

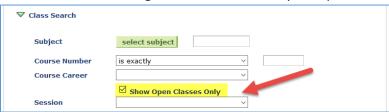
Searching the GET Schedule of Classes for Zero Cost Course Materials (ZCCM) Sections

Effective January 1, 2018 all CSU campuses are required to identify course sections that exclusively use digital course materials that are free of charge to students and which may have lost-cost print options. Sections meeting these qualifications are identified by the respective academic department and are referred to as Zero Cost Course Material (ZCCM) sections. The steps outlined below indicate how to search for these sections in the GET Schedule of Classes using the ZCCM course attribute.

- 1. Point your browser to the online GET Schedule of Classes.
- 2. On the search page, select Cal State University L.A. from the Institution drop-down menu. Select Spring Semester 2018, or the appropriate term, from the Term drop-down menu.



- 3. To search for open course sections only, verify that the Show Open Classes Only checkbox is checked.
 - a. To search for sections regardless of whether they are open or closed, uncheck this box.



4. Click on the arrow next to Additional Search Criteria.

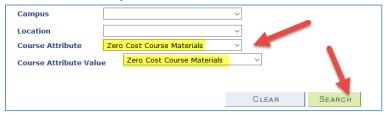


- 5. A series of additional drop-down menus and fields will appear.
 - a. If you want to search for ZCCM sections using additional criteria, for example, MATH sections that are also ZCCM, ZCCM sections on specific days of the week, etc.; select or enter that additional criteria from the related drop-down menu(s) or field(s).

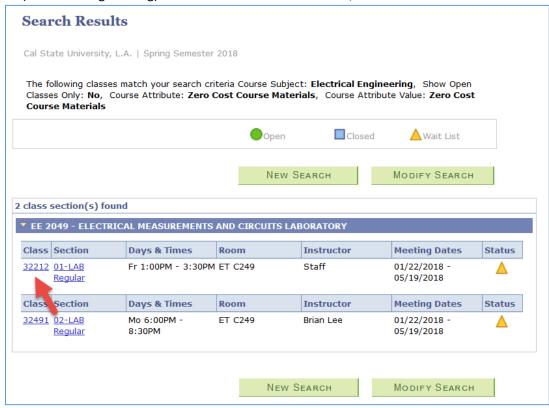
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6. From the Course Attribute drop-down menu, select Zero Cost Course Materials. Then from the Course Attribute Value drop-down menu, also select Zero Cost Course Materials. Click Search.



- 7. If the search results will return more than 50 sections, you will receive a message indicating so. Click OK to continue.
- 8. The search results will return all sections that carry the ZCCM Course Attribute, and which meet the additional criteria you entered, if applicable. Below is an example of search results of ZCCM sections in EE (Electrical Engineering). To view the details of a section, click on the Class Number.



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9. Below is an exam of Class Details for this particular ZCCM section. Note that the Zero Cost Course Materials notation is also indicated on the Class Details page. To exit Class Details and return to the list of search results, click on the View Search Results button.

