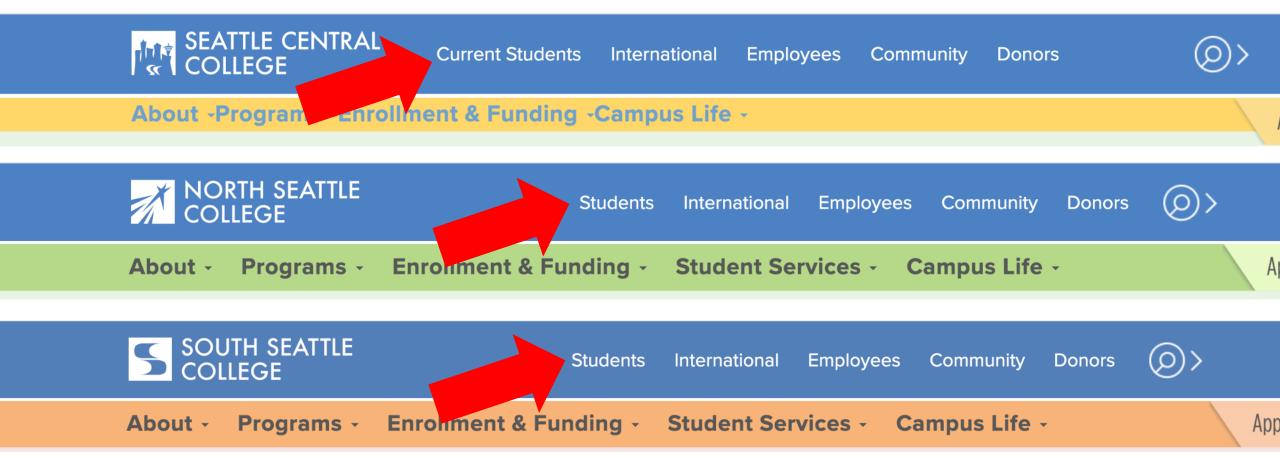


Browse & Search for Classes (mobile friendly)





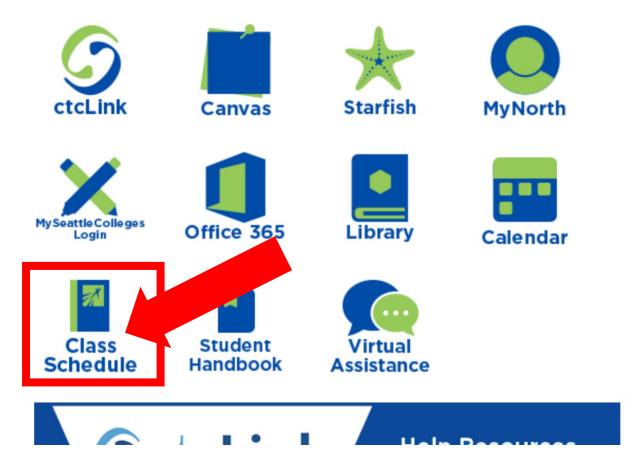
## Step 1:

Open a browser and go to your campus website.

Click on Students or Current Students.

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

#### **Students**



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



**2021 Graduation and Juneteenth Celebration** 

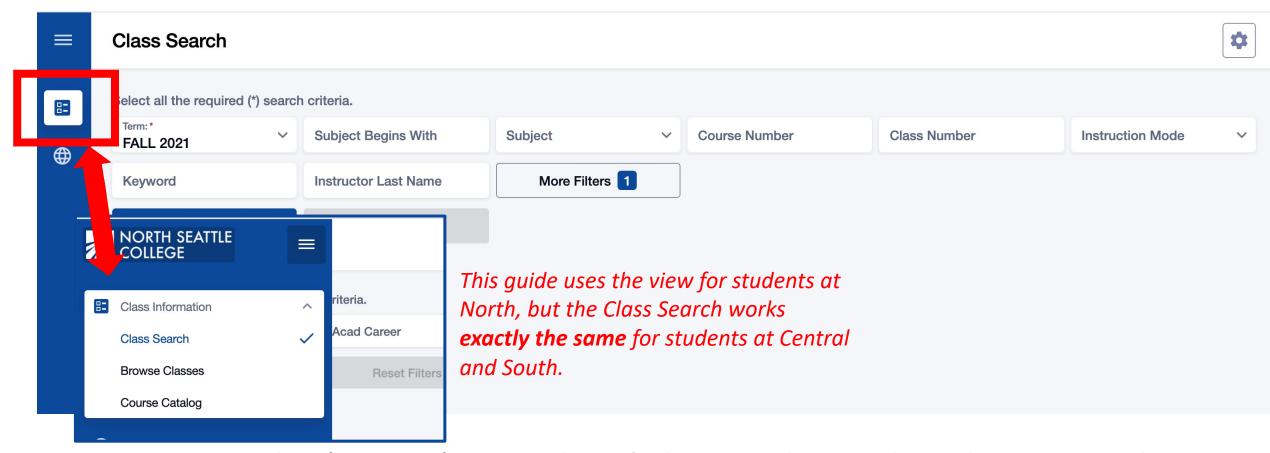


Crawford Appointed President (
North Seattle College





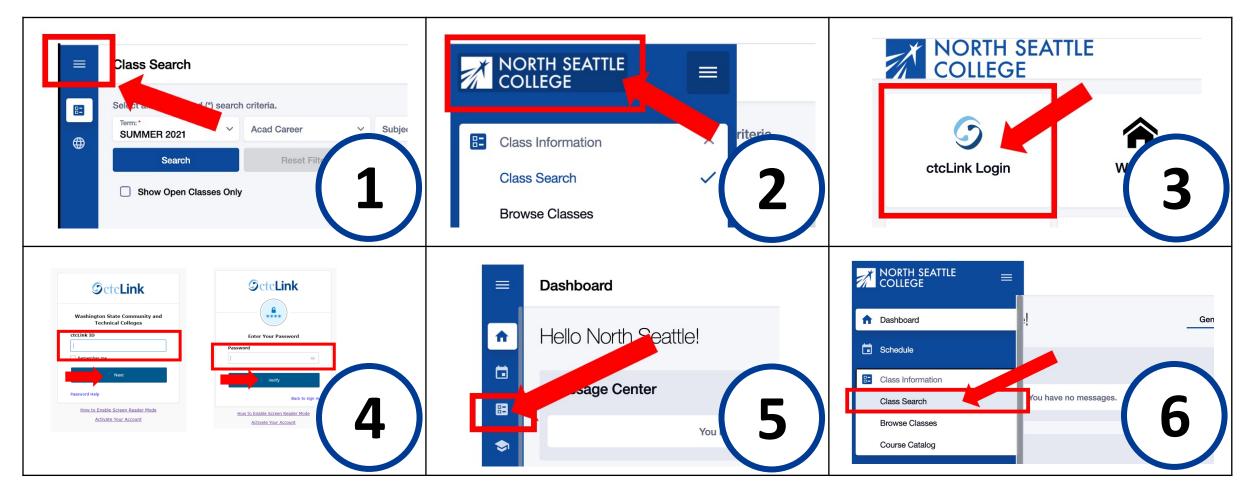
Step 2: Click the Class Schedule icon.



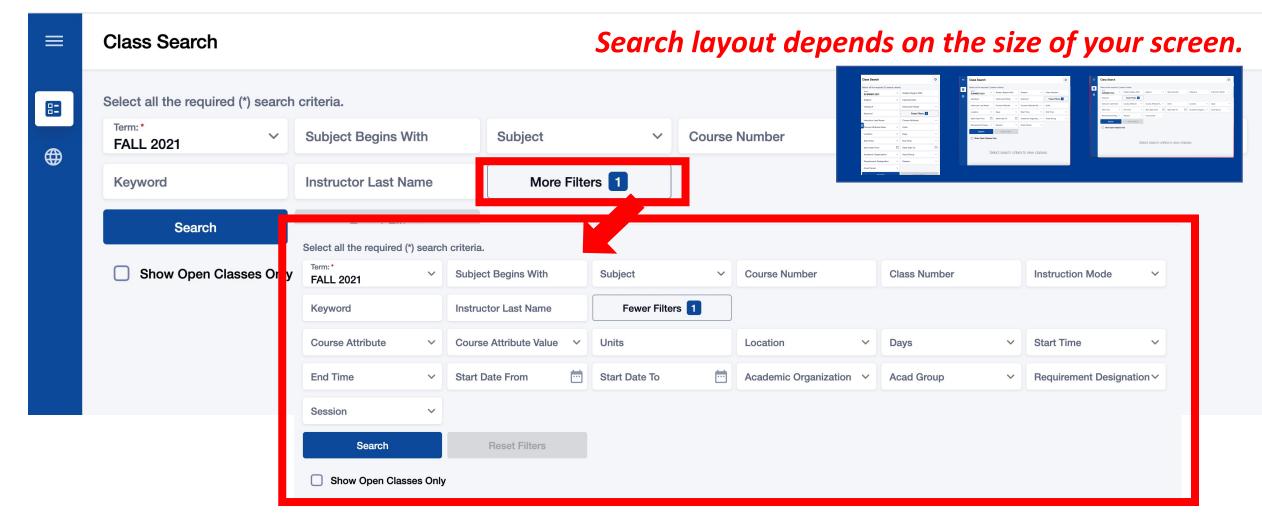
The **Class Search** page is the default view. To browse classes by course number or see the course catalog, click the **Class Information** icon in the left navigation bar.

## Step 3:

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**.



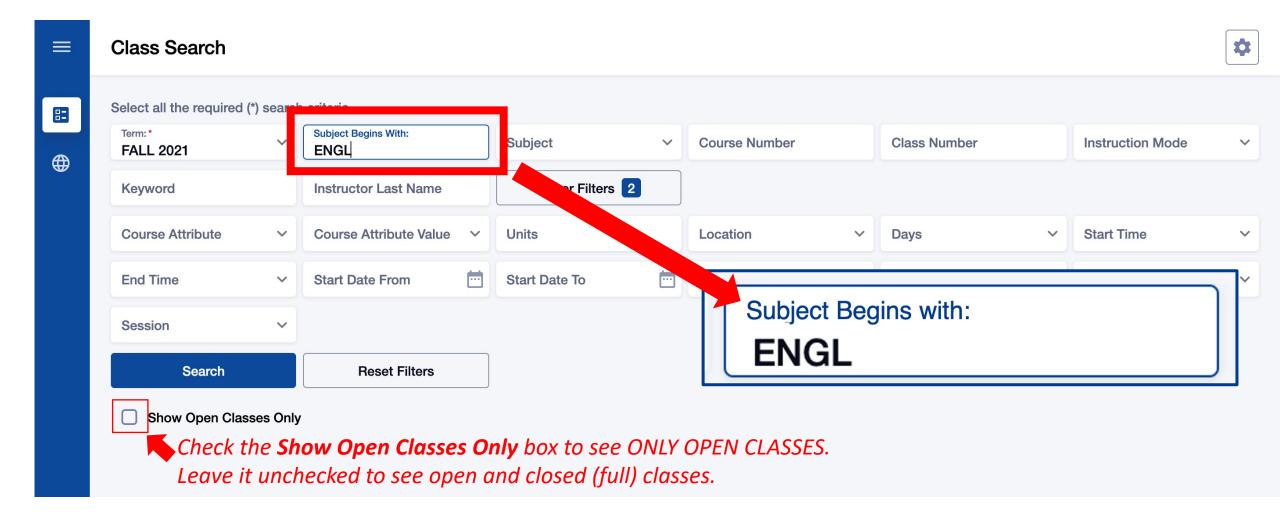
- 1. Click the **3-line menu (hamburger button)** at the top left.
- 2. Click the college logo.
- Login: 3. Click ctcLink Login.
  4. Log in using your ctcLink ID and password.
  - 5. Click the **Class Information** icon on the left navigation bar.
  - 6. Click Class Search.



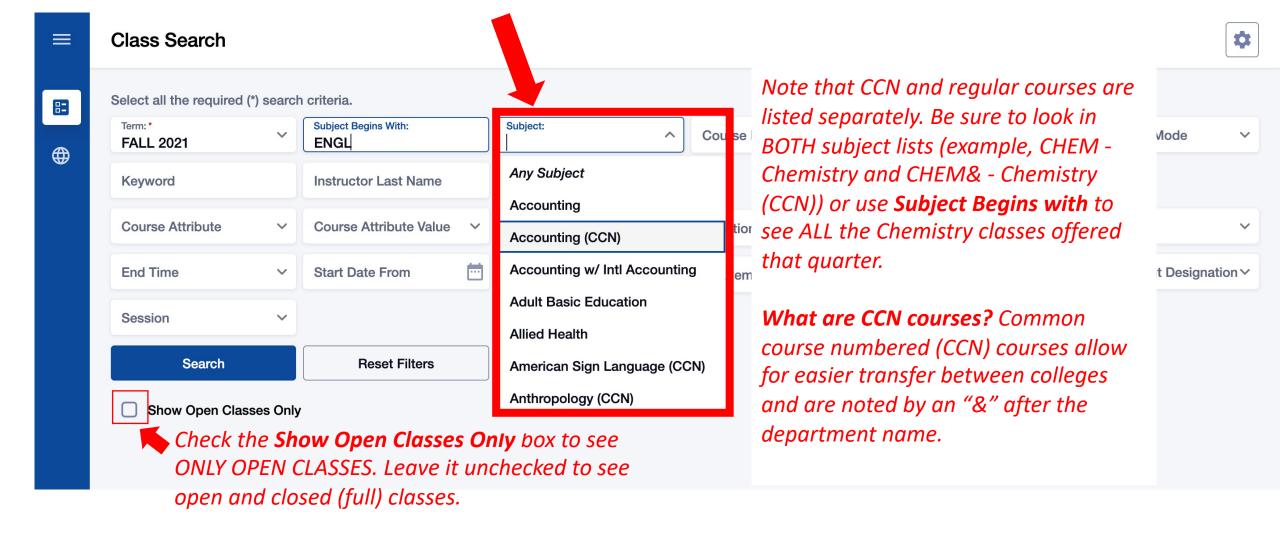
Use the options and filters to narrow your search. You must select a **Term** and you can click **More Filters** to expand the list of search criteria.

#### Step 4:

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

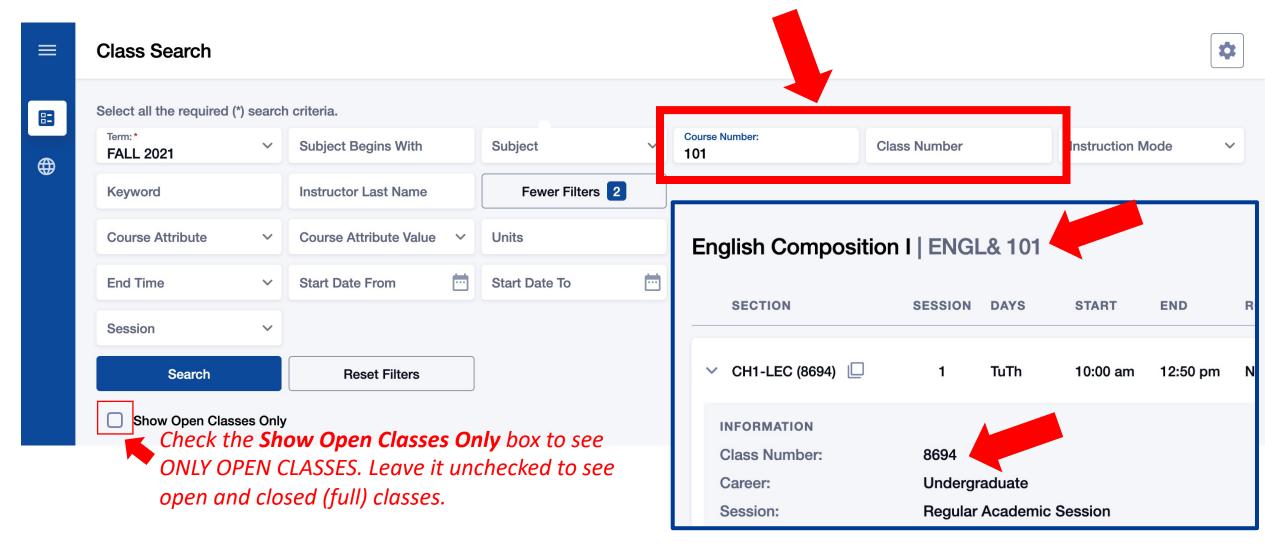


Use Subject Begins with and type in the 2-5 character subject to see ALL classes for subjects that have CCN (BIOL&, ENGL&, Step 5: CHEM&) and non-CCN courses (BIOL, ENGL, CHEM).



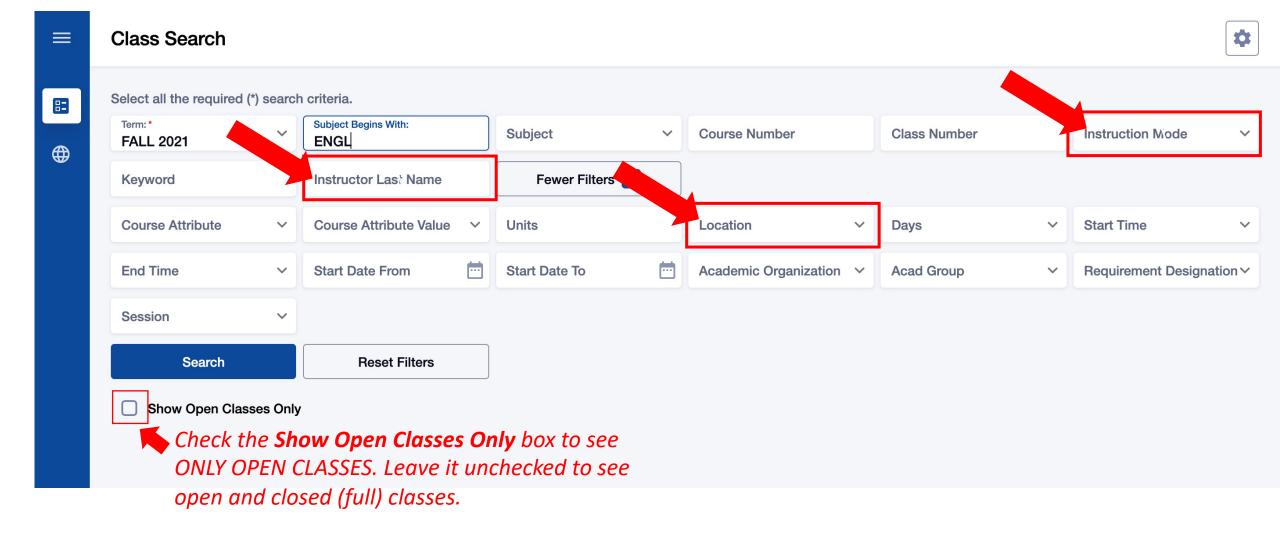
Step 6:

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.

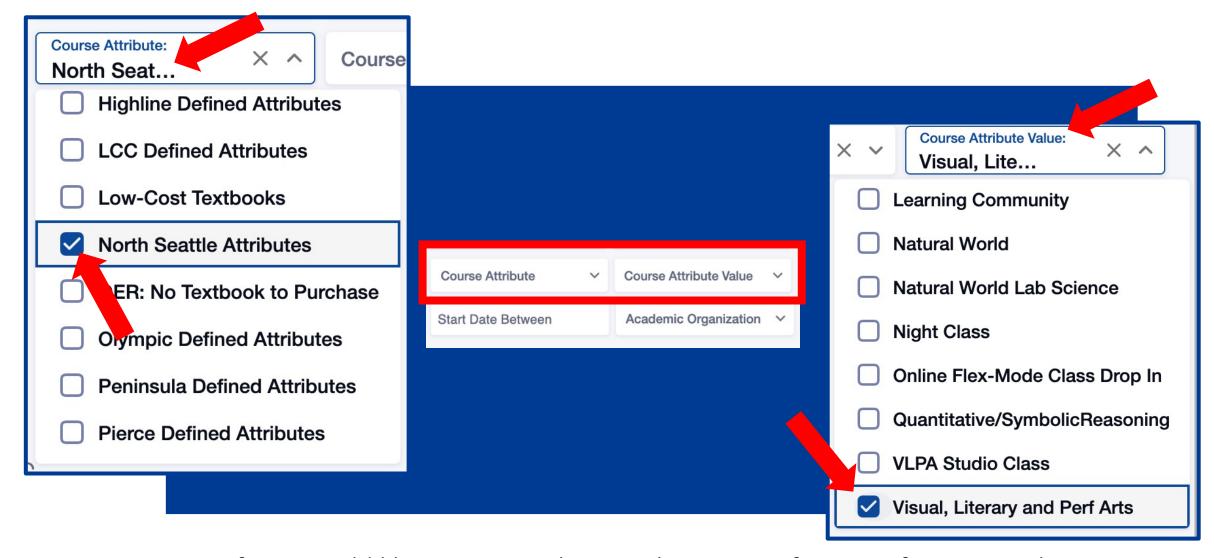


# Step 7:

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.

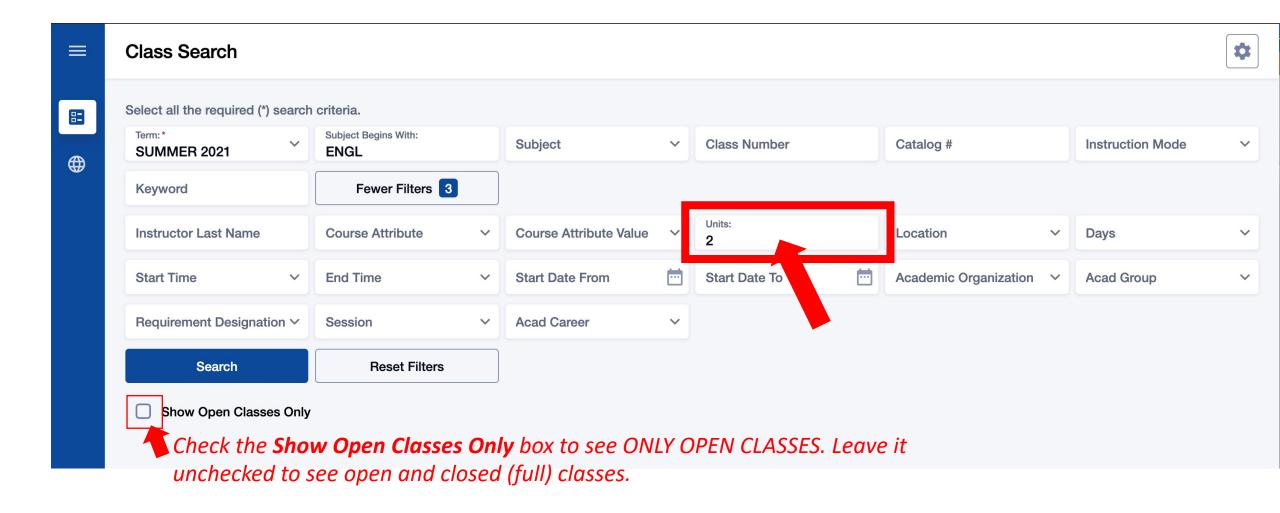


Search by Instructor Last Name, Instruction Mode, Location, and other filters. Please review the Class Notes for more specific information from the Step 8: instructor (see Step 16).



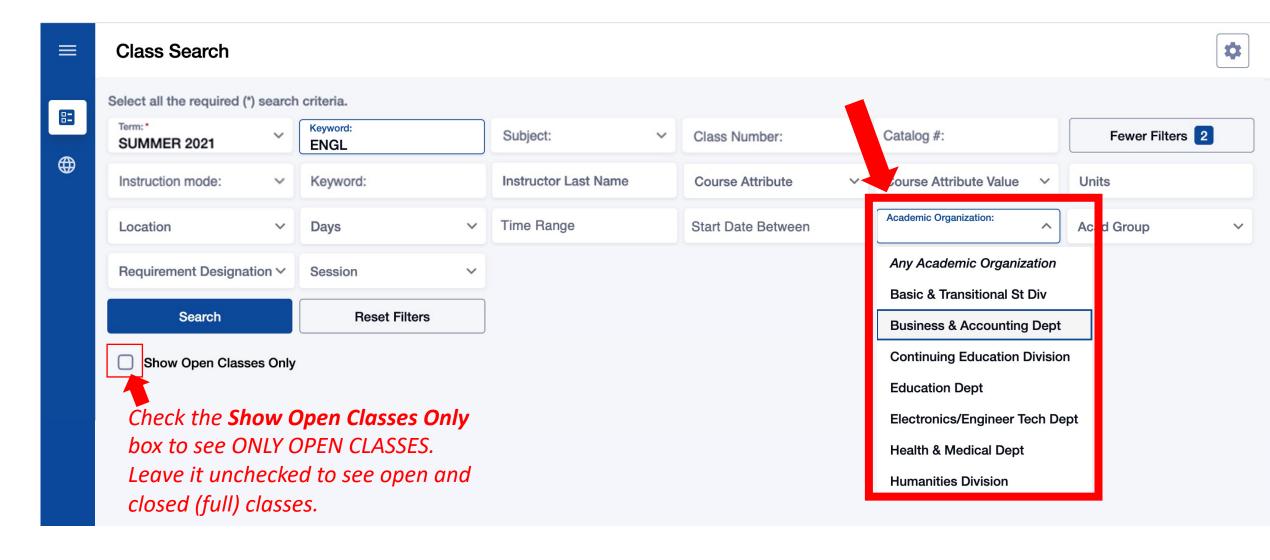
### Step 9:

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.



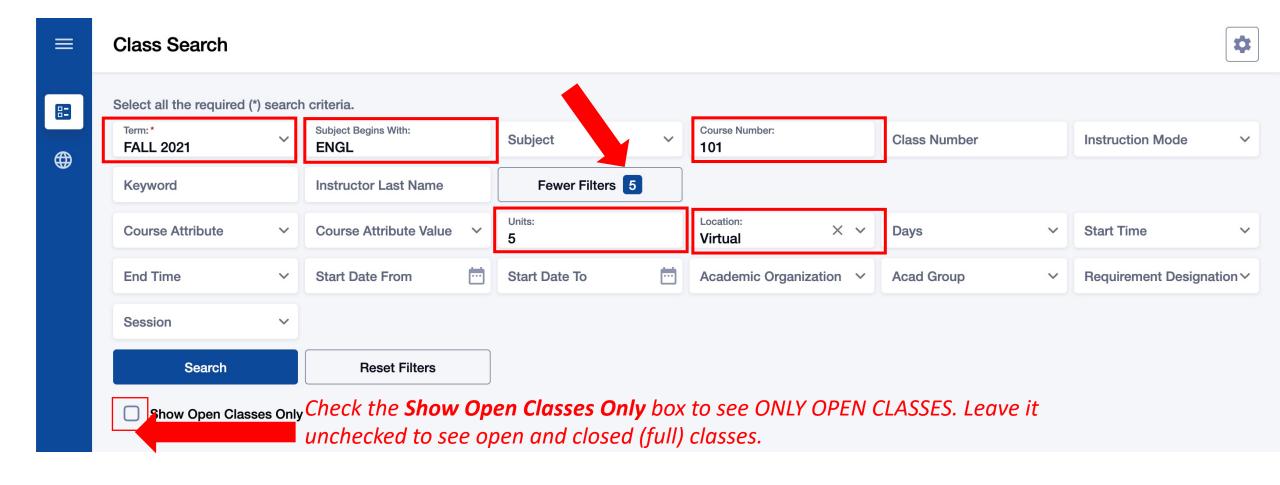
Step 10:

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



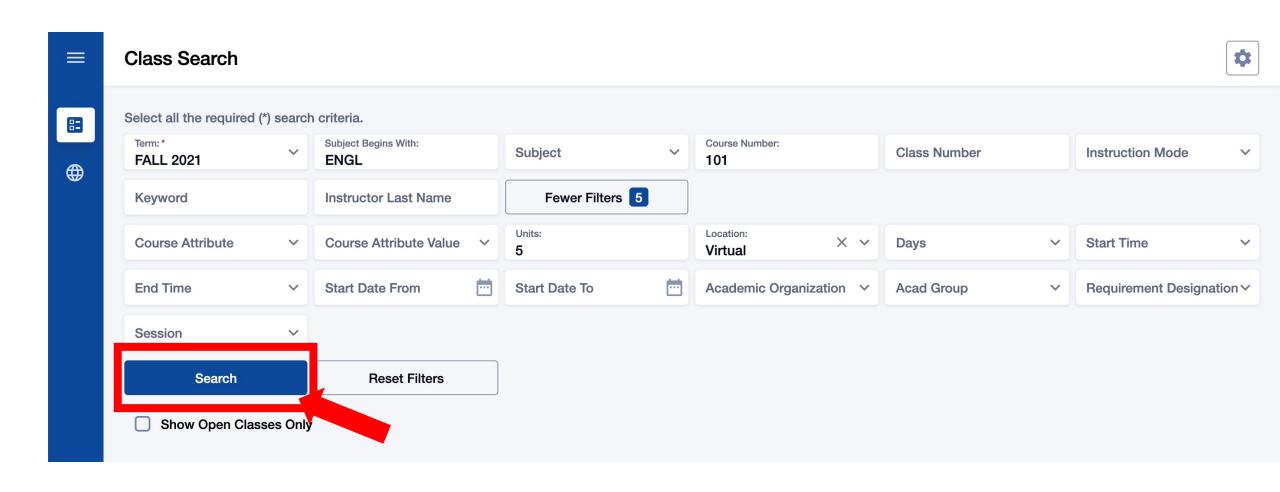
### Step 11:

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 & Accounting Department or all Humanities classes.

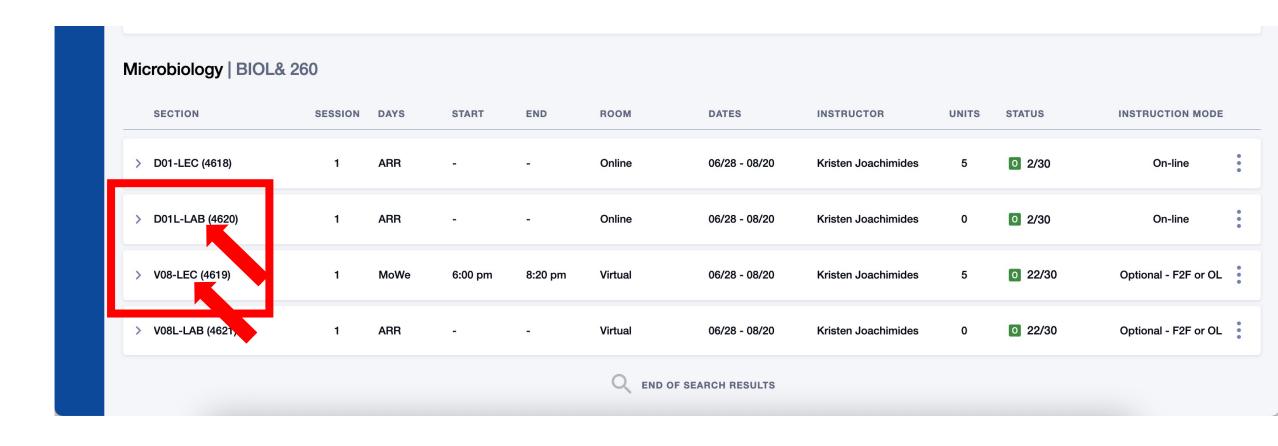


Review your search criteria. You can see the filter count at the top right.

Remember! If you only want to see open classes, check the Show Open Classes Step 12: Only box. Don't check this box if you may want to add yourself to the Waitlist of a full class.

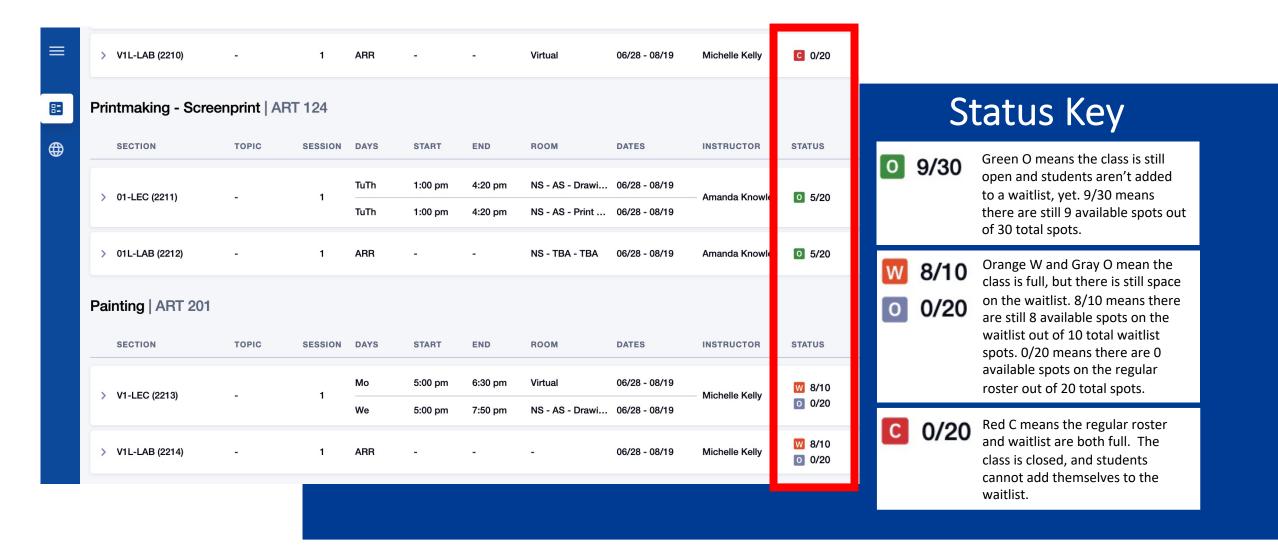


Step 13: Once your filters are set, click Search.



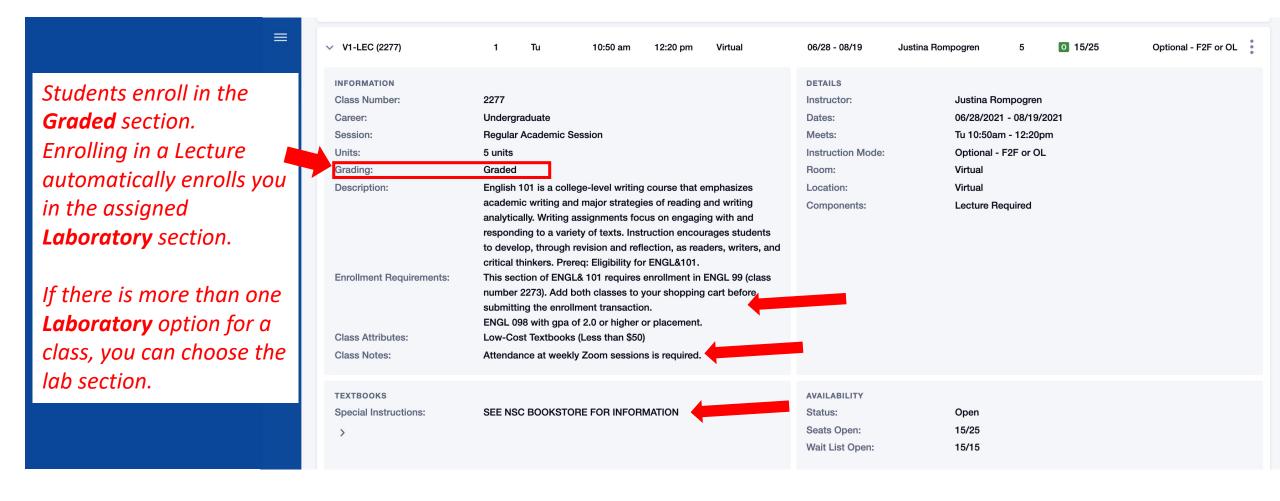
### Step 14:

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.



#### 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.



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

- Enrollment Requirements-review prerequisites and other course requirements.
- Class Notes-see details about class meetings and other important info.
- <u>Textbook Special Instructions</u>-find info about textbooks and class materials.

#### Step 16: