How to Search for Classes

There are three ways to search for classes:

1. **DegreeWorks**
2. **MyWestern (Look-Up Classes to Add)**
3. **Class Schedules link**

This chart might help to determine where you would like to start searching for classes:

<table>
<thead>
<tr>
<th>DegreeWorks</th>
<th>MyWestern</th>
<th>Class Schedules Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>You want to look up an exact class</td>
<td>You want to look up an exact class or classes within a specific subject</td>
<td>You want to see all of the potential courses in a General Education area or course subject at once</td>
</tr>
<tr>
<td>You are not looking for a specific instructor</td>
<td>You are or are not looking for a specific instructor</td>
<td>You are looking to take a class with a specific instructor</td>
</tr>
<tr>
<td>You are unsure of what classes to take and want to see what's required for your specific major and/or General Education requirements</td>
<td>You know the courses you would like to take and can look them up on your own</td>
<td>You know the courses you would like to take and can look them up on your own</td>
</tr>
</tbody>
</table>

**Option 1: DegreeWorks**

Log-in to your *MyWestern account* and click on the Student tab, then *DegreeWorks*:

Let's imagine you are looking to take COM 202, Second Year Academic Writing and Inquiry. You would click on the blue hyperlink for the class name/number (i.e. COM 202, highlighted below):

A new window will open with the class description, prerequisites, and offerings for the next two semesters *(if a new window doesn’t appear, check to see if your internet browser is blocking pop-ups)*. You can read the course description, check the prerequisites, as well as determine the open courses and available course times from this new window.

Repeat this process for all other classes you would like to take. Note: your *DegreeWorks* will show personalized information for you. If you would like to determine information for a potential and/or different major, run a “What-if” scenario to bring up those courses.
Option 2: MyWestern (Look-Up Classes to Add)

Log-in to your MyWestern account and click on the Student tab and then Registration:

Click on Look-up Classes to Add:

Select the term you would like to search from the drop down menu and click Submit:

Select the course subject you would like to search and click Course Search. (You may click Advanced search to include specific search parameters, yet Course Search will be appropriate for most situations)

Look-Up Classes to Add:

Select the course you would like and click View Sections:

The sections offered for the selected semester will be displayed:

Repeat this process for all other classes you would like to take.
Option 3: Class Schedules

Go to www.western.edu/class-schedule and click on the link for the term you are searching for classes:

Select the radio button next to Spring 2014 (or the term you need). You may choose from any of the options listed below (course subject, General Education area, and/or open courses only, to name a few), and then click on Query.

The classes within your search parameters will be displayed for your review. Click on the course name and number to access up the course description and prerequisites.

Repeat this process for all other classes you would like to take.
Accessing your MyWestern account
Go to www.western.edu/current-students
or www.western.edu and click on Current Students,

MyWestern

Enter your Username (stu always comes before your student ID number) and password, click Login