SeteLink How to Search for Classes within ctcLink

This guide will show you how to search for classes in ctcLink.

Go to Manage Classes:

From your <u>ctcLink Student Homepage</u>, click the **Manage Classes** tile.



Click the Class Search and Enroll tab.



Select the **Term and Institution**.

C ctcLink Student Homepage	Select a Value	â	Q	:	ø
🚞 View My Classes	Terms prior to SPRING 2020				~
iw My Exam Schedule	Terms on or after SPRING 2020				^
Enrollment Dates	Spokane Falls Community College				
Enrollment Dates	SUMMER 2020				
Q Class Search and Enroll	SUMMER 2020				
Enroll by My Requirements	Olympic College				
Shopping Cart	SUMMER 2020 Pierce College				
Drop Classes	SUMMER 2020 Cascadia College				
Update Classes	SUMMER 2020 Clark College				

You can search for classes by keywords. For example, you can search by course, subject, class, or topic.

CtcLink Student Homepage	Class Search and Enroll 🛛 🏫 🔍 🔅 🕢
SUMMER 2020 Pierce College Change	
🚞 View My Classes	Search For Classes ()
	Enter keyword e.g. course, subject, class, topic >>
View My Exam Schedule	Additional ways to search
Enrollment Dates	Favorites
Q Class Search and Enroll	
Z Enroll by My Requirements	
Shopping Cart	
Brop Classes	

You can click "Additional ways to search" to search by other categories such as per Available Subjects, Catalog Number, or Instructor Last Name.

Note: Within the Available Subjects menu, **(CCN)** refers to <u>Common Course Numbering</u>. These CCN courses are also detonated with an ampersand symbol (&).

Additional ways to search	Additional ways to search
Availabla Subiasta	Available Subjects
	Philosophy (CCN)
▼ Catalog Number contains value ▼	Information Studies Integrated Social Science Interdisciplinary Studies Journalism Kinesiology Korean (CCN) Math Co-Requisite Mathematics Mathematics (CCN)
contains word V	Mid-Management Music Music (CCN) Natural Science Non-Credit NCVES Nutrition
Search Cancel	Occupational Safety & Health Oceanography Oceanography (CCN) Philosophy Philosophy (CCN)

On the View Search Results page, you can choose additional filters out of the options shown to you on the right hand side.

Class Search	Class Search Results	â	Q	۲	:	٢
Subject	View Search Results					
Class Status Open Classes Only	COLLG 110 College Success 18 Class Options Available					>
✓ Course Career Academic Career						
Number of Units 3 - 4 Units 5 Units						
✓ Location Fort Steilacoom						
Joint Base Lewis McChord Puyallup Campus	-					

When you find the course you are looking for, click the arrow next to the course to see additional information about the course.

Class Search	Class Search Results	â	Q	۲	:	Ø
✓ Subject COLLG / College Success	View Search Results 1 Course with keyword: COLLG					
	COLLG 110 College Success 18 Class Options Available				•	>
Course Career Academic Career						
 ✓ Number of Units 3 - 4 Units 5 Units 						
✓ Location Fort Steilacoom Joint Base Lewis McChord Puyallup Campus						

This page contains course information as well as individual class information. You can view information such as class dates, times, the instructor, and how many seats are open.

Class Search Results				Course Information				â	Q	۲	:	ø
SUMMER 2020 Pierce College												
View My Classes	COLLG	110										
View My Exam Schedule	College	Success	courses									
Chrollment Dates	Course Information											
Q Class Search and Enroll	Select a c	lass opti	on ()					Se	lected F	Filters 18	8 optio	ons
Enroll by My Requirements	Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructo	or	Seats		
` ₩ Shopping Cart	1	Open	Regular Academic Session	LEC - Section E01 - Class Nbr 1901	07/01/2020 - 08/20/2020	To be announced	Pierce College Online	Instructor I	Vame	Open Se 20 of 20	eats	>
Drop Classes	2	Open	Regular Academic	LEC - Section E02 - Class Nbr 1902	07/01/2020 -	To be	Pierce	Instructor	Jamo	Open Se	eats	
Update Classes	-	open	Session		08/20/2020	announced	College Online	Instructor	Varrie	20 of 20)	>
nt Swap Classes	3	Open	Regular Academic Session	LEC - Section F01 - Class Nbr 1904	07/01/2020 - 08/20/2020	Tuesday Thursday 8:00AM to	Pierce College Online	Instructor	Name	Open Se 25 of 25	eats	>

Note: Even though both options will appear as **Online** classes, there is a difference between **Pierce College Online** and **JBLM – Online**. Some JBLM classes operate on a different meeting schedule. Refer to the "Dates" field in the class search for information.

Check the Room field to see whether a class is Pierce College Online or JBLM - Online.

			Course Information				A Q	۲ :	Ø
COLLG	110								
College S	Success					- E			
🛧 Add to	o favorite	courses							
Course	se Infori	mation							
 Class 	Selecti	on							
Select a c	lass opti	on 🚺					Selected F	Filters 18 optio	ons
Option	Status	Session	Class	Meeting Dates	Days and Times	Room 🔶	Instructor	Seats	
13	Open	Regular Academic Session	LEC - Section P06 - Class Nbr 1924	07/01/2020 - 08/20/2020	Tuesday Thursday 5:30PM to 7:10PM	Pierce College Online	Sonia Morales Osegueda	Open Seats 25 of 25	
14	Open	Dynamic Dated	LEC - Section J04 - Class Nbr 3587	07/01/2020 - 09/04/2020	To be announced	JBLM - Online	Richard Rafferty	Open Seats 15 of 15	

> To see the details of a specific Class, click the link to the class.

Class Search Results				Course Information				â	Q,	۲	:	۲
SUMMER 2020 Pierce College												
View My Classes	COLLG	110										
View My Exam Schedule	College	Success o favorite	courses									
Enrollment Dates	► Cour	se Infor	mation									- 1
Q Class Search and Enroll	✓ Class Select a (s Selecti	ion on ()					Sel	ected F	ilters 1	8 optic	ons
Enroll by My Requirements	Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructo	r	Seats		
Shopping Cart	1	Open	Regular Academic Session	LEC - Section E01 - Class Nbr 1901	7/01/2020 - 8/20/2020	To be announced	Pierce College Online	Instructor N	lame	Open S 20 of 2	Beats 0	
Drop Classes	2	Open	Regular Academic	LEC - Section E02 - Class Nbr 1902	07/01/2020 -	To be	Pierce	Instructor N	lame	Open S	eats	
Update Classes			Session		08/20/2020	announced	College Online	includetor (20 of 2	0	
arr Swap Classes	3	Open	Regular Academic Session	LEC - Section F01 - Class Nbr 1904	07/01/2020 - 08/20/2020	Tuesday Thursday	Pierce College	Instructor N	lame	Open S 25 of 2	eats 5	
E Browse Course Catalog						0.00AIVI LO	Uninte					-

After clicking on a class link, you can find additional information about the class such as the number of units (aka credits) it's worth, the Instruction Mode (Online, Hybrid, In Person), the location, meeting times and dates, prerequisites, class seats and availability and more.

Class Information										
Class Det	tails Mee	eting Information	Enrollment Information	Class Availability	Textbook/Other Information					
COLLG LEC - Se	110 College Su ection E01 - Cla	ccess Iss Nbr 1901			Status : Open					
Units	Grading	Instruction Mode	Location	Ca	mpus					

Class Information									
Class Details	Textbook/Other Information								
COLLG 110 Colle									
LEC - Section E0	1 - Class Nbr 1901			Status : Open					
LEC - Section E0	1 - Class Nbr 1901 Days	Times	Room	Status : Open Instructor					

Class Information >								
Class Details Meeting Information Enrollment Information Class Availability Textbook/Other Information								
COLLG 110 Co	llege Success							
LEC - Section	E01 - Class Nbr 1901			Status : Open				
No Enrollment F	Requirements							

Class Information										
Class Details Meeting Information Enrollment Information Class Availability										
je Success - Class Nbr 1901			Status : Open							
Enrollment Total	Available Seats	Waitlist Capacity	Waitlist Total							
0	20	0	0							
]	Meeting Information e Success - Class Nbr 1901 Enrollment Total	Meeting Information Enrollment Information Pe Success - Class Nbr 1901 Enrollment Total Available Seats 0 20	Meeting Information Enrollment Information Class Availability Image: Success - Class Nbr 1901 Available Seats Waitlist Capacity							

Class Information				×
Class Details	Meeting Information Enrollment Information Class Availability Textbook/Other Information			
COLLG 110 College Success LEC - Section E01 - Class Nbr 1901				Status : Open
No Textbook/Other Information				
Special Instructions https://piercebookstore.bncollege.com/shop/piercebkstore-fort-steilacoom/page/find-textbooks				

That's it! You can use this method to search for all of the classes that you would like to take. In another handout, you'll see how you can enroll in classes or add classes to your shopping cart to enroll in later.



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