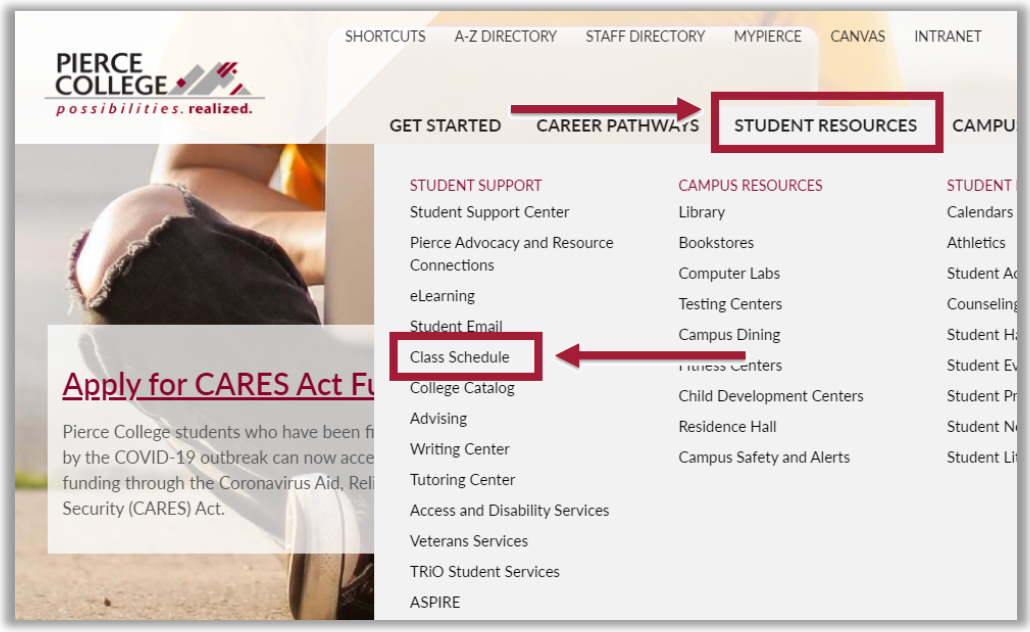
# How to Search for Classes

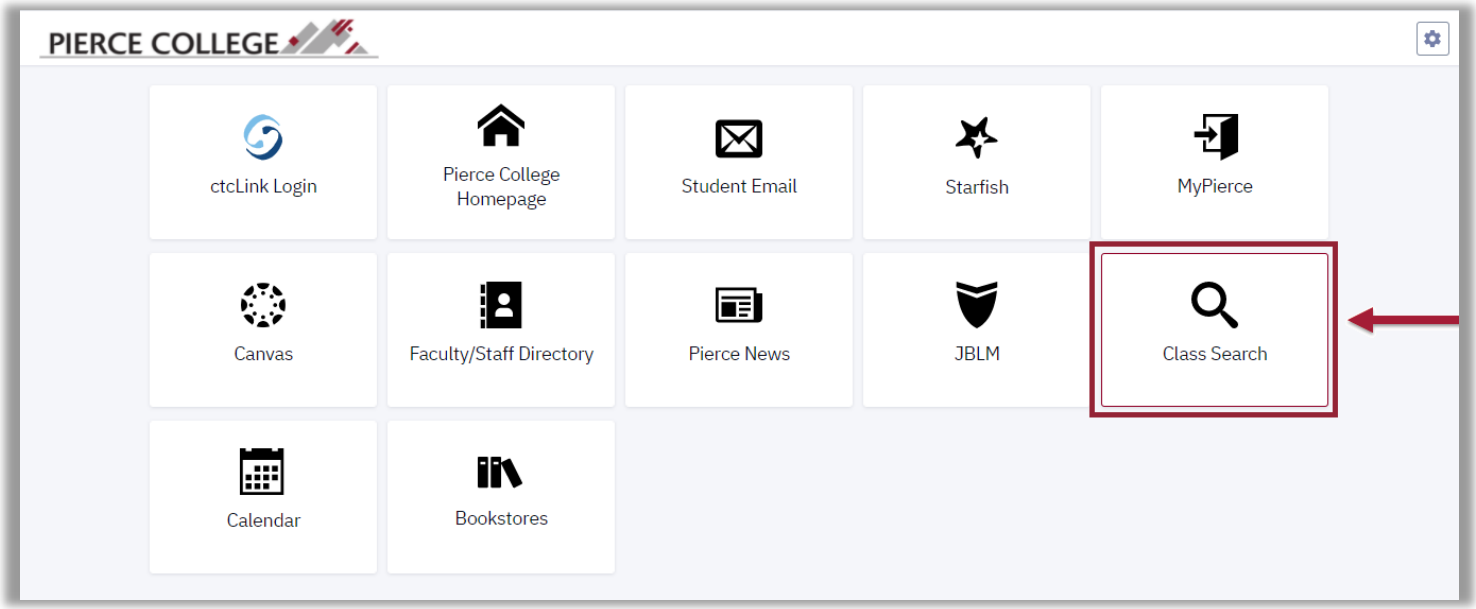
This guide will show you how to search for courses and see information about classes from the Pierce College webpage.

## Go to the Class Schedule

From the Pierce College Homepage, hover over **Student Resources** and then click **Class Schedule**.

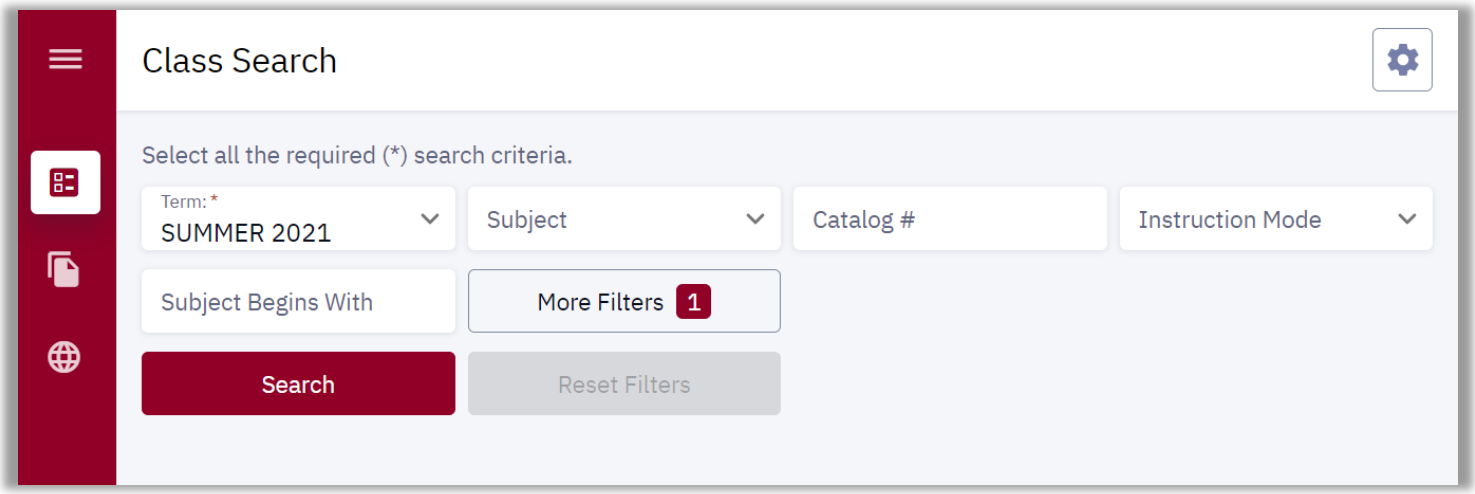



Then select **Class Search.**

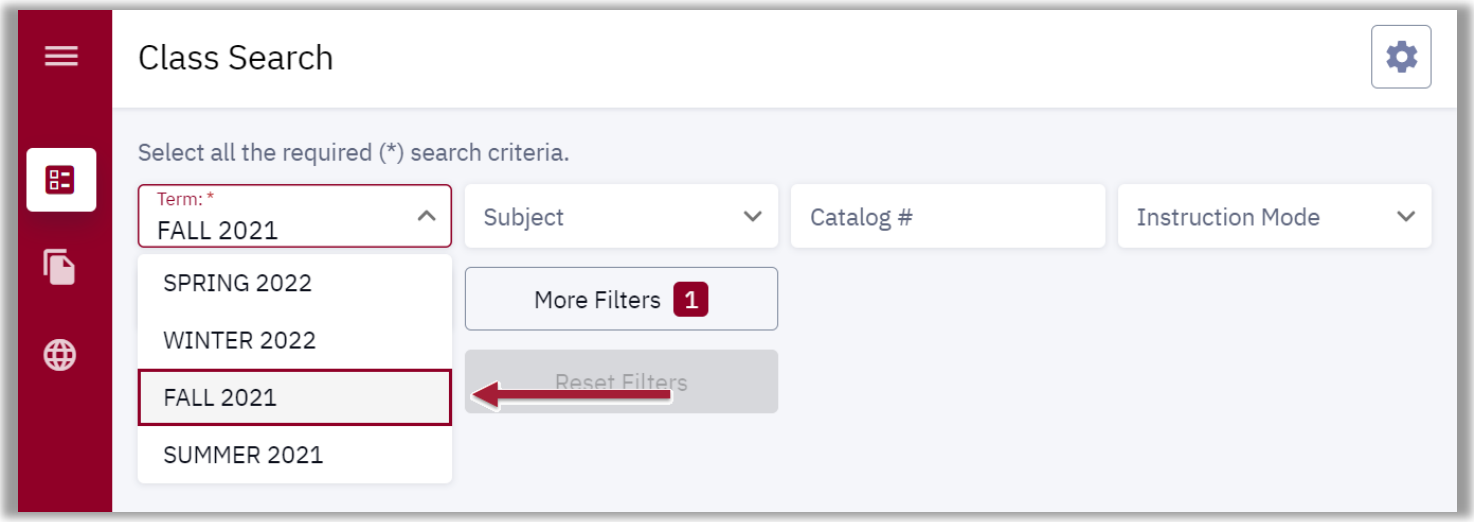



Updated: 7/29/21

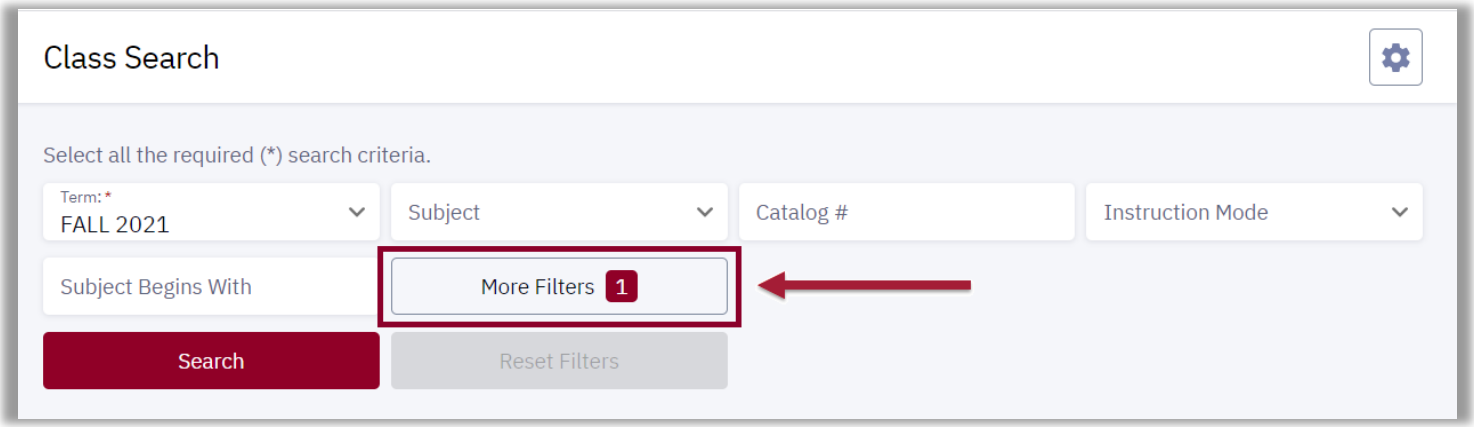
This is the **Class Search** page. You will see a series of **Search Criteria** that will help you narrow down your search for classes.




**Choose a Term**: First, under the Search Options, pick a **Term**. This is a required field.

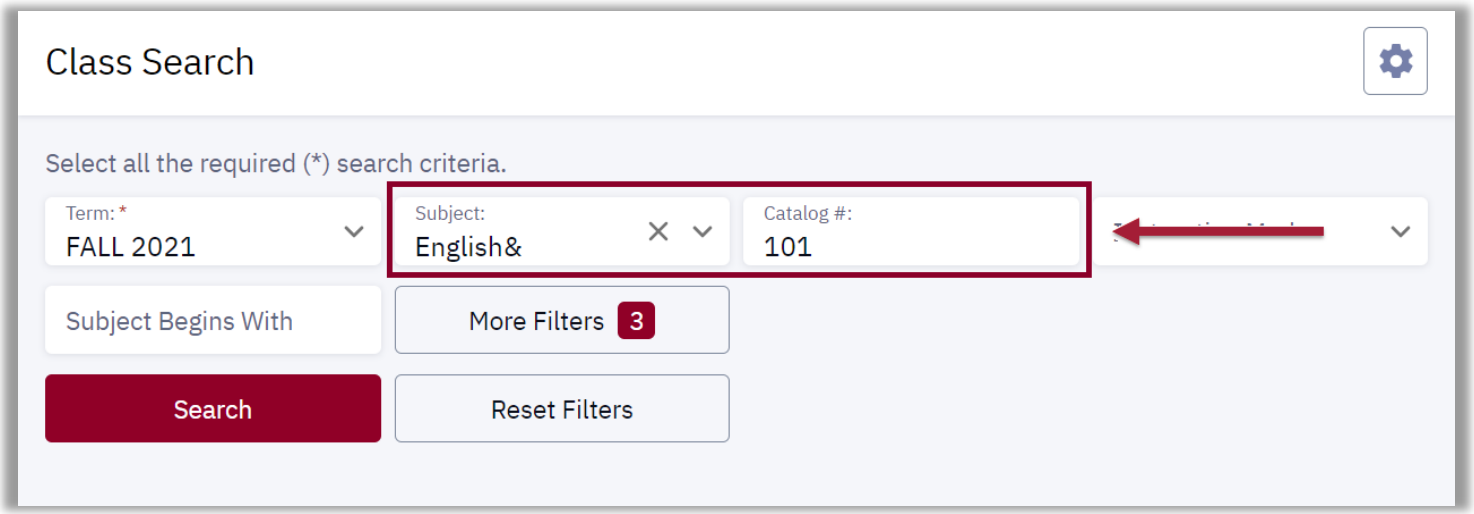



From here, other search options are optional. We'll go through the rest of the options one by one. The **More Filters** button also expands the number of search filters that are available.

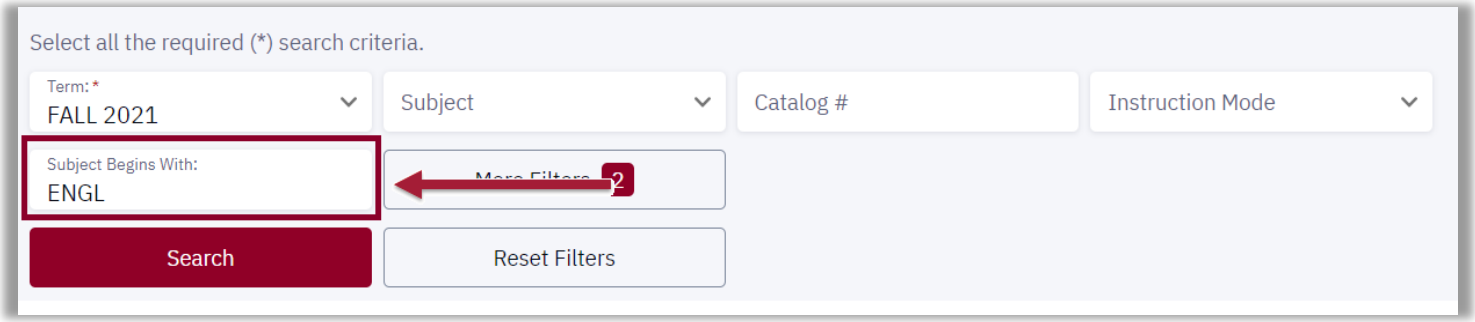


**Subject / Catalog #:** If you have an idea of the course you want to take, you can use the Subject and/or the Catalog Number fields. So for example, let's search for English Composition I (ENGL&101). First you would select **English&** on the Subject drop down menu. Then you would enter **101** as the Catalog Number.

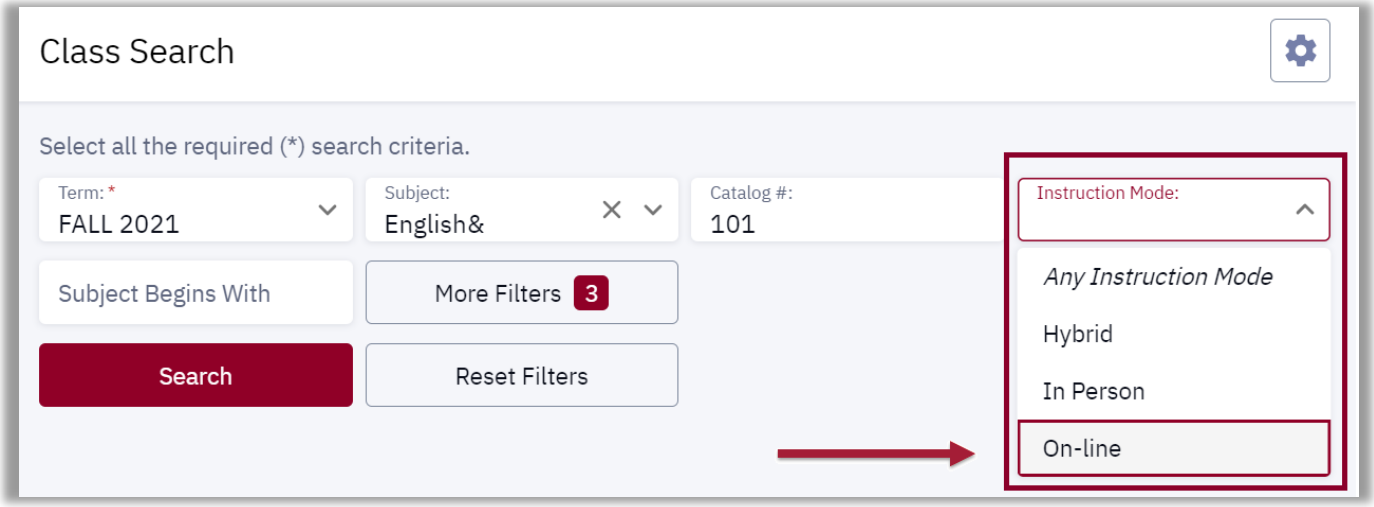
*Note: Within the Subject menu,* ***&*** *refers to Common Course Numbering.*




**Subject Begins With:** You can also use the "Subject Begins With" field to search for classes with similar beginning subjects. For example, you can search for "ENGL" to get results for both "ENGL" and "ENGL&".




**Instruction Mode:** You can filter by the type of instruction for the class: Online, Hybrid, or In Person.

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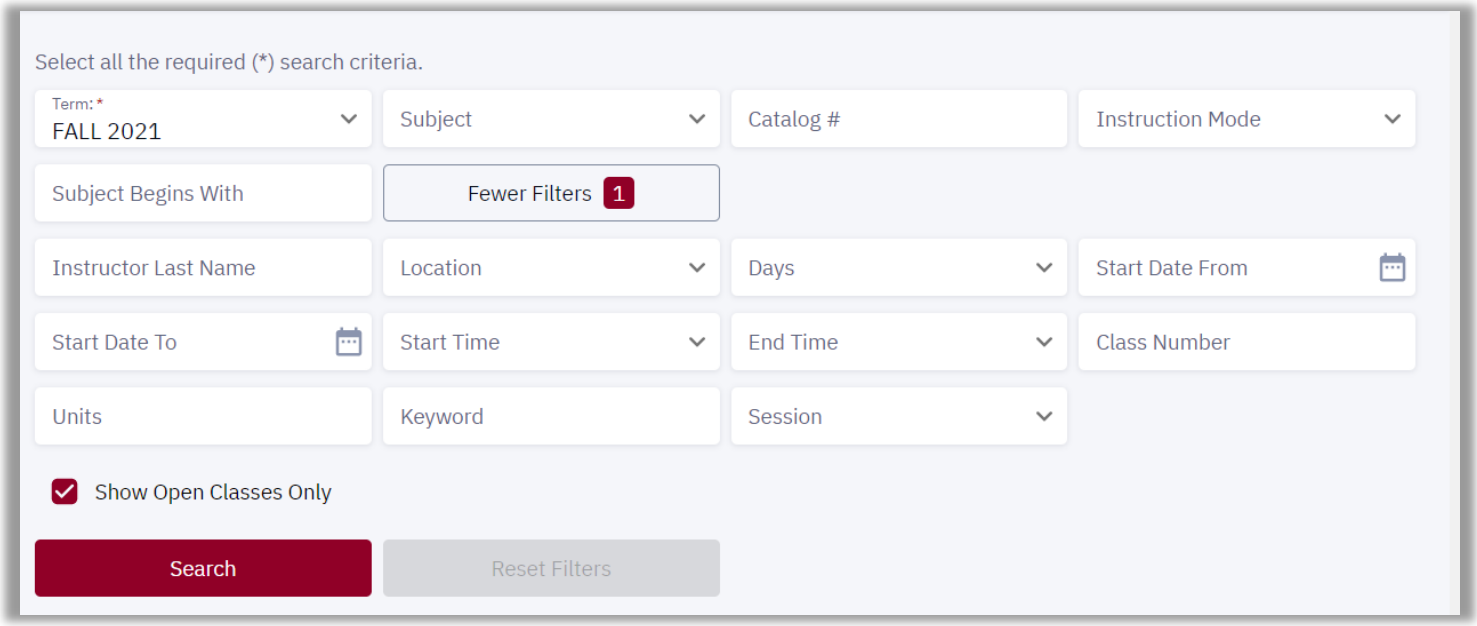
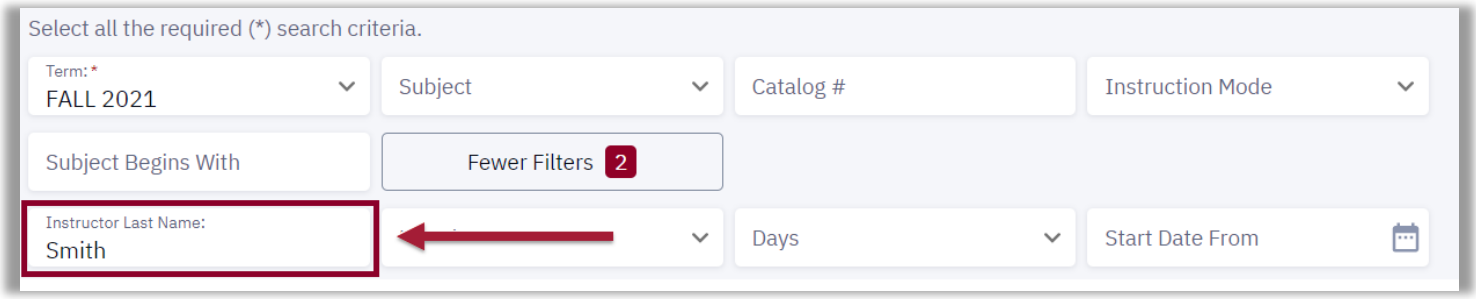
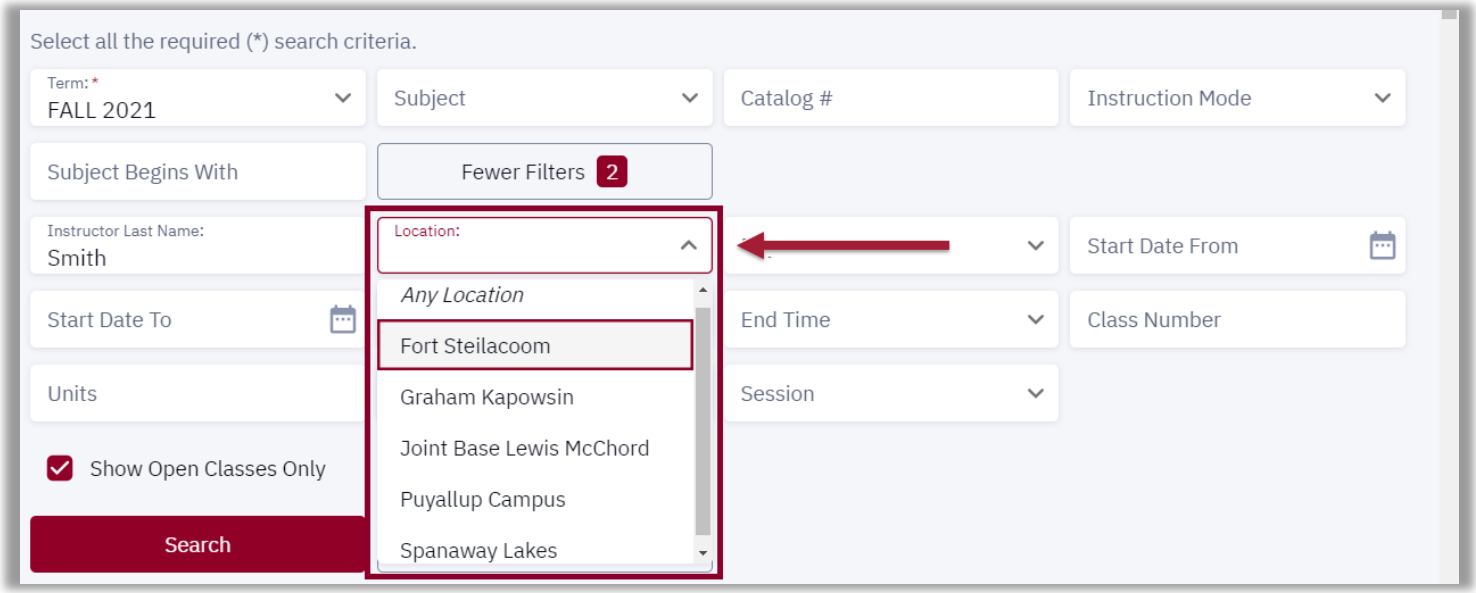
The next search filters are available by clicking the **More Filters** button.



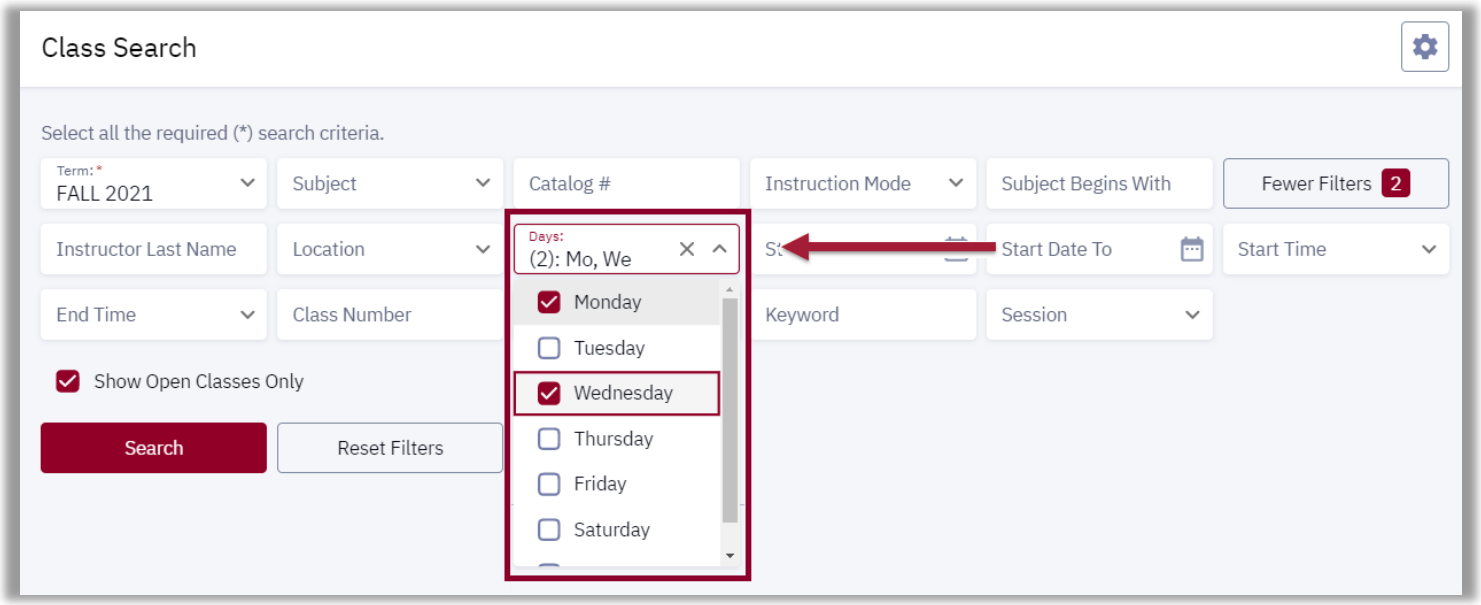

**Instructor Last Name:** You can search for classes using an instructor's last name.



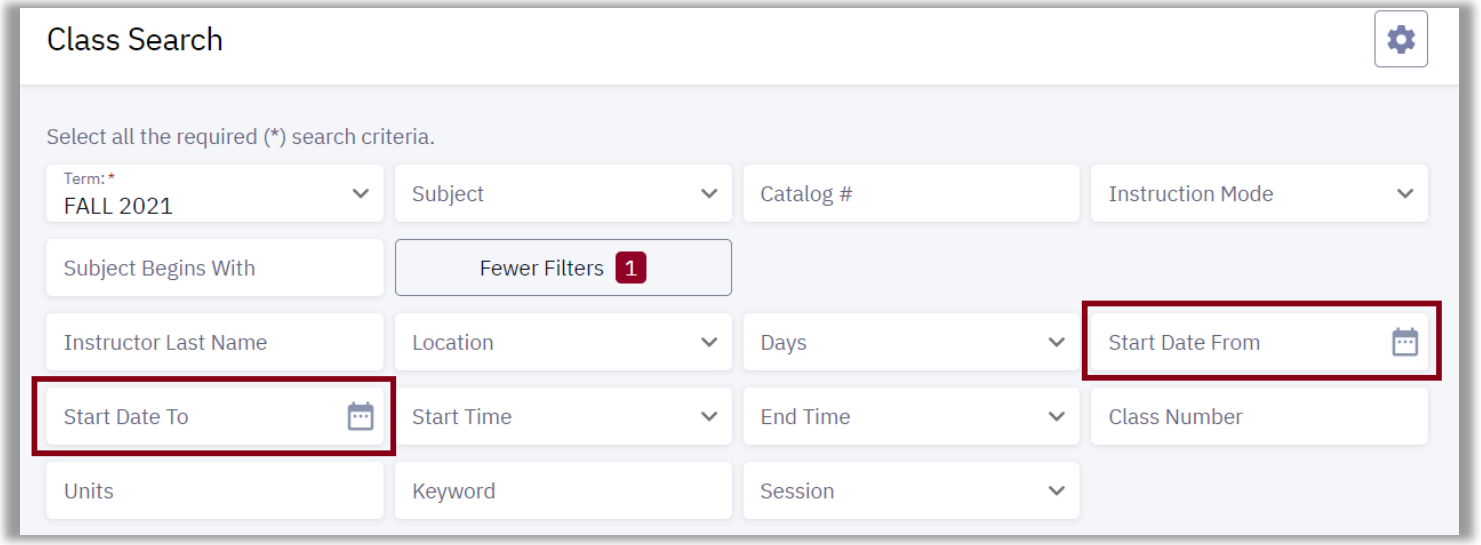

**Location**: Use the Location filter to search for a campus. Note that **Online** classes can be tied to Fort Steilacoom, Puyallup, or JBLM, but online classes do not have in-person components.



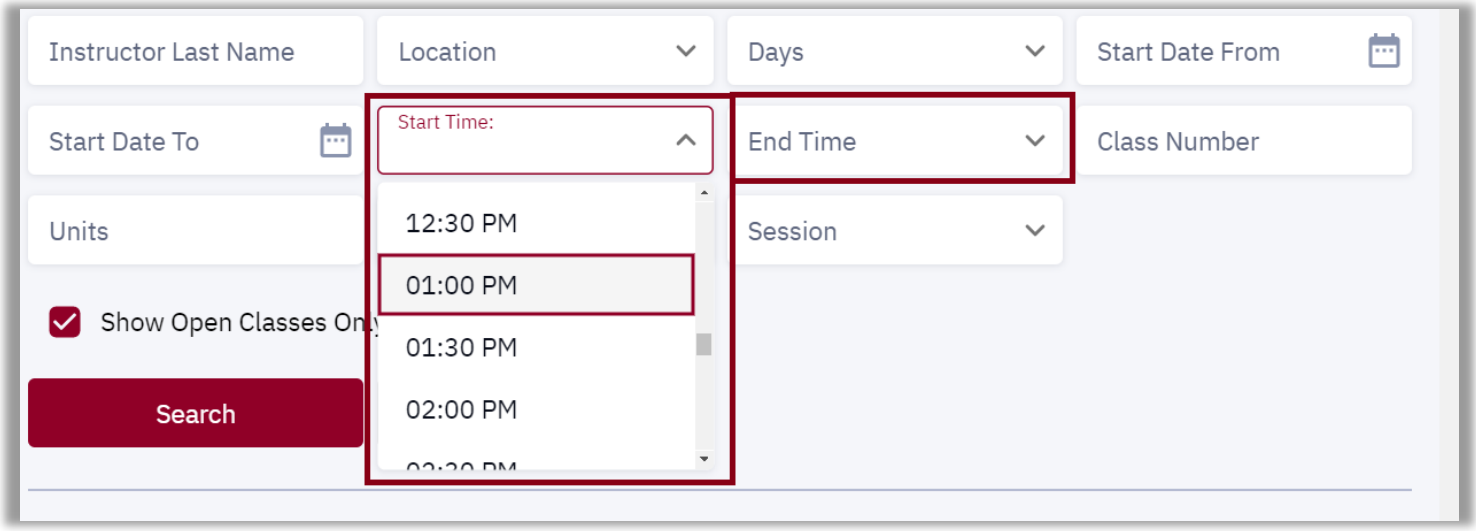
**Days:** The Days filter lets you set your preferred class days.



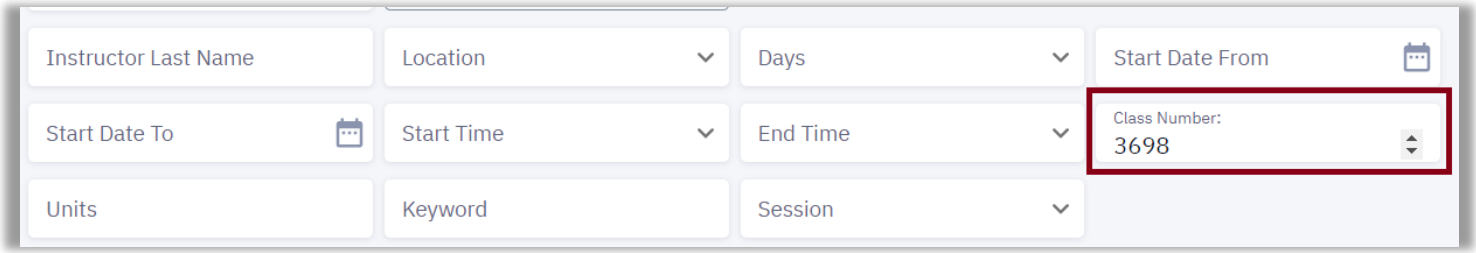

**Start Date From / Start Date To:** These two filters let you set a start date for the classes. Search will show classes that start after the **Start Date From** field or that start before the **Start Date To** field.

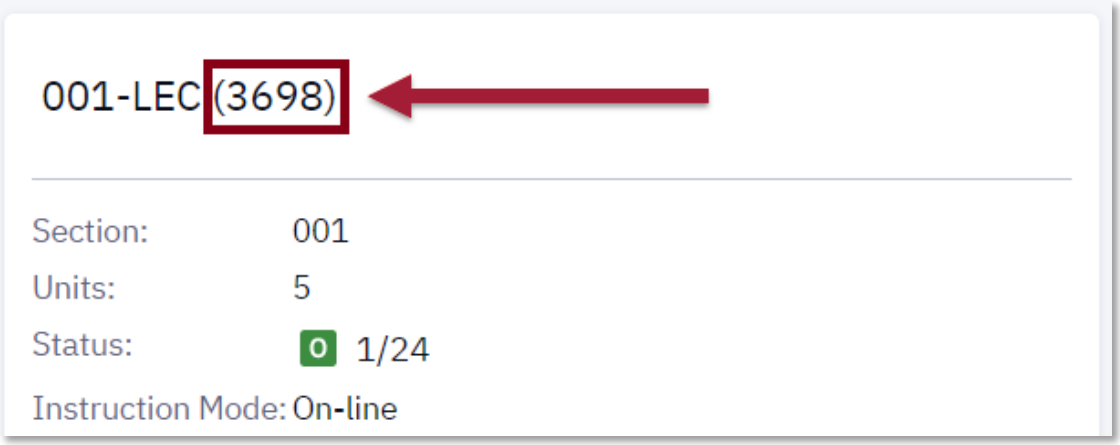



**Start Time / End Time**: The Start Time and End Time fields will search classes that start after the Start Time or before the End Time.

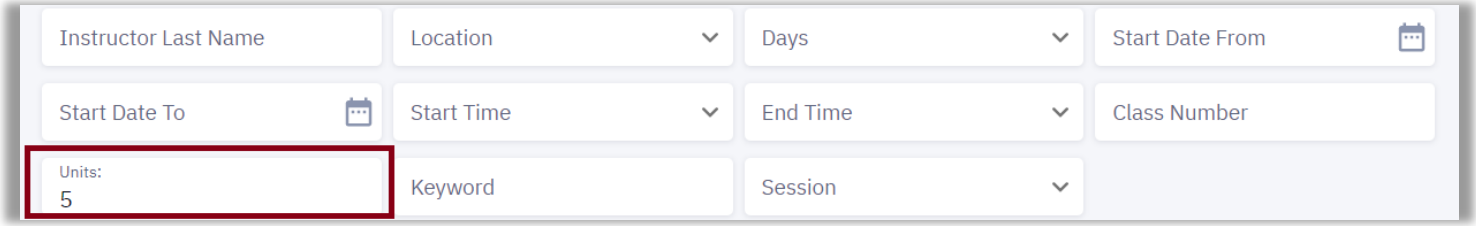



**Class Number:** Every class/section has a unique identification number. If you know the class number of the class/section you would like to search for, you can enter this in the Class Number filter.

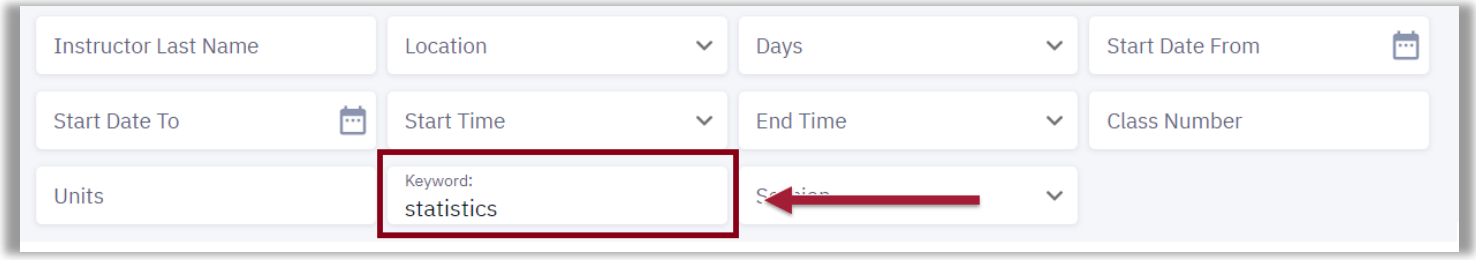


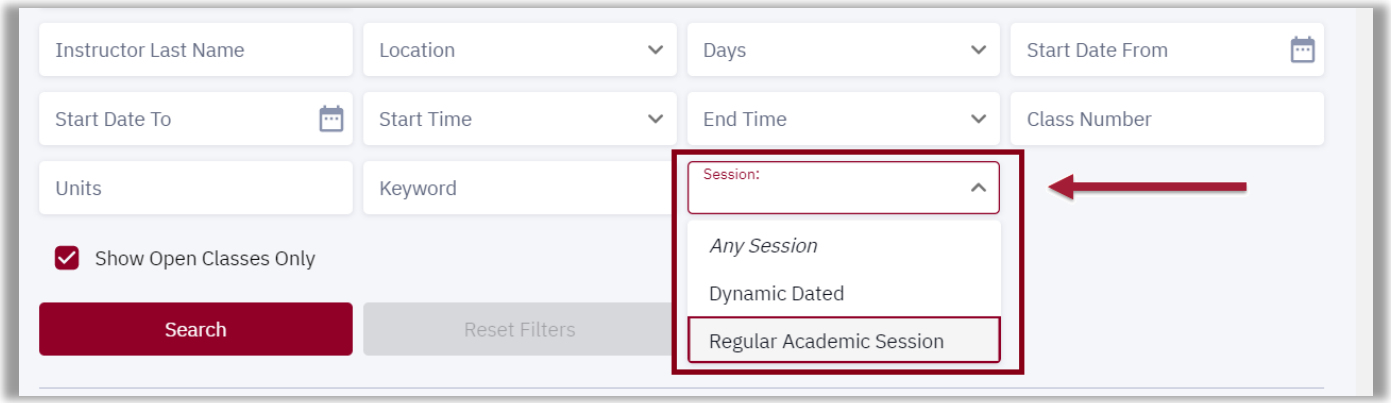

**Units**: Use this filter to specify classes with a certain number of units/credits.



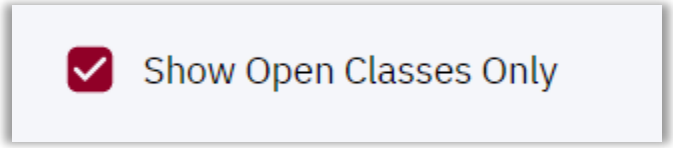
**Keyword:** The keyword field searches for terms in the class title and/or description. You can search for any words that appear in either of these fields.




**Session**: You can choose between **Dynamic Dated** and the **Regular Academic Session**. These sessions typically have different lengths and/or different start or end dates. To see a complete listing of all classes that are available during the term, leave the filter set to **Any Session**.



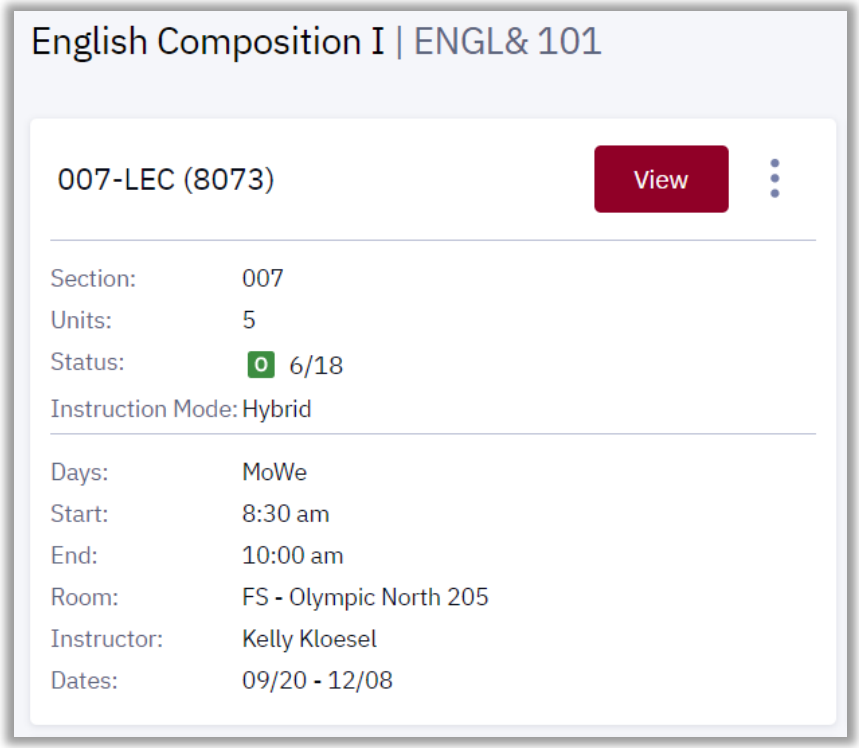

**Show Open Classes Only Checkbox:** If you would only like to see classes with open seats available, then check the **Show Open Classes Only** checkbox.



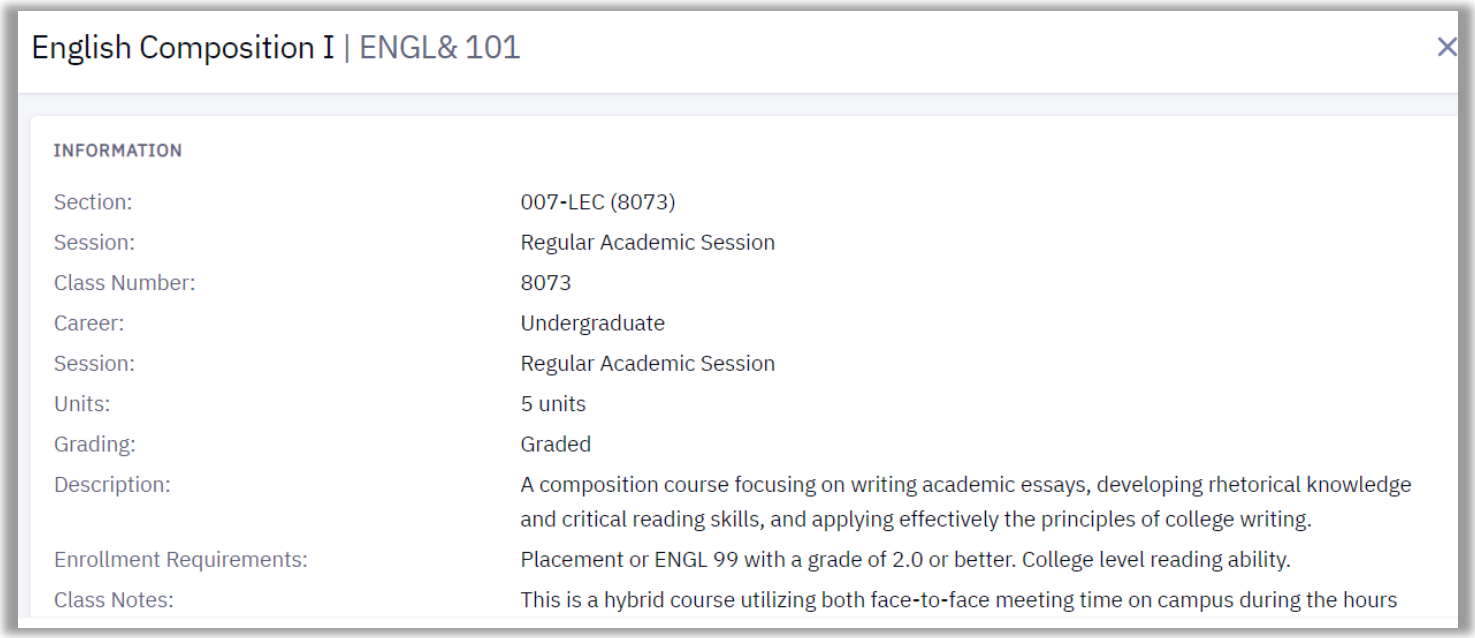

**Click Search to submit!**

## Checking out Class Information:

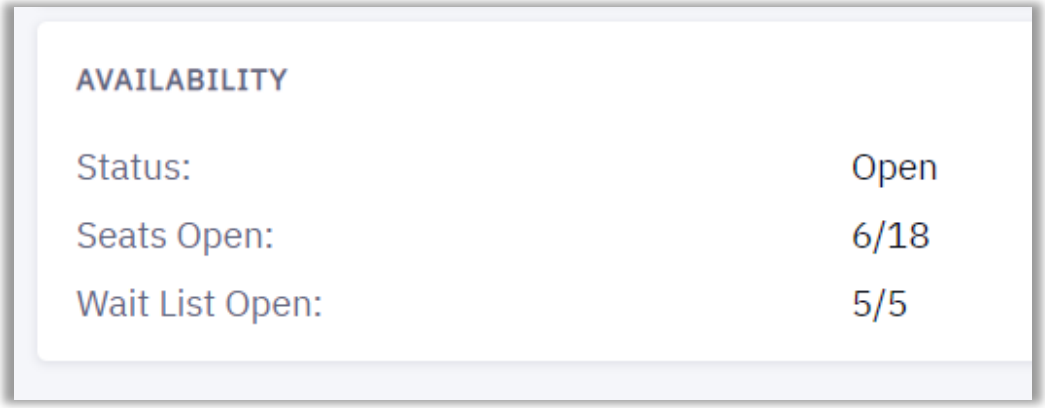
After clicking **Search**, scroll down to the search results on the bottom of the page. You can click the "View" button on the upper right hand corner of the class listing to bring up more information about the class.




From here, you can see important information about a class, such as how many units (credits) it is, a description of the class, if there are any prerequisites, the meeting times and days (if applicable), the location, the instructor, etc.




**Class Availability:** At the bottom, you can see information such as how many seats are open. If a class is full, you can also see how many spots are left on the waiting list.




To enroll in a class, go to your **ctcLink Student Homepage**! You can enroll in classes by going to the **Manage Classes** tile. In another handout, you'll see how you can enroll in classes or add classes to your shopping cart to enroll in later. Additional handouts can be found on the ctcLink Resources for Students page.

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