

# How to search for \*approved Upper Division General Education (UD GE) courses at Sacramento State

## Step 1 Where to begin:

Login to "*MySacState*" from the CSUS homepage ([www.csus.edu](http://www.csus.edu)) and navigate to your "*Student Center*". Click on light green "*Search for Classes*" button

## Step 2 Choose "Term" from dropdown list of choices ("Fall 09") :

"*Institution*" should default to "*Sacramento State*"

Make sure the "*Search for Classes*" button is selected (should be the default selection).

Click "*Go*"

## Step 3 Search Class Schedule:

### *Required fields:*

- "*Course Number*" - Select "*greater than or equal to*" and enter the number "*100*" in the box on the right (*this will exclude freshman/sophomore level classes*)
- "*Course Career*" - Select "*Undergraduate*"
- "*Show Open Classes Only*" - *check checkbox* (to exclude full classes)
- "*GE Area*" - *Important: must choose an Area A-E to find approved GE courses*
- "*GE Sub Area*" - *Choose GE Sub Area only if needed (ex. D2, C3, C1, B2, etc.)*

### *Optional fields: (recommended to skip all in order to maximize GE choices)*

- "*Course Subject*" (skip unless you know exact department)
- "*Meeting Time*", "*Days of Week*", "*Instructor Last Name*", "*Class Nbr*" - Skip all (unless your schedule is fixed - *fixed schedules will not return as many search results*)
- "*Graduation Requirements*", "*Online/Distance Ed Courses*" - Skip unless required
- "*Course Title Keyword*", "*Course Component*", "*Session*" - Skip

\*All students pursuing a bachelor's degree at Sac State, regardless of whether you began at Sac State or another institution, are required to complete a minimum of 9 units of upper division general education coursework (upper division = junior/senior level = courses numbered "100-199" at CSUS). Only courses that are approved and listed in the GE section of the university catalog or class schedule may be used to meet this requirement.