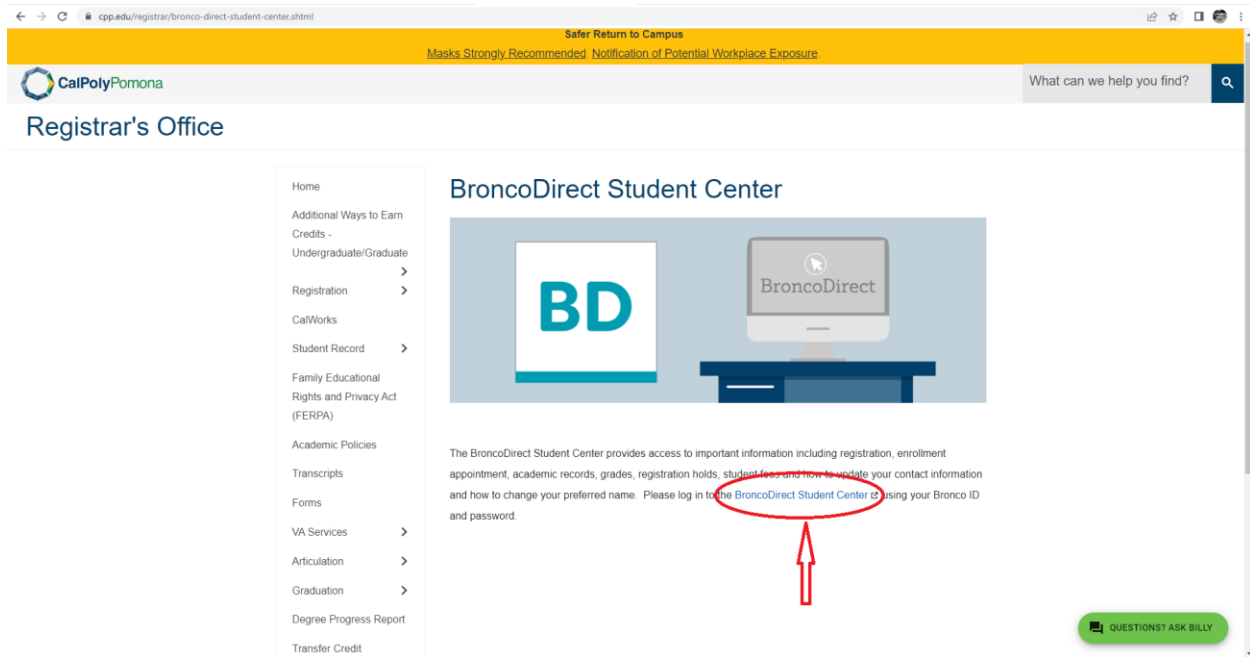


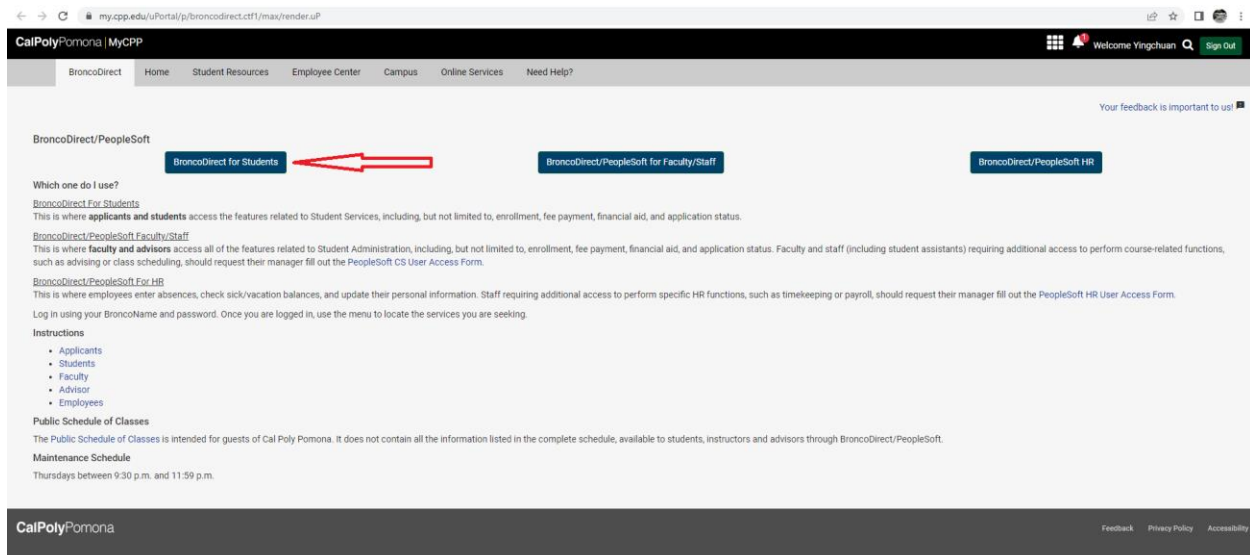
## Find Course Details in BroncoDirect

Click <https://www.cpp.edu/registrar/bronco-direct-student-center.shtml>

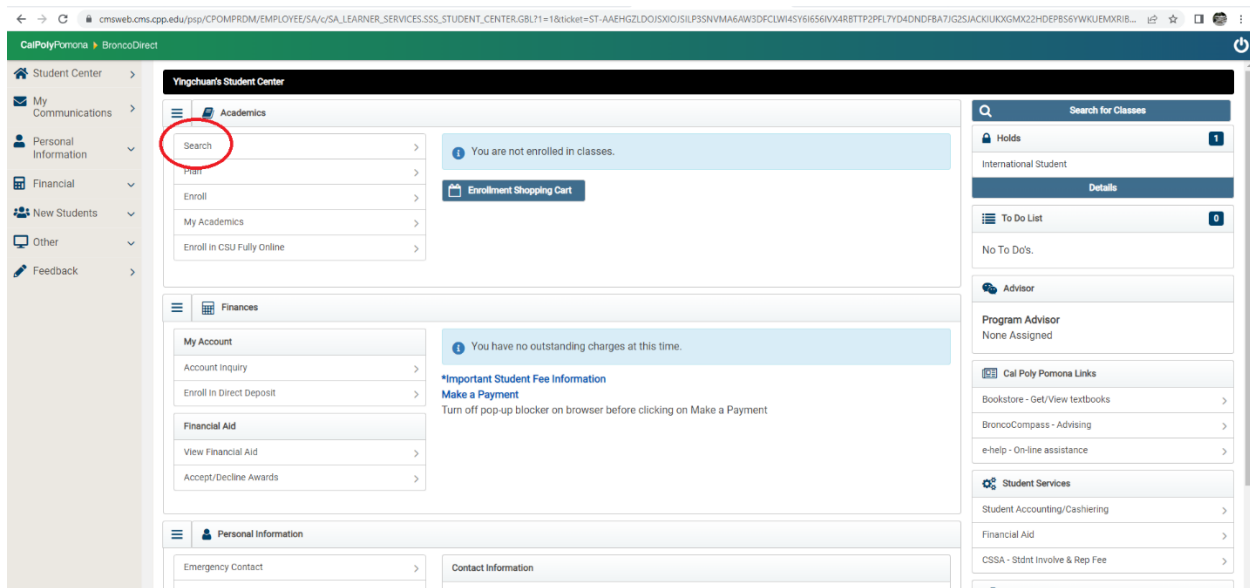
Then click “BroncoDirect Student Center”, and use your CPP username and password to login



Click “BroncoDirect for Students”

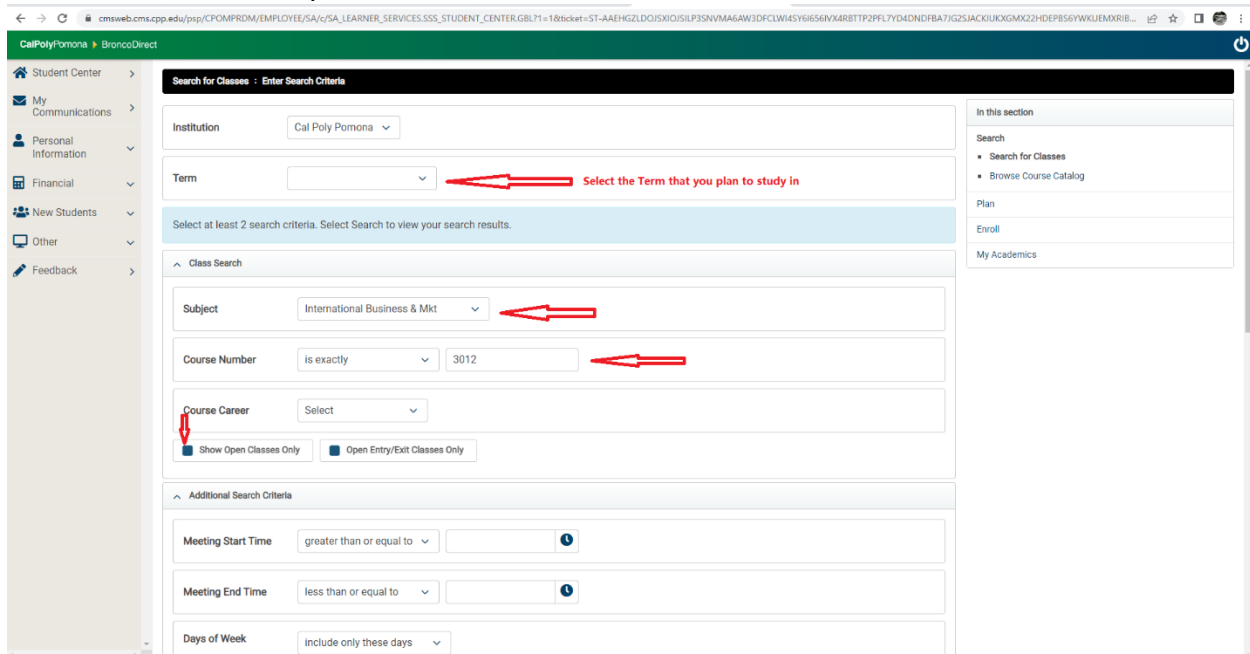


Click “Search”



Now, we take the course of “IBM3012” for instance

- Select the semester you will study in under “Term”
- Select “International Business & Mkt” under “Subject”
- Type “3012” under “Course Number”
- Uncheck “Show Open Classes Only”
- Scroll all the way down to click “Search”



Click the course name

The screenshot shows the CalPoly Pomona search results page. The search criteria are: Course Subject: International Business & Mkt, Course Number is exactly '3012', and Show Open Classes Only: No. The results show 6 class section(s) found. The first result, 'IBM 3012 - Principles of Marketing Management', is circled in red. The page also includes a sidebar with navigation links and a right-hand panel with search options.

Search for Classes : Search Results

The following classes match your search criteria:

- Course Subject: International Business & Mkt
- Course Number is exactly '3012'
- Show Open Classes Only: No

6 class section(s) found

IBM 3012 - Principles of Marketing Management

Modify Search New Search

**You will see multiple sections of a course with multiple dates/time. This is good because it allows you to avoid conflicts when you take multiple courses.** All sections of a course are same but taught by different instructors.

Even though some sections of a course may be “CLOSED”, or on “WAIT LIST”, you can still petition for it. However, unless you really want to petition for this specific section, it is suggested that you petition for those sections that are “OPEN”.

The screenshot shows the CalPoly Pomona search results page for 'IBM 3012 - Principles of Marketing Management'. The search criteria are: Course Subject: International Business & Mkt, Course Number is exactly '3012', and Show Open Classes Only: No. The results show 6 class section(s) found. The page displays a table of sections with columns for Class, Section, Days & Times, Room, Instructor, Meeting Dates, and Status. The status column shows 'OPEN', 'CLOSED', and 'WAIT LIST'.

6 class section(s) found

IBM 3012 - Principles of Marketing Management

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
71417	01-LEC Regular	We 10:00AM - 10:50AM TBA	TBA	Anthony Kim Anthony Kim	08/25/2022 - 12/11/2022 08/25/2022 - 12/11/2022	OPEN
71418	02-LEC Regular	TBA	TBA	Jae Jung	08/25/2022 - 12/11/2022	WAIT LIST
71419	03-LEC Regular	MoWe 5:30PM - 6:45PM	TBA	Tarique Hossain	08/25/2022 - 12/11/2022	OPEN
71420	04-LEC Regular	TuTh 10:00AM - 11:15AM	TBA	Jun Myers	08/25/2022 - 12/11/2022	WAIT LIST
71421	05-LEC Regular	TuTh 1:00PM - 2:15PM	Bldg 162 Rm 1001	Michael Assumma	08/25/2022 - 12/11/2022	WAIT LIST
71422	06-LEC Regular	TuTh 2:30PM - 3:45PM	Bldg 162 Rm 1001	James Oakley	08/25/2022 - 12/11/2022	OPEN

Modify Search New Search

## Below are important course information that you will use to fill out the “Petition Form”

### No. 1: Class/Course#

Course Subject: International Business & Mkt  
Course Number is exactly 3012  
Show Open Classes Only: No

6 class section(s) found

IBM 3012 - Principles of Marketing Management

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
71417	01-LEC Regular	We 10:00AM - 10:50AM TBA	TBA	Anthony Kim Anthony Kim	08/25/2022 - 12/11/2022 08/25/2022 - 12/11/2022	OPEN
71418	02-LEC Regular	TBA	TBA	Jae Jung	08/25/2022 - 12/11/2022	WAIT LIST
71419	03-LEC Regular	MoWe 5:30PM - 6:45PM	TBA	Tarique Hossain	08/25/2022 - 12/11/2022	OPEN
71420	04-LEC Regular	TuTh 10:00AM - 11:15AM	TBA	Jun Myers	08/25/2022 - 12/11/2022	WAIT LIST
71421	05-LEC Regular	TuTh 1:00PM - 2:15PM	Bldg 162 Rm 1001	Michael Assumma	08/25/2022 - 12/11/2022	WAIT LIST
71422	06-LEC Regular	TuTh 2:30PM - 3:45PM	Bldg 162 Rm 1001	James Oakley	08/25/2022 - 12/11/2022	OPEN

Modify Search New Search

### No. 2: Subject# (the 3 letters)

Course Subject: International Business & Mkt  
Course Number is exactly 3012  
Show Open Classes Only: No

6 class section(s) found

IBM 3012 - Principles of Marketing Management

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
71417	01-LEC Regular	We 10:00AM - 10:50AM TBA	TBA	Anthony Kim Anthony Kim	08/25/2022 - 12/11/2022 08/25/2022 - 12/11/2022	OPEN
71418	02-LEC Regular	TBA	TBA	Jae Jung	08/25/2022 - 12/11/2022	WAIT LIST
71419	03-LEC Regular	MoWe 5:30PM - 6:45PM	TBA	Tarique Hossain	08/25/2022 - 12/11/2022	OPEN
71420	04-LEC Regular	TuTh 10:00AM - 11:15AM	TBA	Jun Myers	08/25/2022 - 12/11/2022	WAIT LIST
71421	05-LEC Regular	TuTh 1:00PM - 2:15PM	Bldg 162 Rm 1001	Michael Assumma	08/25/2022 - 12/11/2022	WAIT LIST
71422	06-LEC Regular	TuTh 2:30PM - 3:45PM	Bldg 162 Rm 1001	James Oakley	08/25/2022 - 12/11/2022	OPEN

Modify Search New Search

### No. 3: Catalog# (the 4 digits)

Course Subject: International Business & Mkt  
Course Number is exactly 3012  
Show Open Classes Only: No

6 class section(s) found

IBM 3012 - Principles of Marketing Management

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
71417	01-LEC Regular	We 10:00AM - 10:50AM TBA	TBA	Anthony Kim Anthony Kim	08/25/2022 - 12/11/2022 08/25/2022 - 12/11/2022	OPEN
71418	02-LEC Regular	TBA	TBA	Jae Jung	08/25/2022 - 12/11/2022	WAIT LIST
71419	03-LEC Regular	MoWe 5:30PM - 6:45PM	TBA	Tarique Hossain	08/25/2022 - 12/11/2022	OPEN
71420	04-LEC Regular	TuTh 10:00AM - 11:15AM	TBA	Jun Myers	08/25/2022 - 12/11/2022	WAIT LIST
71421	05-LEC Regular	TuTh 1:00PM - 2:15PM	Bldg 162 Rm 1001	Michael Assumma	08/25/2022 - 12/11/2022	WAIT LIST
71422	06-LEC Regular	TuTh 2:30PM - 3:45PM	Bldg 162 Rm 1001	James Oakley	08/25/2022 - 12/11/2022	OPEN

Modify Search New Search

### No. 4: Section#

Course Subject: International Business & Mkt  
Course Number is exactly 3012  
Show Open Classes Only: No

6 class section(s) found

IBM 3012 - Principles of Marketing Management

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
71417	01-LEC Regular	We 10:00AM - 10:50AM TBA	TBA	Anthony Kim Anthony Kim	08/25/2022 - 12/11/2022 08/25/2022 - 12/11/2022	OPEN
71418	02-LEC Regular	TBA	TBA	Jae Jung	08/25/2022 - 12/11/2022	WAIT LIST
71419	03-LEC Regular	MoWe 5:30PM - 6:45PM	TBA	Tarique Hossain	08/25/2022 - 12/11/2022	OPEN
71420	04-LEC Regular	TuTh 10:00AM - 11:15AM	TBA	Jun Myers	08/25/2022 - 12/11/2022	WAIT LIST
71421	05-LEC Regular	TuTh 1:00PM - 2:15PM	Bldg 162 Rm 1001	Michael Assumma	08/25/2022 - 12/11/2022	WAIT LIST
71422	06-LEC Regular	TuTh 2:30PM - 3:45PM	Bldg 162 Rm 1001	James Oakley	08/25/2022 - 12/11/2022	OPEN

Modify Search New Search

## No. 5: Description (the course name)

Course Subject: International Business & Mkt  
Course Number is exactly '3012'  
Show Open Classes Only: No

6 class section(s) found

IBM 3012 **Principles of Marketing Management**

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
71417	01-LEC Regular	We 10:00AM - 10:50AM TBA	TBA	Anthony Kim Anthony Kim	08/25/2022 - 12/11/2022 08/25/2022 - 12/11/2022	✓
71418	02-LEC Regular	TBA	TBA	Jae Jung	08/25/2022 - 12/11/2022	⚠
71419	03-LEC Regular	MoWe 5:30PM - 6:45PM	TBA	Tarique Hossain	08/25/2022 - 12/11/2022	✓
71420	04-LEC Regular	TuTh 10:00AM - 11:15AM	TBA	Jun Myers	08/25/2022 - 12/11/2022	⚠
71421	05-LEC Regular	TuTh 1:00PM - 2:15PM	Bldg 162 Rm 1001	Michael Assumma	08/25/2022 - 12/11/2022	⚠
71422	06-LEC Regular	TuTh 2:30PM - 3:45PM	Bldg 162 Rm 1001	James Oakley	08/25/2022 - 12/11/2022	✓

Modify Search New Search

## No. 6: Instructor Name (Once Instructor name is put in the petition form, the instructor email will automatically pop up)

Course Subject: International Business & Mkt  
Course Number is exactly '3012'  
Show Open Classes Only: No

6 class section(s) found

IBM 3012 - Principles of Marketing Management

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
71417	01-LEC Regular	We 10:00AM - 10:50AM TBA	TBA	Anthony Kim Anthony Kim	08/25/2022 - 12/11/2022 08/25/2022 - 12/11/2022	✓
71418	02-LEC Regular	TBA	TBA	Jae Jung	08/25/2022 - 12/11/2022	⚠
71419	03-LEC Regular	MoWe 5:30PM - 6:45PM	TBA	Tarique Hossain	08/25/2022 - 12/11/2022	✓
71420	04-LEC Regular	TuTh 10:00AM - 11:15AM	TBA	Jun Myers	08/25/2022 - 12/11/2022	⚠
71421	05-LEC Regular	TuTh 1:00PM - 2:15PM	Bldg 162 Rm 1001	Michael Assumma	08/25/2022 - 12/11/2022	⚠
71422	06-LEC Regular	TuTh 2:30PM - 3:45PM	Bldg 162 Rm 1001	James Oakley	08/25/2022 - 12/11/2022	✓

Modify Search New Search

## No. 7: Units

To find the course unit information, first please click the area circled in red as below

Cal Poly Pomona BroncoDirect

Course Subject: International Business & Mkt  
Course Number is exactly '3012'  
Show Open Classes Only: No

6 class section(s) found

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
71417	01-LEC Regular	We 10:00AM - 10:50AM	TBA	Anthony Kim Anthony Kim	08/25/2022 - 12/11/2022 08/25/2022 - 12/11/2022	OPEN
71418	02-LEC Regular	TBA	TBA	Jae Jung	08/25/2022 - 12/11/2022	WAIT LIST
71419	03-LEC Regular	MoWe 5:30PM - 6:45PM	TBA	Tarique Hossain	08/25/2022 - 12/11/2022	OPEN
71420	04-LEC Regular	TuTh 10:00AM - 11:15AM	TBA	Jun Myers	08/25/2022 - 12/11/2022	WAIT LIST
71421	05-LEC Regular	TuTh 1:00PM - 2:15PM	Bldg 162 Rm 1001	Michael Assumma	08/25/2022 - 12/11/2022	WAIT LIST
71422	06-LEC Regular	TuTh 2:30PM - 3:45PM	Bldg 162 Rm 1001	James Oakley	08/25/2022 - 12/11/2022	OPEN

Then, you will find:

- Course unit information
- Instruction Mode
- Class Availability Information
- Whether there is a "Pre-requisite" requirement

Search for Classes : Class Detail : Cal Poly Pomona : IBM 3012 - 01 Principles of Marketing Management

Class Details

Status: Open  
Class Number: 71417  
Session: Regular Academic Session  
Units: 3 units  
Instruction Mode: asynchronous  
Course Components: Lecture Required  
Career: Undergraduate  
Dates: 8/25/2022 - 12/11/2022  
Instruction Mode: Graded  
Location: Cal Poly Pomona  
Campus: Main Campus

Meeting Information

DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
We 10:00AM - 10:50AM	TBA	Anthony Kim	08/25/2022 - 12/11/2022
TBA	TBA	Anthony Kim	08/25/2022 - 12/11/2022

Enrollment Information

Enrollment Requirements  
Prerequisite(s): Completion of GE Area A2.

Class Availability

Class Capacity	180
Wait List Capacity	180
Enrollment Total	97
Wait List Total	0

## IMPORTANT REFERENCE:

1. Pre-requisite Requirement is usually in forms of a course code, for instance, IBM2500, ACC2100, etc. However, the above example (IBM3012) shows “Completion of GE Area A2”, which means once you finish the “General Education Course”; you will be eligible to petition for IBM3012. Therefore, we say that IBM3012 **does NOT** have a pre-requisite requirement.

Please remember, for most courses with the course code greater than 3000, they usually have one or multiple “Pre-requisite Requirement”. For example, the below course of IBM4022 **does have** a pre-requisite requirement of IBM3012, which means you will only be eligible to petition for IBM4022 if you’ve completed IBM3012. **If you petition for a course that has pre-requisite requirements, please do remember to attach your transcript in the “Petition Form” to show that you have taken that specific “pre-requisite course”.**

Cal Poly Pomona BroncoDirect

Search for Classes : Class Detail : Cal Poly Pomona : IBM 4022 - 01 Brand Impression and Management

Class Details

- Status: Open
- Class Number: 72667
- Session: Regular Academic Session
- Units: 3 units
- Instruction Mode: Face-to-Face
- Course Components: Lecture Required
- Career: Undergraduate
- Dates: 8/25/2022 - 12/11/2022
- Instruction Mode: Graded
- Location: Cal Poly Pomona
- Campus: Main Campus

Meeting Information

DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
TuTh 10:00AM - 11:15AM	Bldg 9 Rm 211	Xin Liu	08/25/2022 - 12/11/2022

Enrollment Information

Enrollment Requirements

Prerequisite(s): C or better in IBM 301 or IBM 3012

2. Instruction Mode: [www.cpp.edu/studentsuccess/guides/instruction-modes.shtml](http://www.cpp.edu/studentsuccess/guides/instruction-modes.shtml)

3. Class Availability: For Semester@CPP program students, you may also be eligible to petition for the classes even though the availability is full.

4. What does the course petition part in the “Petition Form” look like? Please see below.

Course Information

Example:

Class/Course #	Subject #	Catalog #	Section	Description	Units	Does the course have a prerequisite?	Instructor Name	Instructor Email
31173	BIO	211OL	06	Biostatistics Laboratory	4	YES	Justin Medina	JRMEDINA

Your Course(s):

A valid Class # should auto populate Subject, Catalog, Section, and Description when you move to their fields. If not, please double check to ensure you're entering the correct Class #.

Class/Course #1 *	Subject *	Catalog *	Section *	Description *	Units *	Prerequisite *	Instructor Name *	Instructor Email *
Class/Course #2	Subject #	Catalog #	Section	Description	Units	Prerequisite	Instructor Name	Instructor Email
Class/Course #3	Subject #	Catalog #	Section	Description	Units	Prerequisite	Instructor Name	Instructor Email
Class/Course #4	Subject #	Catalog #	Section	Description	Units	Prerequisite	Instructor Name	Instructor Email
Class/Course #5	Subject #	Catalog #	Section	Description	Units	Prerequisite	Instructor Name	Instructor Email

It is recommended that you upload a transcript (unofficial is ok) showing you have met the pre-requisites for any courses you are attempting to enroll in. This information is helpful to streamline the approval of your course request.