



Class Search

This guide covers the process of navigating to Class Search, exploring available classes, and enrolling directly from the Class Search results.

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Introduction

Class Search in MyBU Student allows for easy exploration of offered classes for a term. This page provides the most robust set of criteria to view and narrow down available classes. This guide will outline how to filter and search for classes, various actions available with the search results, and how to enroll in a course directly from Class Search once the appropriate enrollment period opens.



Screen options and menus will vary by user; please note that displays may differ for you based on access.

GLOSSARY

For system concepts and definitions, please refer to the [MyBU Student Glossary](#) resource.

MyBU Student concepts related to a student's area of study:

1. **Career:** student's classification as a **Graduate, Undergraduate, Medical, Dental, Law, or Non-Degree** student.
2. **Program:** entity to which a student applies; includes the degree status at a school (E.g., **Undergraduate, College of Communication**).

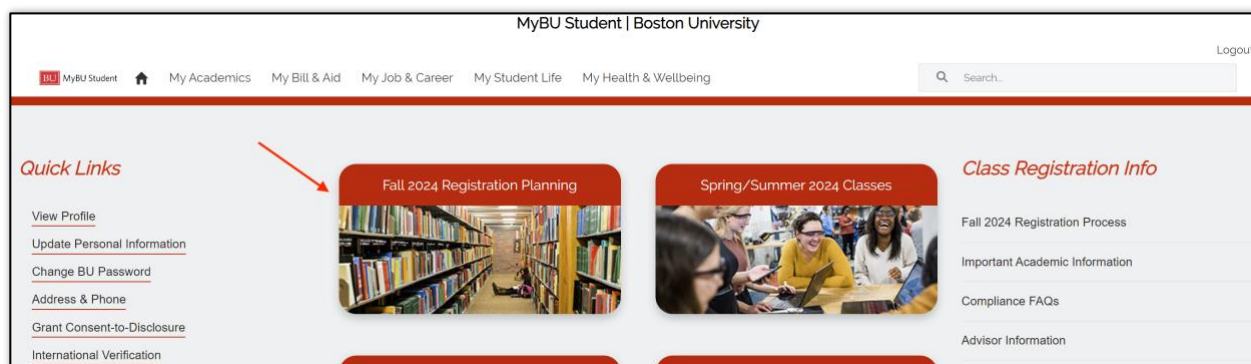
3. **Plan:** area of study such as major, minor, or certificate (E.g., **Computer Science, Sociology**).
4. **Sub-Plan:** specialization or concentration directly linked to a plan (Biology major [Plan] with a concentration in **Ecology & Evolution**).

SUPPORT

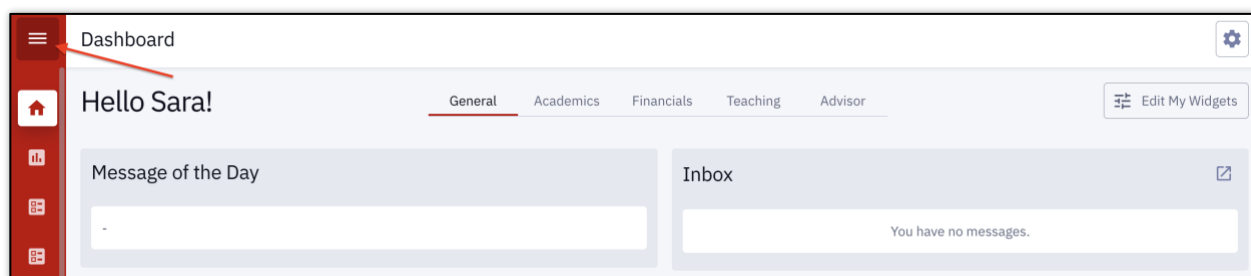
- For information on enrollment appointments or class permissions, please refer to your department's policies and communications.
- For information on managing compliance items or registration holds, please refer to the [Compliance FAQs Knowledge Article](#).

MYBU STUDENT NAVIGATION

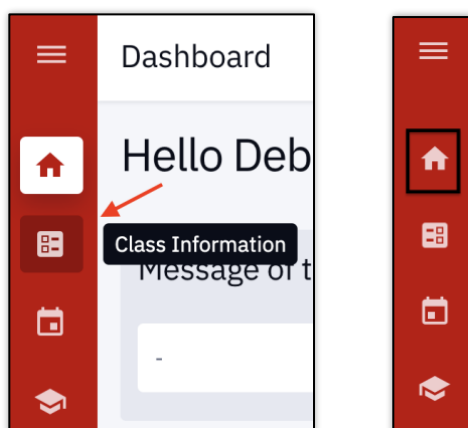
1. Log into the [MyBU Student Portal](#).
2. Click the **Fall 2024 Registration Planning** tile on the MyBU Student Portal Homepage.



3. Upon landing at the MyBU Student Dashboard, click on the **Expand/Collapse** icon.



4. The menu will expand.
 - a. At any time, if the menu returns to its collapsed state, hover the cursor over an icon to view the menu name.
 - b. The **Home** icon can be selected at any time to return to the Dashboard.



View Enrollment Dates

1. Navigate to **Enrollment** and then select **Enrollment Dates**.
2. Before a specific enrollment date and time has been assigned to a student, the general registration period dates will display.

Enrollment Dates

Expand a term to get more information

TERM	CAREER
▼ Fall 2024	Undergraduate

[To Shopping Cart](#)

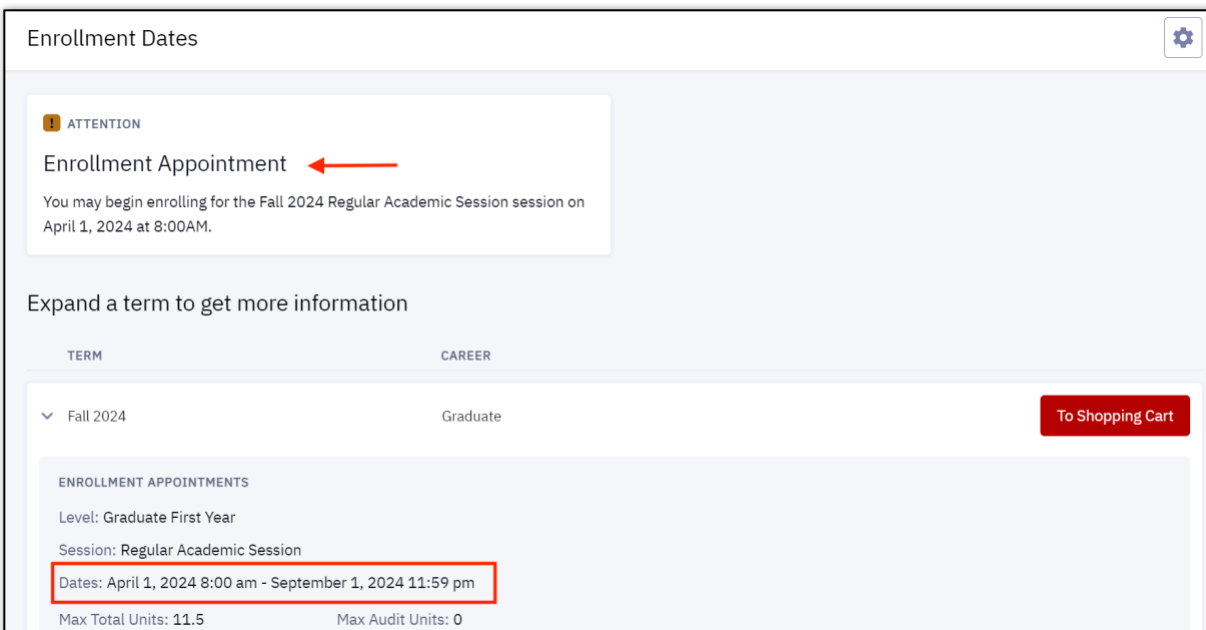
OPEN ENROLLMENT DATES BY SESSION

SESSION	BEGINS ON	LAST DATE TO ENROLL
Regular Academic Session	November 1, 2023	-
Seven Week - First	November 1, 2023	-
Seven Week - Second	November 1, 2023	-
Dynamic Session	November 1, 2023	-

TERM ENROLLMENT LIMITS

Max Total Units: 20	Max Audit Units: 0
Max No GPA Units: 0	Max Wait List Units: 0

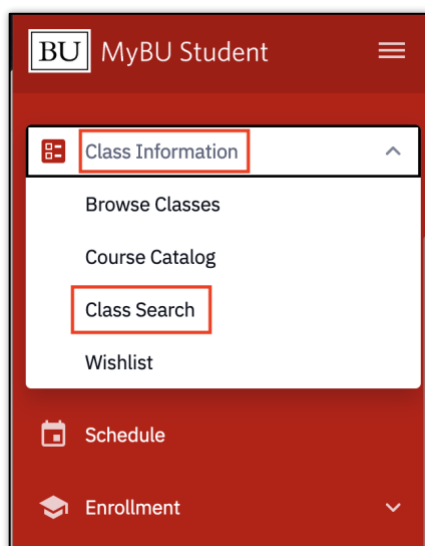
3. Once a student has been assigned a specific enrollment appointment date and time, that will display on the **Enrollment Dates** page.



Refer to the [BU Registrar website](#) for additional information on registration and enrollment appointments.

Class Search Navigation

1. Navigate to **Class Information** and then **Class Search**.



2. The **Class Search** page will appear. Proceed with the next steps to learn more.

Search Criteria Filters

Helpful definitions for the fields in this section.

- For BU Legacy Student Information System equivalencies to these MyBU Student concepts, please refer to the [Appendix](#).

System Concept	Definition
Term	A period in which students are enrolled, billed, and academic statistics accumulated. May have one or many sessions. Different careers can have different term structures. (E.g., Fall 2024).
Career	All the course work undertaken by a student that is maintained in a single record. (E.g., Undergraduate, Graduate, Law, Medicine, etc.)
Subject	Specific areas of study at BU offered by Academic Organizations. (E.g., CASBI-Biology, ENGEK-Engineering Core).
Catalog Number	A number used in combination with a subject code identifying a course. (E.g., CASEN 141, CFAMU 632).
Location	This is used in conjunction with campus to refer to where the course is being taught. (E.g., Medical Campus, London).
Class Number	A unique number assigned to a class. (multi digit number).
Academic Organization	An entity that is part of the administrative structure within BU. Course catalog and schedule of classes are organized by the academic organization. Can be a department or a School/College. E.g., Sargent College, CAS History.
Course Attribute	Attributes to further describe courses in the course catalog. (E.g., HUB).
Session	A period of time within a term during which BU holds classes. A term must have at least one session. (E.g., Regular, Dynamic).

On the **Class Search** page, criteria can be entered to narrow down the list of classes.

1. Enter any relevant **Filters**:

- Term** (required): select the appropriate term.
- Career**: click the drop-down menu to select the Career category (e.g., Undergraduate, Graduate, Law, Medicine, Dental).
- School/College**: click the drop-down menu to identify the School/College.
- Subject**: click the drop-down menu to indicate the specific area of instruction. Available options are impacted by the **Career** field selection.
- Catalog Number**: enter a number and subject code identifying a course.
- Keyword**: enter a descriptor (e.g., literature).
- Show Open Classes Only**: check the box to only display classes that are not full.



Tip: The only required field is **Term**; all other criteria are optional.

2. Click the **More Filters** button to review additional filters to further narrow down the list of classes.

Class Search

Select all the required (*) search criteria.

Term: **Fall 2024** Career School/College Subject Catalog Number Keyword

More Filters 1

Search Reset Filters

☒ Show Open Classes Only

Select search criteria to view classes.

- a. **Instructor First Name:** enter a faculty first name.
 - b. **Instructor Last Name:** enter a faculty last name.
 - c. **Days:** click the drop-down menu to select desired day(s) to include in the search.
 - d. **Location:** click the drop-down menu to select a campus location.
 - e. **Instruction Mode:** click the drop-down menu to specify In-Person or Online methods.
 - f. **Class Number:** enter a specific number identifying a class.
 - g. **Academic Organization:** click the drop-down menu to select an organization (department or School/College).
 - h. **Course Attribute:** click the drop-down menu to specify a type or category of course (e.g., Hub).
 - i. **Course Attribute Value:** enter specific value for the **Course Attribute** type identified. Options here are determined by the previous selection in the **Course Attribute** field.
 - i. Click the **plus icon** to enter multiple values.
 - j. **Session:** click the drop-down menu to specify a session.
 - k. **Units:** enter the number of class units to search.
3. Click **Search** when ready to browse classes.
 - a. Click **Reset Filters** to remove the criteria that was entered.

Class Search

Select all the required (*) search criteria.

Term: Fall 2024

Career: Undergraduate

School/College

Subject: ENGEK - ENGE ...

Catalog Number

Keyword

Fewer Filters 3

Start Time >=

End Time <=

Instructor First Name

Days

Location

Instruction Mode

Class Number

Academic Organization

Course Attribute

Course Attribute V...

Instructor Last Name

Session

Units

Search

Reset Filters

☒ Show Open Classes Only

Available Actions with Search Results

1. A list of available classes will appear based on the filter criteria entered.
 - a. Section, Instructor, Days, Start & End Times, Units, Enrollment Number Status, and Instruction Mode will display with each section of the class.

Computational Linear Algebra | ENGEK 103

SECTION	INSTRUCTOR	DAYS	START	END	UNITS	STATUS	INSTRUCTION MODE
> A1-LEC (8688)	Joshua Semeter	TuTh	1:30 pm	3:15 pm	3	109/109	In-Person
> B1-DIS (8689)	To be Announced	Fr	8:00 am	8:50 am	0	109/109	In-Person

Introduction to Programming | ENGEK 121

SECTION	INSTRUCTOR	DAYS	START	END	UNITS	STATUS	INSTRUCTION MODE
> A1-LEC (8690)	To be Announced	Fr	4:30 pm	6:15 pm	2	90/90	In-Person
	Jeffrey Carruthers	MoWe	9:05 am	9:55 am			
> A2-LEC (8691)	To be Announced	Fr	4:30 pm	6:15 pm	2	90/90	In-Person
	Jeffrey Carruthers	MoWe	10:10 am	11:00 am			

2. Click the drop-down on the **Section Number** to view additional details:
 - a. Information: Class Number, Career, Session, Units, Grading Basis, Full Description.
 - b. Details: Instructor, Start & End Dates, Meet Times, Instruction Mode, Room, Campus, Location, Components.

SECTION	INSTRUCTOR	DAYS	START	END	UNITS	STATUS	INSTRUCTION MODE
▼ A1-LEC (8688)	Joshua Semeter	TuTh	1:30 pm	3:15 pm	3	109/109	In-Person
INFORMATION Class Number: 8688 Career: Undergraduate Session: Regular Academic Session Units: 3 units Grading: Grades Description: Undergraduate Prerequisites: (ENGEK122) - This is a course on understanding, manipulating, and applying linear systems of equations and, more broadly, linear relationships between variables. The ideas and tools you will learn are immensely useful in a wide variety of		DETAILS Instructor: Joshua Semeter Dates: 09/02/2024 - 12/20/2024 Meets: TuTh 1:30PM - 3:15PM Instruction Mode: In-Person Room: TBA Campus: Boston University Location: Charles River Components: Discussion Required, Lecture Required					

Course/class identifier information:

Computational Linear Algebra ENGEK 103			
		Course	
		Subject	Catalog Nbr
SECTION	SESSION	INSTRUCTOR	DAYS
▼ A1-LEC (8688)	1	Joshua Semeter	TuTh
		Class Nbr	
		Section Nbr	
INFORMATION		Class Nbr	
Class Number:		8688	

- Courses are created with an identifier which includes the Subject and Catalog Number: **ENGEK 103**.
 - ENGEK = Subject Area
 - 103 = Catalog Number
 - If a course has multiple sections offered, the Section Number will be listed in a 'LetterNumber' (A1) format. Note that there is flexibility for departments to include other identifiers after the 'LetterNumber' combination (as seen in this example): **A1-LEC**.
 - The Class Number is a system generated identifier listed with the Section Number: **8688**
3. Click the three dots to view additional actions for a listed section.
- The current period in the academic calendar will determine which options are available. For example, if registration is not yet open, **Enroll** will not appear. If the appropriate registration period has opened, then **Enroll** will display (illustrated with the example below):

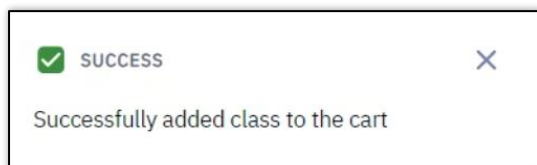
Understanding Media COMCM 180										
SECTION	SESSION	INSTRUCTOR	DAYS	START	END	ROOM	DATES	UNITS	STATUS	INSTRUCTION MODE
> A1-IND (7150)	1	Christopher Beau...	TuTh	2:00 pm	3:15 pm	TBA	09/02 - 12/20	4	300/300	In-Person
Professional Presentation COMCM 211										
SECTION	SESSION	INSTRUCTOR	DAYS	START	END	ROOM	DATES	UNITS	STATUS	
> A1-IND (7151)	1	Ryan Kath	We	6:30 pm	9:15 pm	TBA	09/02 - 12/20	4	20/20	

For more information reviewing the assigned enrollment appointment period, refer to the [View Enrollment Dates](#) section of this guide.

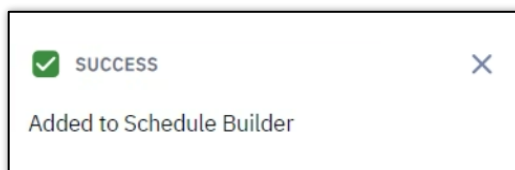
Proceed to the next section, [Enrolling Direct from Class Search](#), for more information on using the **Class Search** function to register for classes.

4. Other actions available:

- a. Add to Cart: click to add the selected class to the Shopping Cart.
 - i. In the top right corner of the page, a confirmation will appear if the class was successfully added. Also notice a red shopping cart icon will display next to the class section name:



- b. Add to Schedule Builder: click to add the selected class to the Schedule Builder.
 - i. In the top right corner of the page, a confirmation will appear if the class was successfully added.



Tip: For more information on using the Shopping Cart or Schedule Builder pages, please refer to the **Preparing for Registration** or **Schedule Builder** guides on the [training website](#).

- c. Add to Wishlist: this is currently not being used.

- d. View Deadlines: displays the class start and end dates.
- e. Share: provides a link to the indicated section.

Enrolling Directly from Class Search

If the assigned enrollment period has opened, registration can occur from the **Class Search** page. See the previous section, [Filters](#), to review steps for performing the search.

1. Once the desired class has been identified, click the three dots to access the Actions menu, then select **Enroll**.

Understanding Media COMCM 180										
SECTION	SESSION	INSTRUCTOR	DAYS	START	END	ROOM	DATES	UNITS	STATUS	INSTRUCTION MODE
> A1-IND (7150)	1	Christopher Beau...	TuTh	2:00 pm	3:15 pm	TBA	09/02 - 12/20	4	0 300/300	In-Person
Professional Presentation COMCM 211										Enroll Add to Cart

2. Validation checks will occur and it's possible that conflicts will need to be resolved.
 - a. For example, maybe a class requires special permission, or the class registration limit has been reached for that term:

Enrollment options

COMCM 180: UNDERSTAND MED| A1 - 7150

Permission Number

Cancel

Save

Enrollment Results

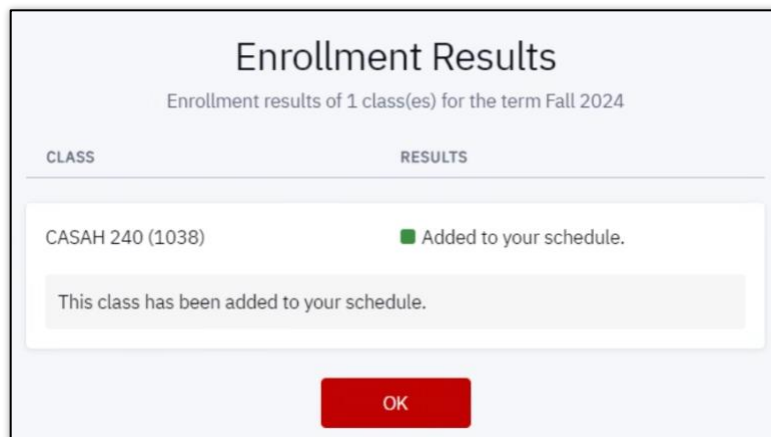
Enrollment results of 1 class(es) for the term Fall 2024

CLASS	RESULTS
CASAH 240 (1038)	Error Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.

OK

This is not an exhaustive list of matters that may need resolving. For more information on potential conflicts and messages that could be encountered, please refer to the [Appendix](#).

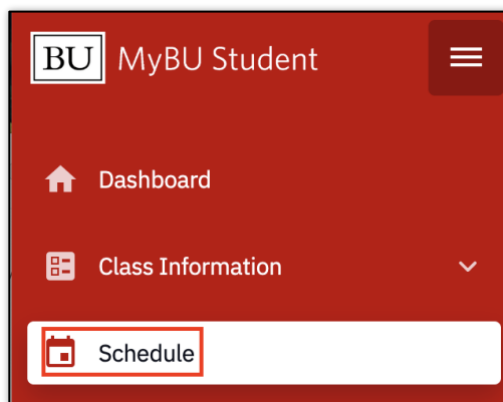
3. If there are no issues, a message will appear confirming the enrollment in the selected class.



CONFIRMING ENROLLMENT

Use the Schedule page to view classes that have been enrolled.

1. Navigate to the menu and select **Schedule**.



2. A Calendar View of the current class schedule will open.

Schedule

Download (.ics)   

Sep 01 - Sep 07  Today 

Time Period:  Week 

☒ Class Schedule ☒ Wait List Classes

	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7
1 PM		KONGO TO CUBA CASAA 114 (LEC)		KONGO TO CUBA CASAA 114 (LEC)		KONGO TO CUBA CASAA 114 (LEC)	
2 PM		INTERM ACCT 1 QSTAC 347 (IND) 2:00 - 3:15 pm	READ AMER LIT CASEN 127 (IND) 2:00 - 3:15 pm	INTERM ACCT 1 QSTAC 347 (IND) 2:30 - 3:45 pm	READ AMER LIT CASEN 127 (IND) 2:00 - 3:15 pm		
3 PM							
4 PM							
5 PM		KONGO TO CUBA CASAA 114 (DIS)					
6 PM							

Available actions:

- Download the schedule
- Switch to the **List View**
- Change the **Time Period** that displays
- Print the schedule
- Choose to display enrolled classes, waitlisted classes, or both
- Click directly on a class block to see more details

Appendix

DEFINITIONS & LEGACY EQUIVALENCIES

System Concept	Definition	Prior BU Equivalent Concept
Term	A period in which students are enrolled, billed, and academic statistics accumulated. May have one or many sessions. Different careers can have different term structures. (E.g., Fall 2024).	Semester
Career	All the course work undertaken by a student that is maintained in a single record. (E.g., Undergraduate, Graduate, Law, Medicine, etc.)	N/A
Subject	Specific areas of study at BU offered by Academic Organizations. (E.g., CASBI-Biology, ENGEK-Engineering Core).	Subject

Catalog Number	A number used in combination with a subject code identifying a course. (E.g., CASEN 141, CFAMU 632).	Course Number
Location	This is used in conjunction with campus to refer to where the course is being taught. (E.g., Medical Campus, London).	Campus Code
Class Number	A unique number assigned to a class. (multi digit number).	N/A
Academic Organization	An entity that is part of the administrative structure within BU. Course catalog and schedule of classes are organized by the academic organization. Can be a department or a School/College. (E.g., Sargent College, CAS History.)	School or College; Department
Course Attribute	Attributes to further describe courses in the course catalog. (E.g., HUB).	N/A
Session	A period of time within a term which during BU holds classes. A term must have at least one session. (E.g., Regular, Dynamic).	Sessions (when referring to summer)

MESSAGES FOR CONFLICTS & ISSUES

HOLDS

1. Hold on Record
 - Occurs when trying to build a schedule or enroll in a class with a Hold on your account.

The screenshot shows the MyBU Student Shopping Cart interface. On the left is a red sidebar with navigation links: Dashboard, Class Information, Schedule, Enrollment (with a sub-menu), and Academics. The Enrollment sub-menu includes Shopping Cart (checked), Edit Enrollment, Drop Classes, View Wait List, Enrollment Dates, Swap Classes, Fall 2024 Schedule Builder, and Spring/Summer 2024 Classes. The main area is titled 'Shopping Cart' and shows a dropdown for 'Term: Fall 2024' and a search bar. Below is a table with columns: CLASS, DESCRIPTION, DAYS, START, END, INSTRUCTOR, and UNIT. One class is listed: CASN 122 A1-IND (2877). A modal window titled 'Validation results' is open, stating 'You have validated 1 class for the term Fall 2024.' It contains a table with columns 'CLASS' and 'VALIDATION STATUS'. The row for CASN 122 2877 shows a 'Potential Problem' status. A message box explains: 'Hold on record. There is currently a hold that will prevent enrollment from being processed. The hold must be resolved before enrolling.' An 'OK' button is at the bottom of the modal.

ENROLLMENT EXAMPLES

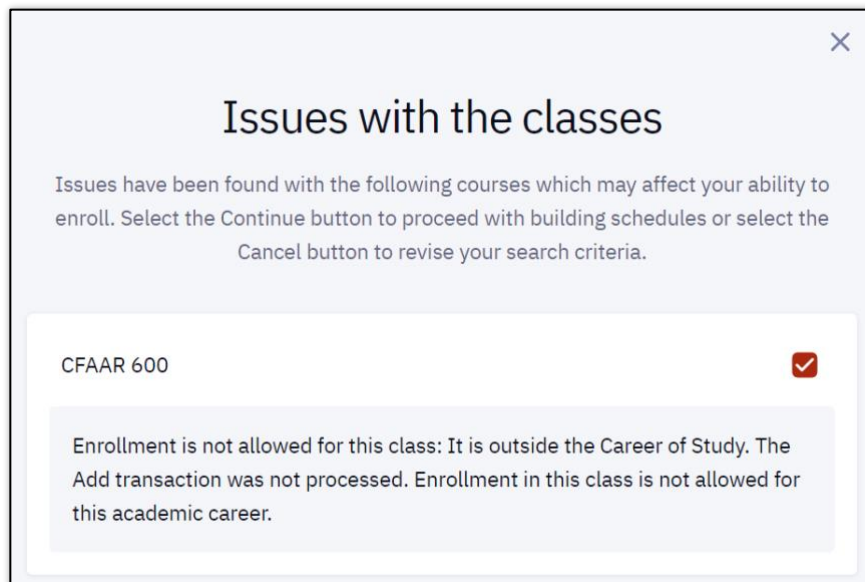
1. Units Exceeded

- Trying to enroll with too many units per semester.
- You can still preview a schedule with more units but cannot enroll in more than the approved unit level.

The screenshot shows a modal window titled 'Issues with the classes' with a close button (X) in the top right. The text inside reads: 'Issues have been found with the following courses which may affect your ability to enroll. Select the Continue button to proceed with building schedules or select the Cancel button to revise your search criteria.' Below this is a table with columns 'CLASS' and 'VALIDATION STATUS'. The row for METAD 605 shows a 'Potential Problem' status, indicated by a red checkmark icon. A message box explains: 'Term unit maximum would be exceeded. The system checks your selected shopping cart entries and your enrolled classes against your term unit limit. This class would exceed this limit.'

2. Enrollment Not Allowed

- Trying to enroll with classes outside your career – for example, enrolling in graduate classes as an undergraduate student.
- You can still preview a schedule with these classes but cannot enroll.



3. Failed Validation

- Trying to enroll in classes that require consent from the department.
- These classes could require a permission code from your advisor, or they have seats reserved for students from that major. Your school/college will communicate with you if you need permission from your advisor to register for classes.

Select Classes

SECTION	DAYS	START	END	ROOM	WAIT LIST OPEN
COMCM 703 - BASIC MEDIA WRT					
☒ A1-IND (7285)	Mo	6:30 pm	9:15 pm	-	0/0
VALIDATION RESULTS ☒ Failed Validation Department Consent Required to enroll in class. You will need to obtain permission to add this class.					
COMCM 707 - WRTG MEDIA PROF					
☒ A1-IND (7291)	Tu	6:30 pm	9:15 pm	-	0/0
VALIDATION RESULTS ☒ Failed Validation Department Consent Required to enroll in class. You will need to obtain permission to add this class.					

4. Time Conflict

- Trying to validate or enroll in one or more classes that are scheduled at the same time.
- This will need to be corrected before registration can proceed successfully.

CASEN 178 2889

Potential Problem

There is a time conflict for class number 14667 and class number 2889. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.