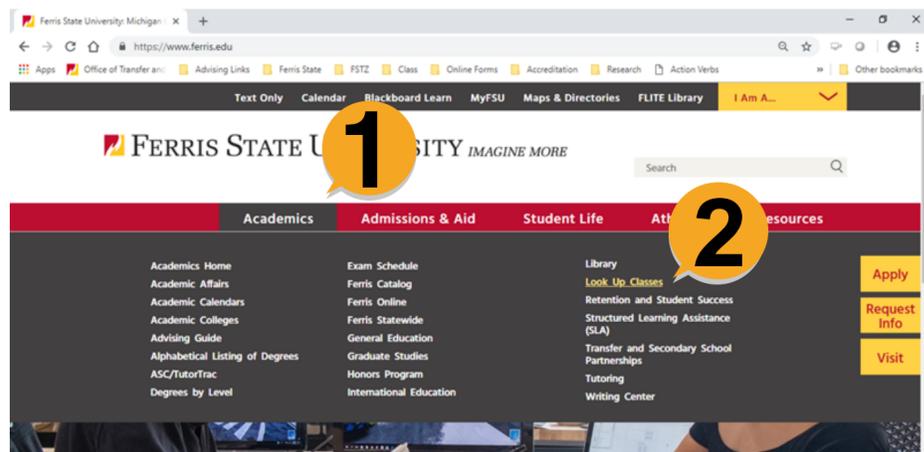




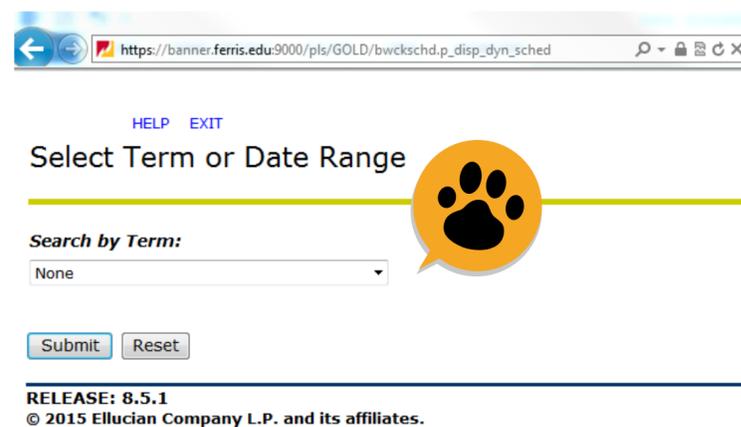
## Searching for dual enrollment classes

### 1. Go to [www.ferris.edu](http://www.ferris.edu).

Hover your mouse over "Academics" in the red menu bar.  
Select "Look Up Classes."



### 2. Select the term from the drop-down menu and click submit.



### 3. Enter your search criteria.

Instructions for using the search are provided at the top of the "Class Schedule Search" page.

Select the subject and enter the course number.

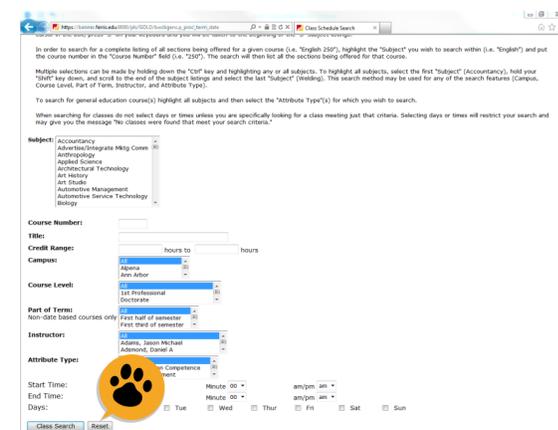
If you need help choosing a course, a list of possible classes is posted at [bit.ly/PossibleDECourses](http://bit.ly/PossibleDECourses).

Leave the time and days blank to search for all courses with a specific subject and course number.

Make sure to select a campus.

- For classes on the main Big Rapids campus, select "Main Big Rapids."
- For fully online classes, select "Big Rapids/EIO."

Click "Class Search" at the bottom of the page to view the course offerings.

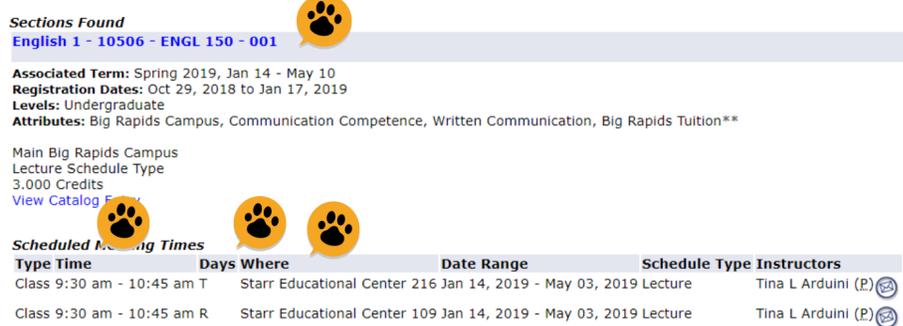


### 4. Select your class from the search results.

Record the following information on Course Registration and Payment Information form (available at [bit.ly/StudentDEResources](http://bit.ly/StudentDEResources)):

- Course reference number (CRN) (ex: 10506)
- Course prefix and number (ex: ENGL 150)
- Section number (ex: 001)
- Course title (ex: English 1)
- Days and times the course meets
- Course location

Click on the blue course title of the section to view the detailed class information.



**Class day abbreviations**

M=Monday      W=Wednesday      F=Friday  
 T=Tuesday      R=Thursday

### 5. View the detailed class information to verify there are open seats in the course.

View the detailed class information to verify that there are seats available in the class.

- "Capacity" represents the maximum number of students who may enroll in the class
- "Actual" shows the current number of students registered for the class
- "Remaining" shows how many seats are currently open in the class.

