1. Go to [UPSem's Self Service home page](). You do not need to log in to search for classes.

2. Click on the "Find Courses" link under the main picture.

3. Choose the period you want to search. (Courses offered in the summer in Charlotte are listed under "May".)

4. Choose either Richmond Main or Charlotte Main as your Session" – courses may not be audited through our Extended Campus Program.

5. Choose "UPSem Courses" for Registration Type.

6. On the far right side of your screen you can change the number of results per page if you wish. If you choose 100 results per page it will show the courses all on one list.

7. Click "Search".

8. Once you have the list of currently offered classes, you can click on the course number under the course name to see a more detailed description of the course.


The Registrar's Office updates the course listing based on faculty approval which occurs throughout the year.