

## HOW TO SEARCH FOR A COURSE BY DAY & TIME

Instead of conducting a **Basic Class Search** by entering the **Course Subject Abbreviation** and a **Course Number**, search by day and time by entering a **Meeting Start Time** and a **Meeting End Time**.

First, choose the **Campus** as Pittsburgh. Next, check the box(es) of the day pattern you want to search. (e.g. **Mon/Wed/Fri** or **Mon/Wed** or **Tues/Thurs** or **Wed** only etc.) Then, type in the Meeting Start Time (all as one word e.g. 10:00am) Next, type in the Meeting End Time (all as one word e.g. 10:50am). Lastly, hit search. When the results screen loads, coursework offered and open during the times and the days you entered will be listed in alphabetical order.

**However, there are important things to keep in mind:**

- You may not be eligible for some of the courses that show up in the list.
- Coursework offered through the other schools here at Pitt (such as Business, Engineering or Nursing etc.) will be listed as well, so you will need to sift through the list and focus on the A&S offerings only.
- Once you find a course that meets your interests, modify your search and just search for the class by itself (removing the day pattern/meeting times) to see if there is a recitation and/or lab that goes along with the course or not. Recitations and labs will not automatically come up in the initial results list.
- Review the **Available Seats** section for **Unrst** (Unrestricted) and **Rstr** (Restricted) seats.
- Be sure to view the class details to make sure that you meet the requisites for the course you hope to take.

**Time/Day Search**

▼ Class Search

Campus  select subject Subject

Course Number is exactly

Class Nbr  ?

Show Open Classes Only

Course Career

Course Attribute

Course Attribute Value

Course Keyword  ?

▼ Additional Search Criteria

Days of Week  Mon Tues Wed Thurs Fri Sat Sun

Meeting Start Time

Meeting End Time

Instructor Last Name

Session

Location  ?

Requirement Designation

Course Component

Minimum Units

Maximum Units

The example below shows a **Time/Day search** for courses offered Mondays and Wednesdays from 10:00 a.m. to 10:50 a.m. Note that even though Friday wasn't selected as one of the days to search, the list still includes courses that are offered on Monday/Wednesday and Monday/Wednesday/Friday from 10-10:50 a.m. This is why it is so

important to modify your search and search for the course you are interested in by itself, using the usual basic class search method, after you review the list of offerings.

### Time/Day Search

**Class Search**

Campus:

Subject:

Course Number:

Class Nbr:  ?

Show Open Classes Only

Course Career:

Course Attribute:

Course Attribute Value:

Course Keyword:  ?

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**Additional Search Criteria**

Days of Week:

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Meeting Start Time:

Meeting End Time:

### Time/Day Results List

COMMRC 0300 - COMMUNICATION PROCESS								
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status	
10136	1025-LEC <a href="#">Acad Term</a>	MoWe 10:00AM - 10:50AM	120 Lawrence Hall	John Gareis	08/27/2018 - 12/07/2018	Unstr - 0; Rstr - 50; Wait - 16	<span style="color: green;">●</span>	<input type="button" value="select"/>
ECON 0500 - INTRODUCTION TO INTERNATIONAL ECONOMICS								
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status	
10794	1050-LEC <a href="#">Acad Term</a>	MoWeFr 10:00AM - 10:50AM	1501 Wesley W Posvar Hall	Staff	08/27/2018 - 12/07/2018	Unstr - 17; Rstr - 0; Wait - 19	<span style="color: green;">●</span>	<input type="button" value="select"/>
ECON 0900 - ECONOMICS: INTRODUCTION TO THE FIELD MAJORS								
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status	
22745	1040-LEC <a href="#">Acad Term</a>	MoWe 10:00AM - 10:50AM	4900 Wesley W Posvar Hall	E Wallace, Katherine Wolfe	08/27/2018 - 12/07/2018	Unstr - 0; Rstr - 25; Wait - 20	<span style="color: green;">●</span>	<input type="button" value="select"/>
ENGCMP 0152 - ESL: WORKSHOP IN COMPOSITION								
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status	
22307	1080-SEM <a href="#">Acad Term</a>	MoWeFr 10:00AM - 10:50AM	139 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unstr - 0; Rstr - 11; Wait - 10	<span style="color: green;">●</span>	<input type="button" value="select"/>
ENGCMP 0200 - SEMINAR IN COMPOSITION								
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status	
10273	1106-SEM <a href="#">Acad Term</a>	MoWeFr 10:00AM - 10:50AM	5405 Wesley W Posvar Hall	Staff	08/27/2018 - 12/07/2018	Unstr - 2; Rstr - 16; Wait - 10	<span style="color: green;">●</span>	<input type="button" value="select"/>
10851	1110-SEM <a href="#">Acad Term</a>	MoWeFr 10:00AM - 10:50AM	119 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unstr - 2; Rstr - 16; Wait - 10	<span style="color: green;">●</span>	<input type="button" value="select"/>
18554	1115-SEM <a href="#">Acad Term</a>	MoWeFr 10:00AM - 10:50AM	317 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unstr - 2; Rstr - 16; Wait - 10	<span style="color: green;">●</span>	<input type="button" value="select"/>

### Searching for the class by itself:

Search for Classes

University of Pittsburgh | Fall Term 2018-2019

Select at least 2 search criteria. Select Search to view your search results.

**▼ Class Search**

**Subject** select subject  Communication: Rhet & Comm

**Course Number**

**Course Career**

**Show Open Classes Only**

**Open Entry/Exit Classes Only**

**▼ Additional Search Criteria**

**Meeting Start Time**

**Meeting End Time**

**Days of Week**

Mon 
  Tues 
  Wed 
  Thurs 
  Fri 
  Sat 
  Sun

As you can see below, the Monday/Wednesday 10:00-10:50 a.m. section has a recitation that goes along with it. After clicking on the select button next to the lecture portion along the right-hand side, the recitation options that you can choose from will display.

[Return to Add Classes](#)

NEW SEARCH
MODIFY SEARCH

8 class section(s) found

▼ COMMRC 0300 - COMMUNICATION PROCESS							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
<a href="#">10136</a>	<a href="#">1025-LEC</a> <a href="#">Acad Term</a>	MoWe 10:00AM - 10:50AM	120 Lawrence Hall	John Gareis	08/27/2018 - 12/07/2018	Unrstr - 0; Rstr - 50; Wait - 16	● <span style="background-color: #90b060; padding: 2px 5px;">select</span>
<a href="#">10735</a>	<a href="#">1040-REC</a> <a href="#">Acad Term</a>	We 12:00PM - 12:50PM	119 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 1; Rstr - 0; Wait - 19	● <span style="background-color: #90b060; padding: 2px 5px;">select</span>
<a href="#">11327</a>	<a href="#">1045-REC</a> <a href="#">Acad Term</a>	Fr 9:00AM - 9:50AM	G18 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 14; Rstr - 0; Wait - 20	● <span style="background-color: #90b060; padding: 2px 5px;">select</span>
<a href="#">26492</a>	<a href="#">1065-REC</a> <a href="#">Acad Term</a>	We 3:00PM - 3:50PM	116 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 6; Rstr - 0; Wait - 20	● <span style="background-color: #90b060; padding: 2px 5px;">select</span>
<a href="#">11326</a>	<a href="#">1070-REC</a> <a href="#">Acad Term</a>	Fr 11:00AM - 11:50AM	202 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 15; Rstr - 0; Wait - 20	● <span style="background-color: #90b060; padding: 2px 5px;">select</span>
<a href="#">10733</a>	<a href="#">1075-REC</a> <a href="#">Acad Term</a>	Fr 12:00PM - 12:50PM	202 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 14; Rstr - 0; Wait - 20	● <span style="background-color: #90b060; padding: 2px 5px;">select</span>
<a href="#">11142</a>	<a href="#">1095-LEC</a> <a href="#">FT Sess</a>	We 6:00PM - 8:30PM	358 Cathedral of Learning	Deborah Danuser	08/27/2018 - 12/15/2018	Unrstr - 10; Rstr - 0; Wait - 20	● <span style="background-color: #90b060; padding: 2px 5px;">select</span>
<a href="#">30521</a>	<a href="#">7810-LEC</a> <a href="#">FT Sess</a>	Sa 9:30AM - 11:55AM	244A Cathedral of Learning	Staff	08/27/2018 - 12/15/2018	Unrstr - 23; Rstr - 10; Wait - 20	● <span style="background-color: #90b060; padding: 2px 5px;">select</span>

[Return to Add Classes](#)

NEW SEARCH
MODIFY SEARCH

Choose an open recitation that fits your schedule and click the "Next" button.

**COMMRC 0300 - COMMUNICATION PROCESS**

Lecture selected: Section 1025  
MoWe 10:00AM - 10:50AM 120 Lawrence Hall

Open
  Closed
  Wait List

Select Recitation section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	10734	<a href="#">1030</a>	Tu 9:00AM - 9:50AM	229 Cathedral of Learning	Staff	
<input type="radio"/>	10732	<a href="#">1035</a>	Tu 11:00AM - 11:50AM	327 Cathedral of Learning	Staff	
<input type="radio"/>	10735	<a href="#">1040</a>	We 12:00PM - 12:50PM	119 Cathedral of Learning	Staff	
<input type="radio"/>	11327	<a href="#">1045</a>	Fr 9:00AM - 9:50AM	618 Cathedral of Learning	Staff	
<input type="radio"/>	26493	<a href="#">1050</a>	We 2:00PM - 2:50PM	242 Cathedral of Learning	Staff	
<input type="radio"/>	26492	<a href="#">1065</a>	We 3:00PM - 3:50PM	116 Cathedral of Learning	Staff	
<input checked="" type="radio"/>	11326	<a href="#">1070</a>	Fr 11:00AM - 11:50AM	202 Cathedral of Learning	Staff	
<input type="radio"/>	10733	<a href="#">1075</a>	Fr 12:00PM - 12:50PM	202 Cathedral of Learning	Staff	

View 5 | First 1-8 of 8 Last

CANCEL NEXT



Review your course selection and then click on the "Next" button.

**COMMRC 0300 - COMMUNICATION PROCESS**

**Class Preferences**

**COMMRC 0300-1025Lecture** Open
 **Wait List**  Wait list if class is full

**COMMRC 0300-1070Recitation** Open
 **Permission Nbr**

**Session** Academic Term
 **Grading** Letter Grade

**Career** Undergraduate
 **Units** 3.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1025	Lecture	MoWe 10:00AM - 10:50AM	120 Lawrence Hall	John Gareis	08/27/2018 - 12/07/2018
1070	Recitation	Fr 11:00AM - 11:50AM	202 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018



The course will then be added to your **Shopping Cart** as shown below.

COMMRC 0300 has been added to your Shopping Cart.

Fall Term 2018-2019 | Undergraduate | University of Pittsburgh [change term](#)

Open Closed Wait List

Add to Cart:  
Enter Class Nbr  [enter](#)

Find Classes  
 Class Search  
 My Requirements  
 My Planner  
[search](#)  
[schedule planner](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	COMMRC 0300-1025 <a href="#">(10136)</a>	MoWe 10:00AM - 10:50AM	120 Lawrence Hall	J. Gareis	3.00	
	COMMRC 0300-1070 <a href="#">(11326)</a>	Fr 11:00AM - 11:50AM	202 Cathedral of Learning	Staff		

[PROCEED TO STEP 2 OF 3](#)

Lastly, click on the **“FINISH ENROLLING”** button.

If enrolled successfully, a green check mark will display. If a red X appears, there is an error and you were not registered for the course and need to review the error message.

So, what went wrong here? In this example, it says that you cannot enroll in the course because the remaining open seats are reserved. **So, how would you know that ahead of time even before attempting to enroll?**

**Add Classes** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

Fall Term 2018-2019 | Undergraduate | University of Pittsburgh

Success: enrolled  Error: unable to add class

Class	Message	Status
COMMRC 0300	<b>Error:</b> You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

**Here’s How:** When doing the class search for Commrc 0300 you should have taken a closer look at the **“Available Seats”** section. Although you will see that the course is open, it may or may not be open to you. As you can see, there are 0 unrestricted (Unrstr) seats and 50 restricted (Rstr) seats. To find out who the remaining seats are reserved for or restricted to, you need to click on the blue highlighted information under the **Section** heading.

Return to Add Classes      NEW SEARCH      MODIFY SEARCH

8 class section(s) found

▼ COMMRC 0300 - COMMUNICATION PROCESS

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status	
10136	1025-LEC <a href="#">Acad Term</a>	MoWe 10:00AM - 10:50AM	120 Lawrence Hall	John Gareis	08/27/2018 - 12/07/2018	Unstr - 0; Rstr - 50; Wait - 16	●	<a href="#">select</a>
10735	1040-REC <a href="#">Acad Term</a>	We 12:00PM - 12:50PM	119 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unstr - 1; Rstr - 0; Wait - 19	●	<a href="#">select</a>
11327	1045-REC <a href="#">Acad Term</a>	Fr 9:00AM - 9:50AM	G18 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unstr - 14; Rstr - 0; Wait - 20	●	<a href="#">select</a>
26492	1065-REC <a href="#">Acad Term</a>	We 3:00PM - 3:50PM	116 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unstr - 6; Rstr - 0; Wait - 20	●	<a href="#">select</a>
11326	1070-REC <a href="#">Acad Term</a>	Fr 11:00AM - 11:50AM	202 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unstr - 15; Rstr - 0; Wait - 20	●	<a href="#">select</a>
10733	1075-REC <a href="#">Acad Term</a>	Fr 12:00PM - 12:50PM	202 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unstr - 14; Rstr - 0; Wait - 20	●	<a href="#">select</a>
11142	1095-LEC <a href="#">FT Sess</a>	We 6:00PM - 8:30PM	358 Cathedral of Learning	Deborah Danuser	08/27/2018 - 12/15/2018	Unstr - 10; Rstr - 0; Wait - 20	●	<a href="#">select</a>
30521	7810-LEC <a href="#">FT Sess</a>	Sa 9:30AM - 11:55AM	244A Cathedral of Learning	Staff	08/27/2018 - 12/15/2018	Unstr - 23; Rstr - 10; Wait - 20	●	<a href="#">select</a>

Return to Add Classes      NEW SEARCH      MODIFY SEARCH

On the next screen under the “**Enrollment Restrictions**” portion, it shows you that the remaining 50 open seats are restricted for “**First-Year A&S Students**” only. This means that incoming **CBA (Business)**, **CGS (College of General Studies)**, **NURS (Nursing)**, **ENGR (Engineering)**, and **SCI (School of Computing and Information)** students cannot enroll in the course. It also means that no additional current upper-class A&S students can enroll in the course. A course must have **open** and **unrestricted** seats for any Pitt Student to be able to enroll in that course. If you are a First-Year A&S Student, you would be able to enroll in this course.

COMMRC 0300 - 1025 COMMUNICATION PROCESS

University of Pittsburgh | Fall Term 2018-2019 | Lecture

**Class Details**

<b>Status</b>	● Open	<b>Course ID</b>	105432
<b>Class Number</b>	10136	<b>Offer Nbr</b>	1
<b>Session</b>	Academic Term	<b>Career</b>	Undergraduate
<b>Units</b>	3 units	<b>Dates</b>	8/27/2018 - 12/7/2018
<b>Class Components</b>	Lecture Required, Recitation Required	<b>Grading</b>	LG/SNC Elective Basis
		<b>Location</b>	Pittsburgh Campus
		<b>Campus</b>	Pittsburgh Campus

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:00AM - 10:50AM	120 Lawrence Hall	John Gareis	08/27/2018 - 12/07/2018

**Enrollment Restrictions**

First-Year A&S Students	Available Seats	50
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**Class Availability**

<b>Class Capacity</b>	160	<b>Unrestricted Seats</b>	0	<b>Wait List Capacity</b>	20
<b>Enrollment Total</b>	110	<b>Restricted Seats</b>	50	<b>Wait List Total</b>	4
<b>Available Seats</b>	50				

**Description**

This course is an introduction to basic theories, models, and concepts in interpersonal, small group, organizational and intercultural communication.

**Textbook/Other Materials**

Textbook Assignment Pending (assignments not shown to students)

**Special Instructions**      Click here for textbook information and price comparison:  
<http://pitt.verbacompare.com/>

VIEW SEARCH RESULTS

Continuing to use the same **Commrc 0300** example, notice that there are 3 sections of COMMRC 0300 listed below. The remaining seats in the first section are restricted, but the seats in the other 2 sections are open to any Pitt Student who is eligible to enroll.

COMMRC 0300 - COMMUNICATION PROCESS							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
10136	1025-LEC <a href="#">Acad Term</a>	MoWe 10:00AM - 10:50AM	120 Lawrence Hall	John Gareis	08/27/2018 - 12/07/2018	Unrstr - 0; Rstr - 50; Wait - 16	●
10735	1040-REC <a href="#">Acad Term</a>	We 12:00PM - 12:50PM	119 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 1; Rstr - 0; Wait - 19	●
11327	1045-REC <a href="#">Acad Term</a>	Fr 9:00AM - 9:50AM	G18 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 14; Rstr - 0; Wait - 20	●
26492	1065-REC <a href="#">Acad Term</a>	We 3:00PM - 3:50PM	116 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 6; Rstr - 0; Wait - 20	●
11326	1070-REC <a href="#">Acad Term</a>	Fr 11:00AM - 11:50AM	202 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 15; Rstr - 0; Wait - 20	●
10733	1075-REC <a href="#">Acad Term</a>	Fr 12:00PM - 12:50PM	202 Cathedral of Learning	Staff	08/27/2018 - 12/07/2018	Unrstr - 14; Rstr - 0; Wait - 20	●
11142	1095-LEC <a href="#">FT Sess</a>	We 6:00PM - 8:30PM	358 Cathedral of Learning	Deborah Danuser	08/27/2018 - 12/15/2018	Unrstr - 10; Rstr - 0; Wait - 20	●
30521	7810-LEC <a href="#">FT Sess</a>	Sa 9:30AM - 11:55AM	244A Cathedral of Learning	Staff	08/27/2018 - 12/15/2018	Unrstr - 23; Rstr - 10; Wait - 20	●

For additional clarification or questions, please contact your advisor.