

### Browse & Search for Classes (mobile friendly)





Open a browser and go to your campus website. **Step 1:** Click on **Students** or **Current Students**.

www.seattlecentral.edu www.southseattle.edu www.northseattle.edu

### **Students**



#### **Latest from North Seattle**









Crawford Appointed President ( North Seattle College



## Step 2: Click the Class Schedule icon.



The **Class Search** page is the default view. To browse classes by course number or see the course catalog, click the **Class Information** icon in the left navigation bar.



You must be logged in to enroll in a class or add a class to your Shopping Cart or Planner. If you have applied or are a current student, please log in to your account before searching so you can search and enroll at the same time. See the next slide for login review. If you're just looking, go to **Step 4**.



Login: 1. Click the profile icon at the bottom left. 2. Log in using your ctcLink ID and password.

### Search layout depends on the size of your screen.



Use the options and filters to narrow your search. You must select a **Term** and you can click **More Filters** to expand the list of search criteria.

**Step 4:** TERM is the only required field. All other fields are optional.

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Leave it unchecked to see open and closed (full) classes.

Use Subject Begins with and type in the 2-5 character subject to see ALL classes for subjects that have CCN (BIOL&, ENGL&, Step 5: CHEM&) and non-CCN courses (BIOL, ENGL, CHEM).

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Select all the required (\*) search criteria.

Term: * FALL 2021	~	Subject Begins With: ENGL	Subject: ^ C
Keyword		Instructor Last Name	Any Subject
			Accounting
Course Attribute	~	Course Attribute Value V	Accounting (CCN)
End Time	~	Start Date From	Accounting w/ Intl Accounting
Session	~		Adult Basic Education
CCSION			Allied Health
Search		Reset Filters	American Sign Language (CCN)
Show Open Clas	ses Only	Anthropology (CCN)	

Check the **Show Open Classes Only** box to see ONLY OPEN CLASSES. Leave it unchecked to see open and closed (full) classes. Note that CCN and regular courses are listed separately. Be sure to look in BOTH subject lists (example, CHEM -Chemistry and CHEM& - Chemistry (CCN)) or use **Subject Begins with** to see ALL the Chemistry classes offered that quarter.

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What are CCN courses? Common course numbered (CCN) courses allow for easier transfer between colleges and are noted by an "&" after the department name.



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Search by **Subject** but remember that CCN courses and non-CCN courses are listed separately in the **Subject** filter. Use **Subject Begins With** to see ALL ENGL, BIOL, CHEM, etc. classes.



Search by Course Number or Class Number. Course Number is the catalog number of the course such as Chemistry 139 and Accounting 102. Class Number represents unique instance of this course offered this quarter.

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open and closed (full) classes.

Search by Instructor Last Name, Instruction Mode, Location, and other filters. Please review the Class Notes for more specific information from the Step 8: instructor (see Step 16).



Step 9:

If you would like to narrow the search to a specific type of course such as *"Learning Community", "Communication",* or *"Natural World",* choose your college from the **Course Attribute** dropdown menu and then select the course type from the **Course Attribute Value** list.

≡	Class Search		
	Select all the required (*) search criteria. Term: * WINTER 2022 Subject Begins With	Subjec	End Time
	Course Attribute:  Course Attribute Value Course Attribute Value Course Attribute Value Course Attribute Value	Fe Units Start D	Course Attribute:
	<ul> <li>OER: No Textbook to Purchase</li> <li>Bates Attributes</li> <li>Bellevue Defined Attributes</li> </ul>	Start D	End Time V Low-Cost Textbooks
	leset Filters		

Use the **Course Attribute** and **Course Attribute Value** filters to view classes with *Low-Cost Textbooks* and *OER: No Textbook to Purchase*.

*Low-Cost Textbooks* = total cost of textbooks <= \$50 *OER: No Textbook to Purchase* = Open Education Textbook: no purchase required

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Select all the required (\*) search criteria.

Term:* SUMMER 2021	Subject Begins With: ENGL	Subject	~	Class Number	Catalog #	Instruction Mode								
Keyword	Fewer Filters 3				_									
Instructor Last Name	Course Attribute ~	Course Attribute Value	~	Units: 2	Location ~	Days	~							
Start Time 🗸	End Time ~	Start Date From		Start Date To	Academic Organization 🗸	Acad Group	~							
Requirement Designation $\checkmark$	Session ~	Acad Career	~											
Search	Reset Filters													
	Search Reset Filters     Show Open Classes Only     Check the Show Open Classes Only box to see ONLY OPEN CLASSES. Leave it													

unchecked to see open and closed (full) classes.

Use **Units** to search by number of credits. You must enter the number of credits. You cannot search by "less than" or "greater than".

Se	elect all the required (*) se	search	ı criteria.									
	Term:* SUMMER 2021	~	Keyword: ENGL		Subject:	~	Class Number:		Catalog #:		Fewer Filters 2	
	Instruction mode:	~	Keyword:		Instructor Last Name		Course Attribute	~	ourse Attribute Value	Uni	its	
1	Location	~	Days	~	Time Range		Start Date Between		Academic Organization:	Ac	d Group	~
1	Requirement Designatior	n Y	Session	~					Any Academic Organization			
									Basic & Transitional St Div			
	Search		Reset Filters		J				Business & Accounting Dept			
ſ	Show Open Classes	s Only							Continuing Education Divisio	on		
									Education Dept			
	Check the Sho	w C	Open Classes On	nly					Electronics/Engineer Tech De	ept		
	box to see ONL	LY C	)PEN CLASSES.						Health & Medical Dept			
			ed to see open a	nd					Humanities Division			
	closed (full) clo	JSSE	25.									

Step 11:Use the Academic Organization filter to search for classes by department.For example, if you would like to see all classes offered by the Business &<br/>Accounting Department or all Humanities classes.

#### E Class Search



Review your search criteria. You can see the filter count at the top right.

Remember! If you only want to see open classes, check the Show Open Classes Only box. Don't check this box if you may want to add yourself to the Waitlist of a full class.

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Select all the required (\*) search criteria.

Course Attribute	~	Course Attribute Value	~	Units: 5		Virtual × v	Days	~	Start T	īme	`
End Time	~	Start Date From		Start Date To	Ē	Academic Organization	Acad (	àroup 🗸 🗸	Requir	rement Designatio	on`
Session	~										

# Step 13: Once your filters are set, click Search.



Microbiology | BIOL& 260

Step 14:

Review the course/class options. Pay attention to the **Section** name: **LEC** = Lecture and **LAB** = Laboratory/Studio. Click on the class section to see more information about it, including special registration instructions, class notes, and textbook information.

=	>	V1L-LAB (2210)		1	ARR	-	-	Virtual	06/28 - 08/19	Michelle Kelly	C 0/20			
8	Prir	ntmaking - Screer	nprint   ART	124									St	tatus Key
⊕		SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS			
	>	01-LEC (2211)	-	1	TuTh TuTh	1:00 pm 1:00 pm	4:20 pm 4:20 pm	NS - AS - Drawi NS - AS - Print		– Amanda Knowk	0 5/20	0	9/30	Green O means the class is still open and students aren't added to a waitlist, yet. 9/30 means there are still 9 available spots out of 30 total spots.
	>	01L-LAB (2212)	-	1	ARR	-	-	NS - TBA - TBA	06/28 - 08/19	Amanda Knowle	0 5/20		0/10	Orange W and Gray O mean the
	Pai	nting   ART 201	ТОРІС	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS	<b>W</b> 0	8/10 0/20	class is full, but there is still space on the waitlist. 8/10 means there are still 8 available spots on the waitlist out of 10 total waitlist spots. 0/20 means there are 0
	>	V1-LEC (2213)		1	Мо	5:00 pm	6:30 pm	Virtual	06/28 - 08/19	<ul> <li>Michelle Kelly</li> </ul>	₩ 8/10 ○ 0/20			available spots on the regular roster out of 20 total spots.
	>	V1L-LAB (2214)		1	We	5:00 pm -	7:50 pm -	NS - AS - Drawi	06/28 - 08/19 06/28 - 08/19	Michelle Kelly	₩ 8/10 0 0/20	С	0/20	Red C means the regular roster and waitlist are both full. The class is closed, and students cannot add themselves to the
														waitlist.

Step 15:

Review the **Status** of each **Section**. The first number is the number of spots still available, and the second number is the total number of spots for the class or waitlist.

≡	✓ V1-LEC (2277)	1 Tu 10:50 am 12:20 pm Virtual	06/28 - 08/19 Justina R	Rompogren 5	15/25 Optional - F2F or OL
Students enroll in the <b>Graded</b> section. Enrolling in a Lecture automatically enrolls you in the assigned <b>Laboratory</b> section. If there is more than one <b>Laboratory</b> option for a class, you can choose the	INFORMATION Class Number: Career: Session: Units: Grading: Description: Enrollment Requirements: Class Attributes: Class Notes:	<ul> <li>2277</li> <li>Undergraduate</li> <li>Regular Academic Session</li> <li>5 units</li> <li>Graded</li> <li>English 101 is a college-level writing course that emphasizes academic writing and major strategies of reading and writing analytically. Writing assignments focus on engaging with and responding to a variety of texts. Instruction encourages students to develop, through revision and reflection, as readers, writers, and critical thinkers. Prereq: Eligibility for ENGL&amp;101.</li> <li>This section of ENGL&amp; 101 requires enrollment in ENGL 99 (class number 2273). Add both classes to your shopping cart before submitting the enrollment transaction.</li> <li>ENGL 098 with gpa of 2.0 or higher or placement.</li> <li>Low-Cost Textbooks (Less than \$50)</li> <li>Attendance at weekly Zoom sessions is required.</li> </ul>	DETAILS Instructor: Dates: Meets: Instruction Mode: Room: Location: Components:	Justina Rompogren 06/28/2021 - 08/19/2021 Tu 10:50am - 12:20pm Optional - F2F or OL Virtual Virtual Lecture Required	
lab section.	TEXTBOOKS Special Instructions: >	SEE NSC BOOKSTORE FOR INFORMATION	AVAILABILITY Status: Seats Open: Wait List Open:	Open 15/25 15/15	

Step 16:

### Click on the class to review details. Pay attention to:

- **Enrollment Requirements:** review prerequisites and other course requirements.
- Class Attributes: see area of knowledge fulfillment and other important aspects. Class Notes: see details about class meetings and other important info.
- Textbook Special Instructions: find info about textbooks and class materials.