Civil Engineering	A M, C E, CM, GEOL, MSE, PHYS, SUST, URBS
Electrical Engineering/ Control & Automation	COMP/CIT, ECE, MATH, MSE, PHIL, PHYS
Education	CADV, COMS, E ED, ELPS, EPC, PSY, S ED, SOC, SPED
Engineering Management	COMP/CIT, ECON, FIN, IS, MGT, MKT, MSE, RTM, SOM
Environmental Engineering	BIOL, C E, CM, EOH, GEOG, GEOL, MSE, POLS, RTM, SUST, URBS
Film/Cinema	ART, COMS, CTVA, ENGL, JOUR, TH, and the cultural studies depts have film/media courses: AAS, AFRS, CAS, CHS
Manufacturing & Production Engineering	A M, MATH, MKT/SCM (Supply Chain is combined with MKT), MSE, SOM
Marketing	ART, COMS, ECON, JOUR, MGT, MKT, SOC
Mechanical Engineering	A E, ASTR, MATH, M E, MSE, PHYS
Nutrition/Food Science	CHEM, EOH, FCS, HSCI, RTM
Nursing	BIOL, CADV, EOH, HSCI, KIN, NURS, PSY
Psychology	CADV, EPC, FCS, PSY, SOC, SPED
Sports Studies/Exercise Science	BIOL, FCS, KIN, HSCI, PSY, RTM
Urban Planning	C E, CM, EOH, GEOG, POLS, RTM, SUST, URBS
Women's/Gender Studies	ANTH, BLAW, COMS, CTVA, ENGL, GWS, HSCI, JOUR, LING, POLS, R S, SOC

Required minimum units (full-time enrollment):

- **Undergraduate students: 12 units**
(Note: BSMP students will receive funding for 12-15 units.)
- **Graduate students: 9 units**

Need a course syllabus? If your university needs to read a syllabus or detailed description in order to approve a course, send us a request at SAC-academics@csun.edu. We have some samples available.

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Course Requests Instructions

▪ Instructions for submitting the “Course Requests” document

Due date: May 1

Submit a “Course Requests” document via email to the SAC Academic Team at SAC-academics@csun.edu by May 1. The “Course Requests” document must contain your name and the following information:

1. PERSONAL INTRODUCTION

- **Please write a short paragraph that explains your academic requirements for the semester abroad and anything else that is important for us to know about your degree program at home.**
- Suggested questions: Does your university expect you to complete specific courses that fit your program curriculum or module? Do you have the flexibility to take any course you want? Do you have a specialization or specific area of interest within your field? Do you have any preferences for the days or times of your class schedule?

2. PREFERRED COURSES LIST

- **List 6-10 courses you need/want in order of priority, with the most important at the top of the list. You must have enough courses on your list to reach the minimum number of units required for full-time status. Use the Class Search website, not the University Catalog, to ensure that your preferred courses are offered in Fall 2015.**
- You may add comments, group courses together that share the same priority level, or provide alternate courses.
- We strongly recommend that you choose courses from at least two departments/subjects. At CSUN, a typical class schedule includes more than one subject.
- If you would like suggestions for courses that are hard to find, special topics, or fun and different, please email us at SAC-academics@csun.edu.

3. COMPLETED COURSES LIST

- **List the courses that you are currently taking or expect to complete before you begin the fall semester at CSUN if they don't appear on the transcript that you sent with your application.**
- It is important that we know all of your previous course work so that we can accurately assess your eligibility for courses. In place of a list, you may submit an attachment like an updated transcript or a screenshot of your current enrollment from the student information system at your home university.

Next steps: The SAC Academic Team will review your eligibility for each class and contact department chairs and/or instructors for approval. Class approval and placement is dependent upon eligibility and available space in the class.