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) 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 pursing 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.