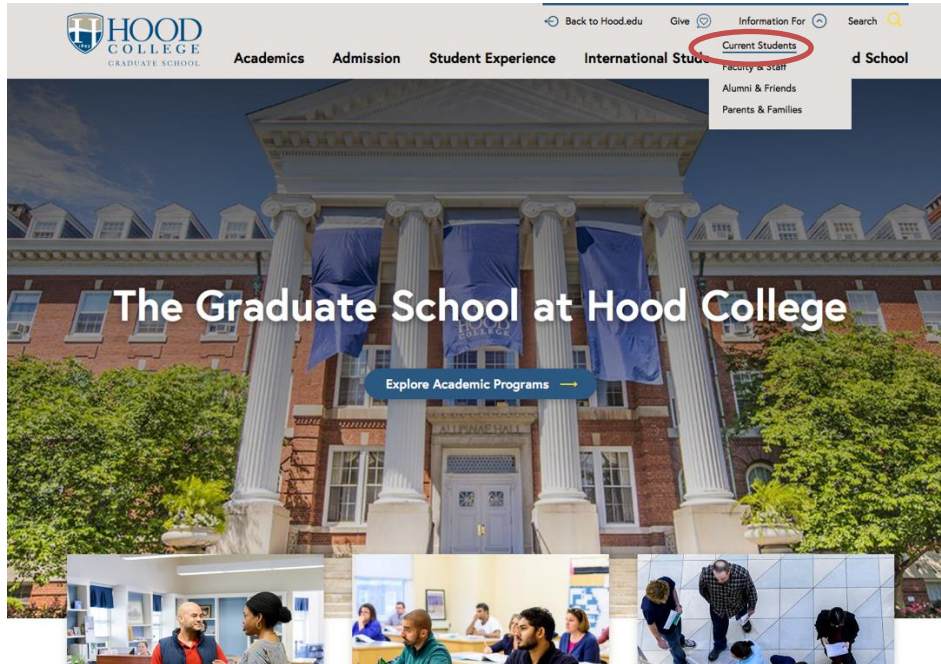


## How to Search for Classes Online

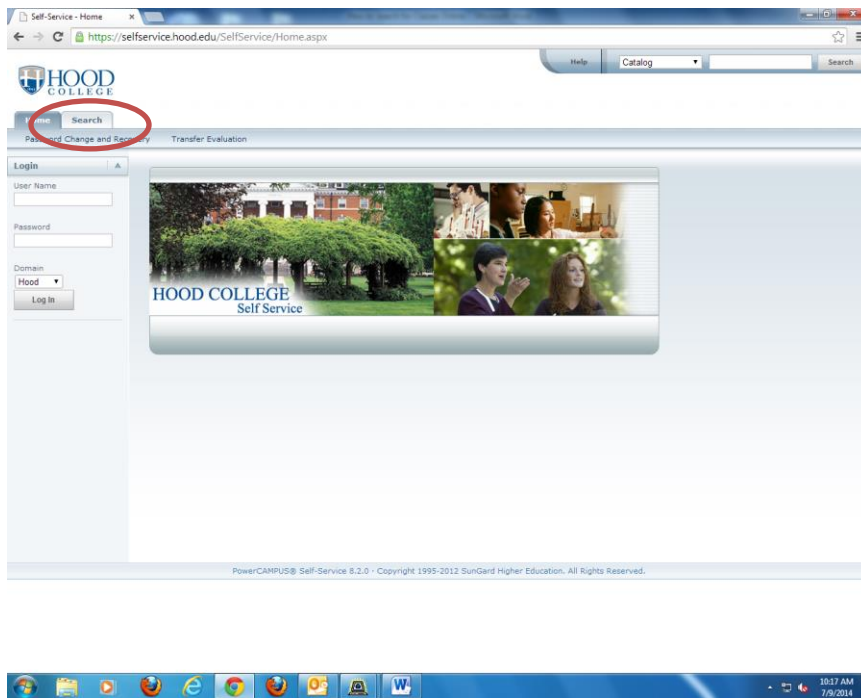
1. Start by going to the main Hood College webpage at: [www.hood.edu/](http://www.hood.edu/)
2. Click the “Current Students” link at the top of the page.



3. Click the “Self Service” link in the ApLinks column.

HOOD COLLEGE				
DISCOVER HOOD				
ACADEMICS   CAMPUS COMMUNITY   ADMISSION & AID				
ApLinks	Helpful Links		Undergraduate Students	Graduate Students
Blackboard	Academic Calendar		Blue and Grey	Federal Policy Updates for International Students
Chalk & Wire	Academic Services	Duplicating Services	Commuter Life	Graduate Forms & Guidelines
Office 365	Accounting Services	Information Technology	Residence Life	Research Funds & Awards
Email - Quarantine Messages	Bookstore	Library	Student Clubs & Activities	
Facilities Work Order	Campus Status	Ombudsperson		
Password Reset	Career Center	Pay my Bill		
Self Service	College Catalog	Registrar		
Tutor Trac	Consumer Information			
Virtual Computer	Cost of Attendance			

4. Click the “Search” tab at the top of the screen.



5. Then click the “Section Search” option under the “Search” tab.



**6. Select the “Advanced Search” option.**

The screenshot shows the 'Section Search' page of the Hood College Self-Service system. The 'Advanced Search' tab is highlighted with a red circle. The page includes a login section on the left with fields for User Name, Password, and Domain (set to 'Hood'). The main search area has tabs for 'Basic Search' and 'Advanced Search'. Under 'Advanced Search', there are fields for Keywords, Course Code, and Registration Type (Traditional, Continuing Education, Both). There are also dropdown menus for Period and Session. A 'Search' button and a 'Clear' button are at the bottom of the search area. The footer indicates 'PowerCAMPUS® Self-Service 9.2.0 - Copyright 1995-2012 SunGard Higher Education. All Rights Reserved.'

**7. Use the “Period” dropdown menu to choose the appropriate year/term. Use the “Program” dropdown menu to select “Graduate”, then fill in other cells with desired information to search the class listings.**

The screenshot shows the 'Section Search' page with the 'Advanced Search' tab selected. The 'Period' dropdown menu is set to '2014 Fall' and the 'Program' dropdown menu is set to 'Graduate'. Both are highlighted with red circles. The page includes a login section on the left with fields for User Name, Password, and Domain (set to 'Hood'). The main search area has tabs for 'Basic Search' and 'Advanced Search'. Under 'Advanced Search', there are fields for Keywords, Course Code, and Registration Type (Traditional, Continuing Education, Both). There are also dropdown menus for Period and Session. Below these are several other dropdown menus: Starts From, Ends By, Starts From, Ends By, Meeting, Campus, Status, Sub Type, Credit Type, Instructor, Program, Class Level, Department, Population, College, Nontraditional Programs, Curriculum, and General Education. A 'Search' button and a 'Clear' button are at the bottom of the search area. The footer indicates 'PowerCAMPUS® Self-Service 9.2.0 - Copyright 1995-2012 SunGard Higher Education. All Rights Reserved.'

8. Lastly, click the search button at the bottom of the screen.

The screenshot shows the 'Section Search' interface on the Hood College Self-Service portal. The page includes a login section on the left and a search form on the right. The search form has tabs for 'Basic Search' and 'Advanced Search'. The 'Basic Search' tab is active, showing fields for Keywords, Course Code, Registration Type (Traditional, Continuing Education, Both), Period (2014 Fall), Session, Starts From, Ends By, Starts From, Ends By, Meeting, Campus, Status, Sub Type, Credit Type, Instructor, Program (Graduate), Class Level, Department, Population, College, Nontraditional Programs, Curriculum, and General Education. A red circle highlights the 'Search' button at the bottom of the form.

9. The results will then be displayed on the screen.

The screenshot shows the 'Section Search' results page. The search criteria are '2014 Fall' and 'Graduate'. The results are displayed in a table with columns: Course, Date, Session, Credits, Fees, Schedule, and Available Seats. The table shows 172 results, with the first 10 displayed. The results are sorted by Course ID.

Course	Date	Session	Credits	Fees	Schedule	Available Seats
AFam Political Autobiography AFPS 501/Lecture/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	3.00		Mo 5:30 PM - 8:00 PM; Hood College, Rosenstock Hall, Room 123	5 of 5
Instructors: Zaki, Hoda						
Nineteenth Century Art ART 960/Lecture/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	3.00		TuTh 3:20 PM - 4:35 PM; Hood College, Tatem Hall, Room 206	3 of 5
Instructors: Bohrer, Frederick N						
Adv Tpc Archaeology ART 569/Seminar/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	3.00		We 5:30 PM - 8:00 PM; Hood College, Tatem Hall, Room 206	5 of 5
Instructors: Ross, Jennifer C						
Ceramics/Sculpture/Handbuilding ARTS 500/Lecture/Studio/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	3.00	Fees Applicable	Mo 5:30 PM - 9:30 PM; Hood College, Tatem Hall, Room 2	5 of 5
Instructors: York, Lisa Beth						
Ceramic Wheel: Intensive Throwing ARTS 500/Lecture/Studio/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	3.00	Fees Applicable	We 5:30 PM - 9:30 PM; Hood College, Tatem Hall, Room 1	4 of 4
Instructors: Michaud, Joyce						
Ceramic Wheel: Masters Throwing II ARTS 500/Lecture/Studio/01	11/20/2014 - 11/23/2014	2014 Fall Main Session	2.00	Fees Applicable	ThFrSaSu 9:00 AM - 5:00 PM; Hood College, Tatem Hall, Room 1	8 of 12
Instructors: Michaud, Joyce						
Properties of Clay	9/6/2014 -	2014 Fall Main	1.00	Fees Applicable	SaSu 9:00 AM -	11 of 12

10. You can then move on to other pages by using the buttons at the bottom of the screen.

The screenshot displays the 'Self-Service - Section Search' interface. The main content area lists various courses with details such as instructor names, dates, session types, and fees. At the bottom of the list, the instructor 'York, Lisa Beth' is highlighted with a red circle. Below this, there are pagination controls including buttons for '1', '2', '3', '4', '5', '6', '7', and a 'Next >>' button.

Instructors:	Course	Date	Session	Credits	Fees	Time	Location	Count
Bohrer, Frederick W	Adv Tpc Archaeology ART 559/Seminar/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	3.00		We 5:30 PM - 8:00 PM	Hood College, Tatum Hall, Room 206	5 of 5
Ross, Jennifer C	Ceramics/Sculpture/Handbuilding ARTS 500/Lecture/Studio/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	3.00	Fees Applicable	Mo 5:30 PM - 9:30 PM	Hood College, Tatum Hall, Room 2	5 of 5
York, Lisa Beth	Ceramic Wheel: Intensive Throwing ARTS 503/Lecture/Studio/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	3.00	Fees Applicable	We 5:30 PM - 9:30 PM	Hood College, Tatum Hall, Room 1	4 of 4
Michaud, Joyce	Ceramic Wheel: Western Throwing II ARTS 506/Lecture/Studio/01	11/20/2014 - 11/23/2014	2014 Fall Main Session	2.00	Fees Applicable	Th-F-SaSu 9:00 AM - 5:00 PM	Hood College, Tatum Hall, Room 1	8 of 12
Michaud, Joyce	Properties of Clay ARTS 511/Lecture/Studio/01	9/6/2014 - 9/7/2014	2014 Fall Main Session	1.00	Fees Applicable	SaSu 9:00 AM - 5:00 PM	Hood College, Hodson Ceramic Center, Room 143	11 of 12
Berneburg, Phillip	Dynamic and Asymmetrical Wheel ARTS 517/Lecture/Studio/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	3.00	Fees Applicable	We 5:30 PM - 9:30 PM	Hood College, Tatum Hall, Room 1	3 of 4
Michaud, Joyce	Properties of Glaze ARTS 523/Lecture/Studio/01	12/4/2014 - 12/7/2014	2014 Fall Main Session	2.00	Fees Applicable	Th-F-SaSu 9:00 AM - 5:00 PM	Hood College, Hodson Ceramic Center, Room 143	10 of 12
Berneburg, Phillip	Contemporary Raku Techniques ARTS 526/Lecture/Studio/01	8/25/2014 - 12/19/2014	2014 Fall Main Session	1.00	Fees Applicable	Mo 1:00 PM - 4:10 PM	Hood College, Hodson Ceramic Center, Room 143	12 of 12

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