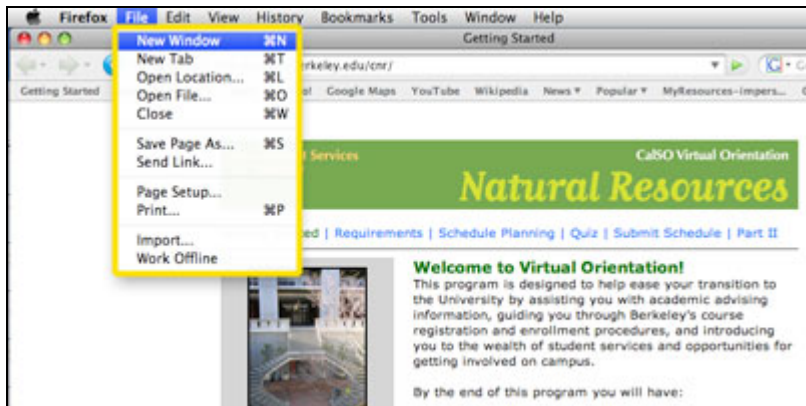


Using the Online Schedule of Classes

This section will review how to use the Online Schedule of Classes. Follow the instructions below to search for a class, and learn what all the information in the Online Schedule means.

Getting to the search page

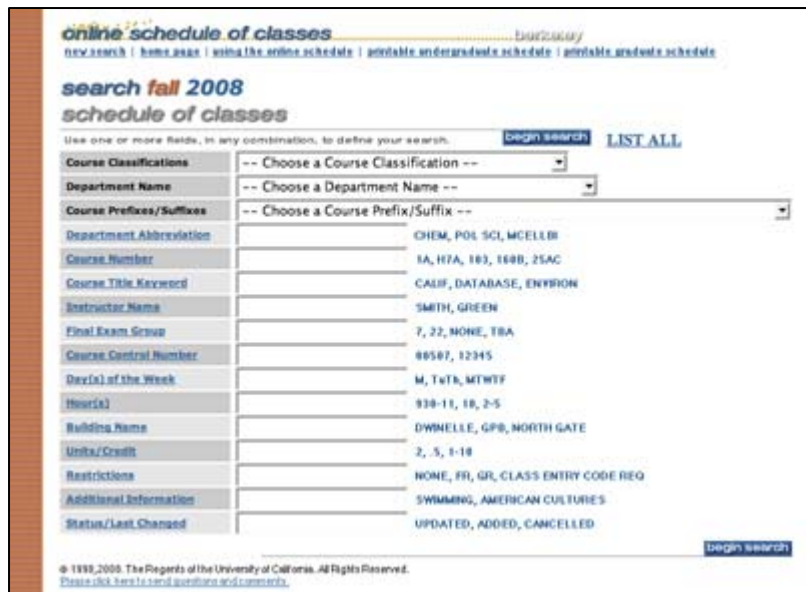
Begin by either opening a new window in your web browser (go to: File on the menu bar, choose "New Window") or by printing these instructions before accessing the Online Schedule of Classes (schedule.berkeley.edu).



On the first page, select the appropriate semester and click "Search Schedule of Classes."



You'll now see the online Schedule of Classes search page.



Searching for a specific class

You can search for classes using many different methods. In this example, we're going to search for a specific class, Chemistry 4A. Select "Chemistry" in the drop-down menu labeled "Department Name."

online schedule of classes
search fall 2008
schedule of classes

Use one or more fields, in any combination, to define your search. [begin search](#) [LIST ALL](#)

Course Classifications	-- Choose a Course Classification --
Department Name	Environmental Design
Course Prefixes/Suffixes	Biology Biophysics Buddhist Studies Business Administration Undergraduate Program Business Administration Doctoral Program Catalan Celtic Studies Chemical Engineering Chemistry Chicano Studies Program Chinese City and Regional Planning Civil and Environmental Engineering Classics Cognitive Science College Writing Program Comparative Biochemistry Comparative Literature Computational and Genomic Biology Computer Science
Department Abbreviation	
Course Number	
Course Title Keyword	
Instructor Name	
Final Exam Group	
Course Control Number	
Day(s) of the Week	
Hour(s)	
Building Name	
Units/Credit	
Restrictions	
Additional Information	
Status/Last Changed	

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Then enter "4A" in the "Course Number" box.

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Use one or more fields, in any combination, to define your search. [begin search](#) [LIST ALL](#)

Course Classifications	-- Choose a Course Classification --
Department Name	Chemistry
Course Prefixes/Suffixes	-- Choose a Course Prefix/Suffix --
Department Abbreviation	CHEM, POL SCI, MCELLIB
Course Number	4A, H7A, 183, 188B, 25AC
Course Title Keyword	CALIF, DATABASE, ENVIRON
Instructor Name	SMITH, GREEN
Final Exam Group	

Click "Begin Search."

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schedule of classes

Use one or more fields, in any combination, to define your search. [begin search](#) [LIST ALL](#)

Course Classifications	-- Choose a Course Classification --
Department Name	Chemistry
Course Prefixes/Suffixes	-- Choose a Course Prefix/Suffix --
Department Abbreviation	CHEM, POL SCI, MCELLIB
Course Number	4A, H7A, 183, 188B, 25AC
Course Title Keyword	CALIF, DATABASE, ENVIRON
Instructor Name	SMITH, GREEN
Final Exam Group	7, 22, NONE, TBA
Course Control Number	08587, 12345
Day(s) of the Week	M, TuTh, MTWTF
Hour(s)	930-11, 18, 2-5
Building Name	DWYNELLE, GPB, NORTH GATE
Units/Credit	2, .5, 1-18
Restrictions	NONE, FRL, GR, CLASS ENTRY CODE REQ
Additional Information	SWIMMING, AMERICAN CULTURES
Status/Last Changed	UPDATED, ADDED, CANCELLED

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You will see a list of all Chemistry 4A lecture and lab sections. The "LEC" notation indicates a lecture. The "LAB" notation indicates a lab section, and the "DIS" notation indicates a discussion section.

The course listing will also show "P 001." This refers to two things. The P indicates that this is the Primary, or main, meeting of the course. The "001" refers to the lecture's section number.



The screenshot shows three course listings for Chemistry 4A. Each listing includes the course title, section information, instructor, status, and enrollment details. The first two listings are for 'CHEMISTRY 4A P 003 LEC' and the third is for 'CHEMISTRY 4A 0 100 LAB'. Each listing also includes a 'Note' section with detailed enrollment instructions and a link to 'see next results'.

Course Title	Section	Instructor	Status	Enrollment
CHEMISTRY 4A P 003 LEC	General Chemistry (lab/discussion)	STACY, A H	11006	Limit:522 Enrolled:59 Waitlist:0 Avail Seats:444
CHEMISTRY 4A P 003 LEC	General Chemistry (lab/discussion)	STACY, A H	11009	Limit:522 Enrolled:59 Waitlist:0 Avail Seats:497
CHEMISTRY 4A 0 100 LAB	General Chemistry (lab/discussion)	LATIMER	11012	Limit:33 Enrolled:21 Waitlist:0 Avail Seats:12

Tip: If only some of the results are shown, click "see next results" on the list of links at the bottom of the page.

Searching by other methods

You can insert text into fields in different combinations to get different kinds of results. The following are the fields that are most often used.

Course Classification: Choosing an option under this menu limits results to classes for a certain type of student - lower division, upper-division, graduate student, etc. This field is usually used in combination with Department Name or Course Title Keyword (e.g. choosing Course Classification: lower division and Department Name: Computer Science to find all lower division computer science courses.)

Tip: As an incoming student, you will probably be choosing lower division (first year and sophomore) courses. Before enrolling in some upper-division (junior and senior) courses, you may be required to have completed lower division prerequisites or be declared in that particular major.

Course Number: Course numbers are also used to determine class types (e.g. introductory courses are usually numbered 1, 2, 3, 10, or 20.)

Tip: Freshman and sophomore seminars (small classes that explore topics for learning's sake) are popular among new undergraduates. Most freshman and sophomore seminars are numbered 24, 39, or 84.

Course Title Keyword: Searching by keyword brings up all results with that keyword in the Course Title. This is helpful if you're not sure which department a class is offered under.

Tip: Partial keywords are also accepted (e.g. "poli" would find classes with "Politics," "Political," and "Policy" in their titles.)

Additional Information: Sometimes classes are listed with additional information. This field is most often used to search for classes that fulfill certain requirements.

Tip: Search "American Cultures," "History," "Institutions," "Reading and Composition," or "Entry Level Writing" to find classes that fulfill each requirement. If a class fills one of these requirements, it may say so in the Note section of the result (e.g. "Note: SATISFIES AMERICAN CULTURES REQUIREMENT.")

Remember, since the search works with partial information, you don't have to fill in every field! Although you can insert text into many fields, make sure you don't narrow your search so much that you don't get any results.

Interpreting the search results

Course: **CHEMISTRY 1A P 002 LEC**
Course Title: **General Chemistry** [\[catalog de](#)
1 Location: MWF 11-12P, 1 PIMENTEL
2 Instructor: STACY, A M
Status/Last Changed:
3 Course Control Number: 11006
4 Units/Credit: 4
5 Final Exam Group: 3
6 Restrictions: BY CATEGORY
Note: Enroll in the lecture and if the lab section is full on time or you may be dropped Wednesday, November 12 for final. Send specific enrollment 26, 2008, enrollments and person at 211 Latimer Hall
7 Enrollment on 05/29/08: Limit:523 Enrolled:59 Wait
[Click here!](#)

1. Location: Where and when a class will be held.

Tip: All classes at Berkeley start ten minutes after the printed time, so it's okay to schedule classes back-to-back!

2. Instructor: The last name of the professor teaching the course. If the instructor is listed as "The Staff," that usually means an instructor has not yet been determined by the department.

3. Course Control Number (CCN): A five-digit number, unique to each class. This is used when enrolling through Tele-BEARS, Berkeley's enrollment system.

4. Units: This number indicates how many units of credit you will receive for the course.

5. Final Exam Group: A number between 1 and 22, indicating the date and time of a course's final exam. The Final Exam schedule is available from the front page of the Online Schedule of Classes at registrar.berkeley.edu/Scheduling/examf.html.

Tip: Do not schedule classes with conflicting final exam groups.

6. Restrictions: Provides information about any restrictions on enrollment.

Tip: Usually says "FR," "SO," "JR," and/or "SR" for restrictions by class. If "BY CATEGORY" is listed, click the "Click here for current enrollment information and course restrictions" link for further clarification.

7. Enrollment: Shows how many seats a course has available, how many are filled, and how full the waiting list is. Updated daily.

Tip: For further information about a class, click the "(course website)" link next to the Course and the "(catalog description)" link next to the Course Title.

To print your search results, click the "Printable version" link at the top of the page. (Remember to use the "Landscape" orientation.)

Selecting Lab and Discussion Sections

When selecting lab and discussion sections, you must select the lab and discussion with corresponding section numbers. For example, if you take lab 020, you must also enroll in discussion 120.

Tele-BEARS will not allow you to enroll in a lab and discussion section that do not have corresponding numbers. This information is very helpful to know when planning out your schedule to avoid schedule conflicts.

If a course has multiple lecture sections, you will need to select lab and/or discussion sections that correspond to the lecture as well as with each other. As a rule, the first non-zero digit of the lecture section will need to correspond with the first non-zero digit of the lab and/or discussion sections. (If you're in lecture section 002 of a class, you'd have to pick lab and/or discussion sections numbered in the 200s.)