

## How to Search for Classes Online

You must create a draft schedule whenever meeting with your academic advisor for registration. You don't need a PIN# to create your draft class schedule.

Log into your MySUNYOrange.

On the left side menu, click on the **Student Academics** tab.

In the **Registration** box, click **Class Schedule Search**:

- Select the desired Term and click **Submit**
- Click **Advanced Search** at the bottom of the page.
- Review the information at the top of the page. You can take classes *on campus or in person* in Middletown or Newburgh or you can take *Virtual Classes or distance learning classes online*.
- You may search for classes in different ways such as by **Subject, Instructional Method, Campus, Instructor** or **Attribute Type**
- Let's search for an ENG101 class at the Middletown campus. *Select English from the Subject box, type in the Course Number 101* and select *Middletown*.
- Scroll down the page and **click Section Search**
- This page will list all the ENG 101 class sections that are being offered at the Middletown campus
- This page provides information you need to **write down** as you create your draft schedule. Use the **Advising worksheet "Before You Meet with an Advisor"** provided in your Registration box.
  - a. The **CRN** (or Course Reference Number) which are the blue numbers under this column;
  - b. The **Subject letter code**
  - c. The **Course number**
  - d. The **Section code**
  - e. The **Campus**
  - e. The Days and Times that the class meets
  - f. Location: Here you will find the Building and room number if the class is on campus
- Always check the **Title column** for additional information about your class. In this case, some ENG 101 sections require a Support Module. If you are required to take this class with a support module, be sure to do a separate SEARCH for the complementing ENG098 section B1 as indicated in the course title.
- Additional class information to note includes:
  - a. The instructor, the start and end dates and your class location.
  - b. If the letter C ever appears in the very first column that means the class is closed for registration.
  - c. The CRN number for each class will provide a description of the course on the College Catalog as well as textbook information.

Start a new Search for each class you plan to take and jot down the above information for each class.

Once you have a draft schedule put together, it is time to meet with your Academic Advisor to discuss your registration.