

## Register and Shopping Cart – How To for Undergraduates (eff. Sept. 2022)

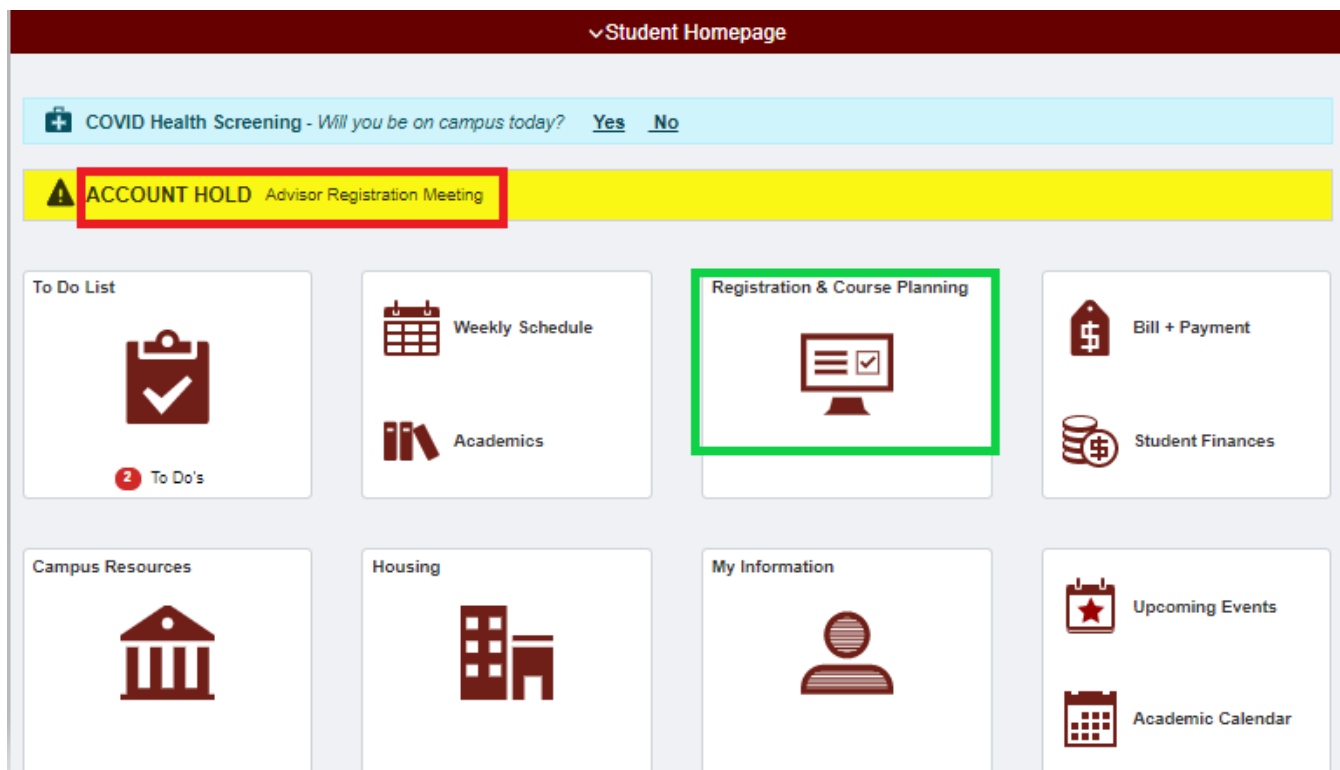
### Step 1: Log on to myPugetSound.

<https://my.pugetsound.edu>

### Step 2: Resolve 'To Do List' and Holds.












Before you can register, look in the 'ACCOUNT HOLD' section in the Student Dashboard to verify the 'Advisor Registration Meeting' does not display.

All undergraduates will need to meet with their faculty advisor. Before your registration appointment, be sure that you have met with your advisor and the **Advisor Registration Meeting** hold no longer shows. You also need to complete the **'Terms & Conditions' hold** each semester before registration. Complete the the Terms & Conditions 'To Do' item prior to your registration time to have that hold removed.



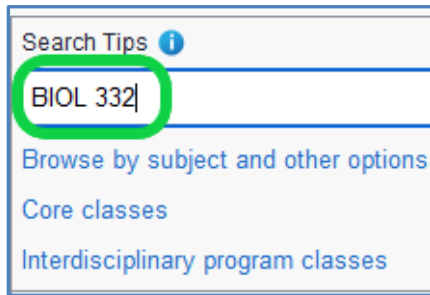
### Step 3. Search for Classes you would like to take in the upcoming term

Click the 'Registration & Course Planning' link from the home page.  
Click Class Search and Enroll. Then, select the upcoming registration term.

 View My Classes	<b>Terms prior to Fall 2022</b>
 Academic Requirements	<b>Terms on or after Fall 2022</b>
 Enrollment Appointments <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">1</span>	<b>Fall 2022</b>
 Shopping Cart	<b>Spring 2023</b>
 <b>Class Search and Enroll</b>	
 Drop Classes	
 Swap Classes	
 Manage My Waitlist	
 Browse Course Catalog	
 Planner	
 Registration Information	

Search for classes in four different ways:

1. Use the search bar to type the name of a course or topic you want to study.



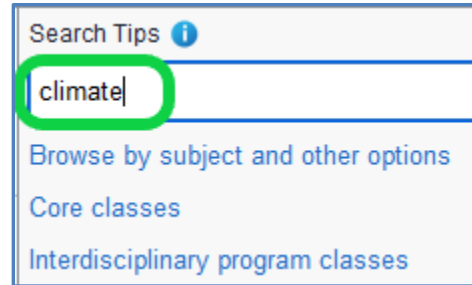
Search Tips ⓘ

BIOL 332

Browse by subject and other options

Core classes

Interdisciplinary program classes



Search Tips ⓘ

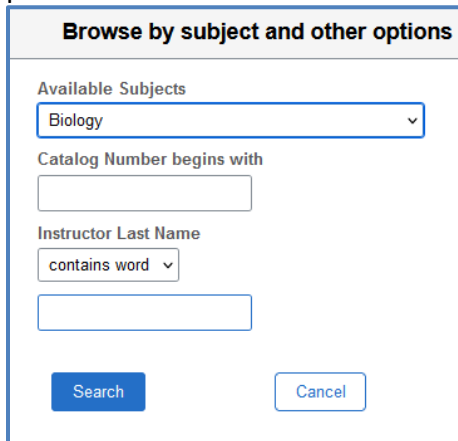
climate

Browse by subject and other options

Core classes

Interdisciplinary program classes

2. Browse by subject and other options to select a class Subject code or to find classes taught by a particular instructor.



**Browse by subject and other options**

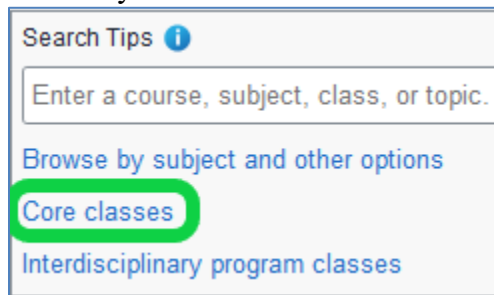
Available Subjects  
Biology

Catalog Number begins with

Instructor Last Name  
contains word

Search Cancel

3. Search by Core classes.



Search Tips ⓘ

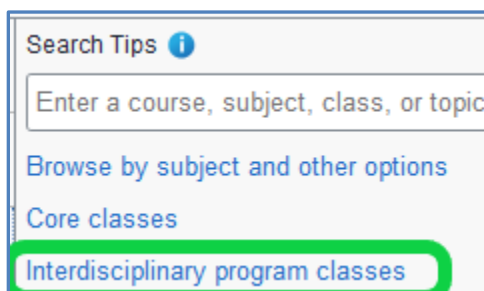
Enter a course, subject, class, or topic.

Browse by subject and other options

Core classes

Interdisciplinary program classes

4. Search for classes that apply to interdisciplinary programs (such as African American Studies, Gender & Queer Studies, Latina/o Studies, or Neuroscience major or minor). This takes a bit of time to load, so be patient. Once courses display, select the particular interdisciplinary program you want to search.



Search Tips ⓘ

Enter a course, subject, class, or topic

Browse by subject and other options

Core classes

Interdisciplinary program classes

After you select one of the search methods, a list of courses meeting the search criteria will display.

If searching for Core or Interdisciplinary Program classes, select one or more Core area(s) or one or more Interdisciplinary Program areas you want to study in Class Attribute list. If you want only Open Classes, select that option. **Caution: When selecting two (or more) Core or Interdisciplinary Program to search, the classes that display will apply to at least one of the Core or INTD Programs you selected, and not to both (all).**

The screenshot shows a search results interface. On the left, there are two filter sections: 'Class Status' and 'Class Attribute'. In 'Class Status', the 'Open Classes' checkbox is checked and highlighted with a green circle. In 'Class Attribute', the 'Core/Connections' and 'Core/Humanistic Approaches' checkboxes are checked and highlighted with a green circle. On the right, the 'View Search Results' section shows 75 courses displayed with the keyword 'Core'. A red warning message states 'Search results have exceeded a limit s'. Below this, a list of courses is shown, including AFAM 101, AFAM 215, AFAM 305, AFAM 375, and AFAM 401, each with a brief description and the number of class options available.

**Class Status**

- Open Classes
- Wait List Classes
- Closed Classes

**Class Attribute**

- Core/Artistic Approaches
- Core/Connections
- Core/Humanistic Approaches
- Core/Knowledge, Identity, and Power
- Core/Language graduation requirement
- Core/Mathematical Approaches
- Core/Natural Scientific Approaches
- Core/Seminar in Scholarly Inquiry 1
- Core/Seminar in Scholarly Inquiry 2
- Core/Social Scientific Approaches

**View Search Results**

75 courses displayed with keyword: Core  
**Search results have exceeded a limit s**

**AFAM 101**  
Introduction to African American Studies  
2 Class Options Available

**AFAM 215**  
On the Real: Black Popular Culture is Art  
1 Class Option Available

**AFAM 305**  
Black Fictions and Feminisms  
1 Class Option Available

**AFAM 375**  
The Harlem Renaissance  
1 Class Option Available

**AFAM 401**  
Narratives of Race  
1 Class Option Available

A list of classes will display. Click on the class to review Class Details:

**View Search Results**  
 15 Courses with keyword: Core

Core/Connections

---

[AFAM 375](#)  
 The Harlem Renaissance  
 1 Class Option Available

---

[AFAM 401](#)  
 Narratives of Race  
 1 Class Option Available

---

[CONN 305](#)  
 Heroes and Rebels: Martial Arts Culture in China and Beyond  
 1 Class Option Available

---

[CONN 334](#)  
 Truth and Reconciliation in South Africa and Beyond  
 1 Class Option Available

**CONN 305**  
 Heroes and Rebels: Martial Arts Culture in China and Beyond

★ [Add to favorite courses](#)

▼ **Course Description**

Martial arts culture, an invented tradition still in the making, is a site where the cultural, political, and social intersect. At once national, diasporic, and transnational, it challenges and redefines established boundaries and collapses dualisms such as East vs. West and traditional vs. modern. It is therefore a promising entry point into discussions of cultural exchanges in the global context. From a transhistorical and cross-media perspective, this course engages multiple disciplinary approaches -- including literary studies, film and media studies, history, religion, gender studies, and cultural studies -- to examine the representations of martial arts culture in Chinese literature as well as in films from China and other East Asian countries. Through a close examination of 1) historical records and traditional short stories, 2) twentieth-century martial arts novels, and 3) martial arts and Kung Fu cinema, students will gain a historically informed understanding of the martial arts tradition and its cultural and political significance at different historical moments and in various locations. Students will also read selected scholarly works to enter the academic conversation on this topic.

Units 1.00  
 Grading Graded  
 Components Lecture  
 Course Career Undergraduate

▼ **Class Selection**

Select a class option Selected Filters 1 option

Option	Status	Session	Class Details	Days and Times	Room	Instructor	Seats
1	Open	Full Academic Session	<a href="#">Lecture - A</a>	Tuesday Thursday 3:30PM to 4:50PM	Wyatt Hall 301	Mengjun Li	Open Seats 22 of 22

**WARNING:** BEFORE you select a class to add to your Shopping Cart be sure to click the Class Details link to review prerequisites or to see if Instructor Consent (permission) is required.

*This example class (CONN 305) has no Pre-Requisites and does not require Instructor consent (permission) to enroll.*

Class Information		
Days, Time, Room, Instructor	Prerequisites and Notes	Unit Value and Grading method
CONN 305 Heroes and Rebels: Martial Arts Culture in China an Lecture - A		Status : Open
No Pre-Requisites		
Class Notes Placeholder		
Class Details		
Class Attributes 1	Core - Connections	
Class Attributes 2	Interdisciplinary Program - Asian Studies	

*The example class below (CLJ 370) has a Pre-Requisite (Requirement) of CLJ 220 and also requires Instructor consent (permission) to enroll.*

- For classes with a prerequisite (Requirement): Be sure you have taken the course(s) already, or are taking them in the current term. If not, you will need to select another class or have permission from the instructor to enroll.
- For Instructor Consent Required: Email the instructor to request permission to enroll.
- If the class requires 'Instructor Consent' (or has reserved 'set aside' seats), email the instructor for permission to enroll. **Provide your name, UPSID, relevant academic preparation, and reason for interest in the class.**

Class Information		
Days, Time, Room, Instructor	Prerequisites and Notes	Unit Value and Grading method
CLJ 370 Prison Archives and Public Memories: Researching the Lecture - A		Status : Open
Requirements CLJ 220		
No Class Notes		
Class Details		
Add Consent	Instructor Consent Required	
Class Attributes 1	Audit Flag - Cannot be audited.	
Class Attributes 2	Interdisciplinary Program - Crime, Law and Justice Studies Minor	

#### Step 4: Add a Class to your Shopping Cart.

Click anywhere in the class detail line if you wish to add the class to the Shopping Cart.

**CONN 305**  
Heroes and Rebels: Martial Arts Culture in China and Beyond

★ [Add to favorite courses](#)

▼ **Course Description**

Martial arts culture, an invented tradition still in the making, is a site where the cultural, political, and social intersect. At once national, diasporic, and transnational, it challenges and redefines established boundaries and collapses dualisms such as East vs. West and traditional vs. modern. It is therefore a promising entry point into discussions of cultural exchanges in the global context. From a transhistorical and cross-media perspective, this course engages multiple disciplinary approaches -- including literary studies, film and media studies, history, religion, gender studies, and cultural studies -- to examine the representations of martial arts culture in Chinese literature as well as in films from China and other East Asian countries. Through a close examination of 1) historical records and traditional short stories, 2) twentieth-century martial arts novels, and 3) martial arts and Kung Fu cinema, students will gain a historically informed understanding of the martial arts tradition and its cultural and political significance at different historical moments and in various locations. Students will also read selected scholarly works to enter the academic conversation on this topic.

Units 1.00  
Grading Graded  
Components Lecture  
Course Career Undergraduate

▼ **Class Selection**

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class Details	Days and Times	Room	Instructor	Seats
1	Open	Full Academic Session	Lecture - A	Tuesday Thursday 3:30PM to 4:50PM	Wyatt Hall 301	Mengjun Li	Open Seats 22 of 22

If class is closed, or if you want to waitlist if the class is closed later at your registration time, select the Yes/No button to 'Yes.' Then, click Accept to add to Shopping Cart.

**2023 Spring**  
Undergraduate  
University of Puget Sound

1 Review Class Preferences In Progress	<b>Step 1 of 2: Review Class Preferences</b>	<a href="#">Accept</a>
2 Review and Submit Not Started	<b>CONN 305 Heroes and Rebels: Martial Arts Culture in China and Beyond</b> Lecture - A - Open	
	Add to waitlist if class is full? ⓘ <a href="#">Yes</a>	

Click Submit to add to Shopping Cart.

1 Review Class Preferences Complete	<b>Step 2 of 2: Review and Submit</b>	<a href="#">Submit</a>										
2 Review and Submit Visited	<b>You have selected to add to your shopping cart</b>											
	<b>CONN 305 Heroes and Rebels: Martial Arts Culture in China and Beyond</b> Option Status Open											
	<table border="1"><thead><tr><th>Class</th><th>Session</th><th>Meeting Dates</th><th>Days and Times</th><th>Seats</th></tr></thead><tbody><tr><td>Lecture - A</td><td>Full Academic Session</td><td>01/17/2023 - 05/03/2023</td><td>Tuesday Thursday 3:30PM to 4:50PM</td><td>Open Seats 22 of 22</td></tr></tbody></table>	Class	Session	Meeting Dates	Days and Times	Seats	Lecture - A	Full Academic Session	01/17/2023 - 05/03/2023	Tuesday Thursday 3:30PM to 4:50PM	Open Seats 22 of 22	
Class	Session	Meeting Dates	Days and Times	Seats								
Lecture - A	Full Academic Session	01/17/2023 - 05/03/2023	Tuesday Thursday 3:30PM to 4:50PM	Open Seats 22 of 22								
	▶ <a href="#">Class Preferences</a>											

You will have a message that the class is added to your Shopping Cart. Return to Step 3 above (Class Search & Enroll link) to add additional classes to your cart.

2023 Spring  
Undergraduate  
University of Puget Sound

View My Classes

Academic Requirements

Enrollment Appointments 1

Shopping Cart

Class Search and Enroll

✓ CONN 305 - Heroes and Rebels: Martial Arts Culture in China and Beyond  
Class has been added to your Shopping Cart.

Return to Class Search Results

Return to Keyword Search Page

### Step 5: Enroll in Classes.

When all the classes you want to take are in your Shopping Cart, you are finished until your registration appointment time begins.

At your registration time, click the box next to each class in your Shopping Cart that you want to take. If you have more than 4.25 academic units in your cart, only select your first-choice 4.25 academic units. Then click 'Enroll.'

Just before your registration time, check the "Availability" (Open or Waitlist or Closed status) of each class in your cart. If any are closed or have a waitlist, you should either select other classes, or be sure that you checked the Waitlist box for the class you want to waitlist. To check if you requested the Waitlist option, select 'Change Preferences' at the right of each class. Students may waitlist up to two classes.

2023 Spring  
Undergraduate

View My Classes

Academic Requirements

Enrollment Appointments 1

Shopping Cart

Class Search and Enroll

Drop Classes

Swap Classes

Manage My Waitlist

Browse Course Catalog

Enroll Delete Validate

Your Shopping Cart




Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Wait List	Lecture - A	GQS 201 Gender, Queer, Feminist Studies	Full Academic Session	More meeting details available			1.00	Waitlist Available Places 92 of 99	Change Preferences
<input checked="" type="checkbox"/>	Open	Lecture - A	HIST 375 History of Sport in US Society	Full Academic Session	More meeting details available			1.00	Open Seats 19 of 19	Change Preferences
<input checked="" type="checkbox"/>	Open	Lecture - A	REL 205 Introduction to Jewish Studies	Full Academic Session	More meeting details available			1.00	Open Seats 28 of 28	Change Preferences

**Confirm your classes are correct and click 'Enroll.'** If you want to change a lab, or add a class you forgot to select, return to the Class Search and Enroll link to add a different class to the shopping cart. (NOTE: The option to Validate your class schedule is not enabled at this time.)



**Review the Confirmation page to be sure all the classes you wanted were added to your schedule.**


You should have a green check mark with message “This class has been added to your schedule” or a green check mark with “The pre-requisite has been met conditionally” (meaning the prerequisite is a class you are currently taking and will need to pass to remain in the class at the end of the term).

Confirmation	
 <b>GQS 201 - Introduction to Gender, Queer, and Feminist Studies</b>	Class 4933 is full. If a wait list is available, return to the shopping cart, and select the change preferences link. Select the wait list option and resubmit your request.
 <b>HIST 375 - History of Sport in US Society</b>	This class has been added to your schedule.
 <b>REL 205 - Introduction to Jewish Studies</b>	This class has been added to your schedule.

If you are waitlisted in a class, you will have a green check mark indicating your waitlist position. You are NOT enrolled if placed on the waitlist. Registrar’s Office will enroll students on the waitlist as other students, if any, drop the class during the open registration period. A notice will be sent to your pugetsound email address if you clear the waitlist.

 <b>GQS 201 - Introduction to Gender, Queer, and Feminist Studies</b>	Class 4933 is full. You have been placed on the wait list in position number 7.
--	---

If you attempt to enroll in an overload (more than 4.75 units for undergraduates), you will receive this error message. Contact the Registrar’s Office in Jones 13 or email [registrar@pugetsound.edu](mailto:registrar@pugetsound.edu) to discuss options and/or to get enrolled in the overload class.

 <b>REL 292 - Basics of Bioethics</b>	Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.
--	--

If there is not a Success message for each class, read the Error message.

- If the class has a time conflict, you will need to re-arrange your class schedule or find other class.
- If you do not have the required prerequisite, you will need to add another class. (Note: If you believe you can complete the class successfully without the prerequisite, you will need the instructor’s permission to enroll. Prerequisites are designed to verify students are able to complete a class successfully, and to be sure students have the background content, experience, and/or skills of other students in the class. If the instructor agrees to override the prerequisite, the instructor will override the prerequisite on their Class Add Codes page, and then you can return to myPugetSound and enroll in the class after that is done.

**Step 6: When you finish enrolling, be sure to go to “View My Classes” from the original Class Search & Enroll link.** Be sure all the classes are listed. If you think you enrolled in a particular class, and that class does not show with Enrolled status, try enrolling again.

If you have any questions or problems with registration, contact the Registrar’s Office. We would be happy to help! [registrar@pugetsound.edu](mailto:registrar@pugetsound.edu) or 253.879.3217.

**Step 7: Manage My Waitlist (If any classes have a Waitlist status)**

Click the Manage My Waitlist link in the Course Registration & Planning link on the myPugetSound homepage. This allows you to set which class, if any, should drop in order to be enrolled from the waitlist. If one of your enrolled classes has a time conflict with the waitlist class, you must set that enrolled class to drop. If the waitlist class would put you into an overload (more than 4.25 academic units, or more than 4.75 units altogether), you must set another enrolled class to drop.

Enter the term.

Select the currently registered class on your schedule.

Select the class in which you are waitlisted.

Click “Swap” button.

**Swap from Waitlist**

Students may select a class to drop if registered into a waitlisted class. To begin, select the term for which you are registered.

Term: Spring 2023 [Select]

Select the registered class you wish to swap for your waitlisted class.

Registered Class: HIST 293-A (5381) | Waitlisted Class: GQS 201-A (4933) [Swap]



Waitlisted Classes			Personalize	Find	View All	First	1 of 1	Last
Class	Description	Registered Class to be dropped						
1 GQS 201-A (4933)	Gender, Queer, Feminist Studies	None selected						

Review the list above to verify you made the swap arrangement you intended to make. If this is not what you intended, click Undo. If you are waitlisting a different section of a class for which you are already registered, you must swap those two classes.

**Please remember, for the waitlist to function, a space must first open in the waitlisted class.**

Additionally, the waitlist may not function if the meeting time for the waitlisted class conflicts with the meeting time of another registered class, if registration in your waitlisted class will result in a schedule overload, or if you do not have the prerequisites for the waitlisted class.

When finished, confirm that the registered and waitlist class is what you expect:

<b>Waitlisted Classes</b>			
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>       First  1 of 1  Last			
Class	Description	Registered Class to be dropped	Undo
1 GQS 201-A (4933)	Gnder, Queer, Feminist Studies	HIST 293-A (5381)	<input type="button" value="Undo"/>

# FAQs (Frequently Asked Questions)

## How do I know how many seats remain in a class?

Click on a class to view the Seats available.

In this example, there are two sections of GQS 201. The “Lecture-B” section is open with 28 seats available. The “Lecture-A” section is closed with a waitlist. 93 of 99 means that 93 more students may waitlist and 6 students are already on the waitlist. The fewer available waitlist seats, the less likely a student will be able to join the class later.

**GQS 201**  
Introduction to Gender, Queer, and Feminist Studies  
★ [Add to favorite courses](#)  
▼ **Course Description**

This course serves as an introduction to Gender, Queer and Feminist Studies. It surveys the history of feminism, and then explores the rise and trajectories of gender studies and queer studies. The course engages with the ways in which gender, sexuality, race, class, ability/disability, and other facets of identity intersect with each other. Students will consider the implications of activism as well as the academic development of these disciplines, and they will engage with the ways that the readings touch upon their own lives.

Units 1.00  
Grading Graded  
Components Lecture  
Course Career Undergraduate

▼ **Class Selection**  
Select a class option ⓘ Selected Filters 2 options

Option	Status	Session	Class Details	Days and Times	Room	Instructor	Seats
1	Open	Full Academic Session	Lecture - B	Tuesday Thursday 12:30PM to 1:50PM	Howarth Hall 201	To be Announced	Open Seats 28 of 28
2	Wait List	Full Academic Session	Lecture - A	Tuesday Thursday 9:30AM to 10:50AM	Howarth Hall 203	Greta Austin	Waitlist Available Places 93 of 99

## How do I search for class that meets on particular days?

Students may have most classes on MWF, and want to find a Tuesday/Thursday class to balance their class schedule, or may need particular days due to work or other commitments outside of classes. If you do not want to first search by Subject or Topic, or Core, or Interdisciplinary Program, and simply are looking for any open class on particular days, do this: Type the word ‘undergraduate’ in the main search bar.

**2023 Spring** [Change](#)

View My Classes

Academic Requirements

Enrollment Appointments 1

Shopping Cart

**Class Search and Enroll**

Search Tips ⓘ

[Browse by subject and other options](#)

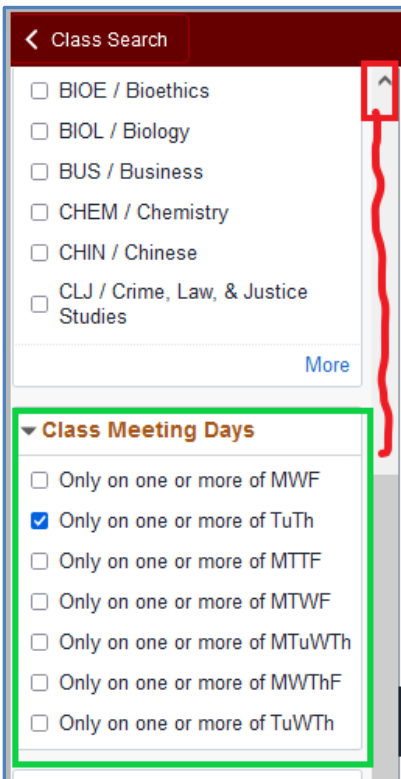
[Core classes](#)

[Interdisciplinary program classes](#)

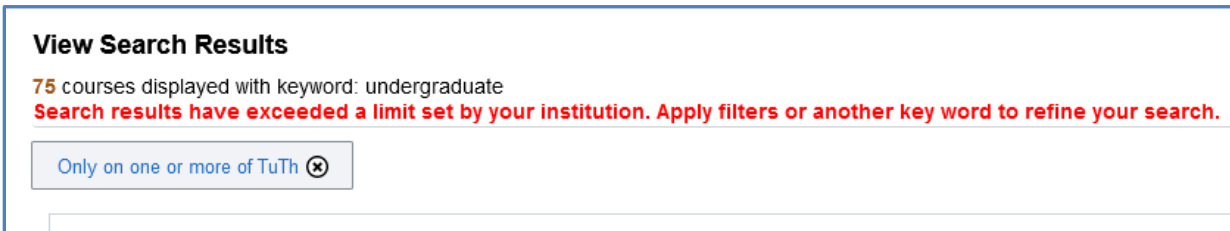
▶ **Favorites**

▶ **Recently Viewed**

This search takes some time, as the search is loading all undergraduate classes. Only the first 75 classes will load. Once you get the search filters at the left of your screen, scroll down the filter categories to search by Class Meeting Days.



You may need to further refine the search by Subject, Class Start Time, or other criteria, if there are more than 75 classes meeting on the days you select. You can select several Subjects if you have multiple interests.



### How do I search for class that meets at a particular time of day?

Students may have most classes in the morning or afternoon, and want to find a class at a different time of day to balance their class schedule, or may need particular class times due to work or other commitments outside of classes. If you do not want to first search by Subject or Topic, or Core, or Interdisciplinary Program, and simply are looking for any open class that has a particular start or end time, do this: Type the word 'undergraduate' in the main search bar.

This search takes some time, as the search is loading all undergraduate classes. Only the first 75 classes will load. Once you get the search filters at the left of your screen, scroll down the filter categories to search by Class Start Times or Class End Times. You can select multiple start and end times if several options might work with your other classes.

2023 Spring [Change](#)

View My Classes	Search Tips <a href="#">i</a> <b>undergraduate</b>
Academic Requirements	Browse by subject and other options
Enrollment Appointments <span>1</span>	Core classes Interdisciplinary program classes
Shopping Cart	▶ Favorites ▶ Recently Viewed
<b>Class Search and Enroll</b>	

▼ **Class Start Times**

- Start 11:00am - 11:50am
- Start 12:00pm - 12:50pm
- Start 1:00pm - 1:50pm
- Start 3:00pm - 3:50pm

---

▼ **Class End Times**

- End 12:00pm - 12:50pm
- End 1:00pm - 1:50pm
- End 2:00pm - 2:50pm
- End 3:00pm - 3:50pm
- End 4:00pm - 4:50pm
- End 5:00pm - 5:50pm

## How do I swap classes?

In the Course Registration & Planning link on myPugetSound, select Swap Classes. Then select one of the classes in your current schedule from the drop down choices. Then select Search to find the new class you want. If you already have the new class in your Shopping Cart, or if you know the 4-digit Class Number, you may enter that instead of using Class Search to find the new class.

2023 Spring Undergraduate University of Puget Sound Change

- View My Classes
- Academic Requirements
- Enrollment Appointments 1
- Shopping Cart
- Class Search and Enroll
- Drop Classes
- Swap Classes**
- Manage My Waitlist
- Browse Course Catalog

### Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

**Swap This Class**

Select from your schedule

ARTH 276: Western Art II: Renaiss-Modern (4251)

**With This Class**

Search for Classes

Class Search

Or

Select from Shopping Cart

Or

Enter Class Number

Search

After selecting the new class, move through the three steps to Review and Confirm the swap of classes.

Exit Swap Classes Next >

2023 Spring Undergraduate University of Puget Sound

- Review Class Selection** Complete
- Review Class Preferences Complete
- Confirm Class Swap Visited

### Step 1 of 3: Review Class Selection

You have selected

**ENGL 227 Introduction to Writing Fiction**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - A	Full Academic Session	01/17/2023 - 05/03/2023	Tuesday Thursday 9:30AM to 10:50AM	Open Seats 20 of 20

- Review Class Selection Complete
- Review Class Preferences Complete
- Confirm Class Swap** Visited

### Step 3 of 3: Confirm Class Swap

You are replacing this Class

**ARTH 276 Studies in Western Art II: Renaissance to Modern Art**

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - A	Full Academic Session	01/17/2023 - 05/03/2023	Tuesday Thursday 9:30AM to 10:50AM	Open Seats 27 of 28

**With this Class**

**ENGL 227 Introduction to Writing Fiction**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - A	Full Academic Session	01/17/2023 - 05/03/2023	Tuesday Thursday 9:30AM to 10:50AM	Open Seats 20 of 20

**Class Preferences**

Submit

Review the Confirmation message to be sure the new class has been added to your schedule:

✔ Swap ARTH 276 - Studies in Western Art II: Renaissance to Modern Art with ENGL 227 - Introduction to Writing Fiction  
This class has been added to your schedule.

### **Search by filter criteria doesn't seem to be working. Any ideas why?**

Try clearing the browser cache and try again. This may happen if staff/faculty/students are going between multiple environments (Production, Test, Development) and the system is getting confused; thus clearing browser cache helps. If multiple tabs are open in a browser, this may also cause search problems and clearing cache may help.