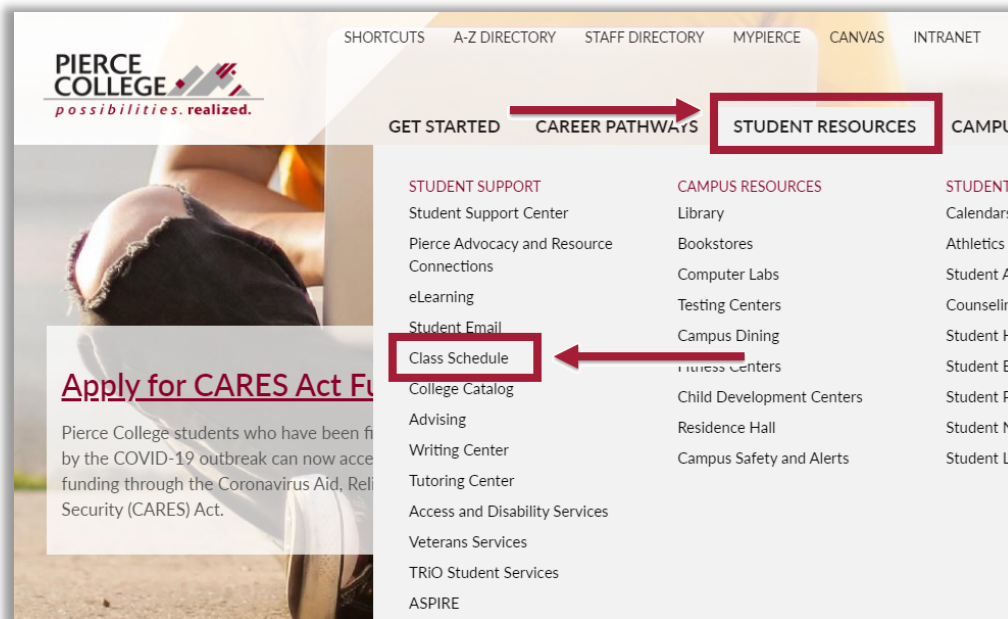


# How to Search for Classes

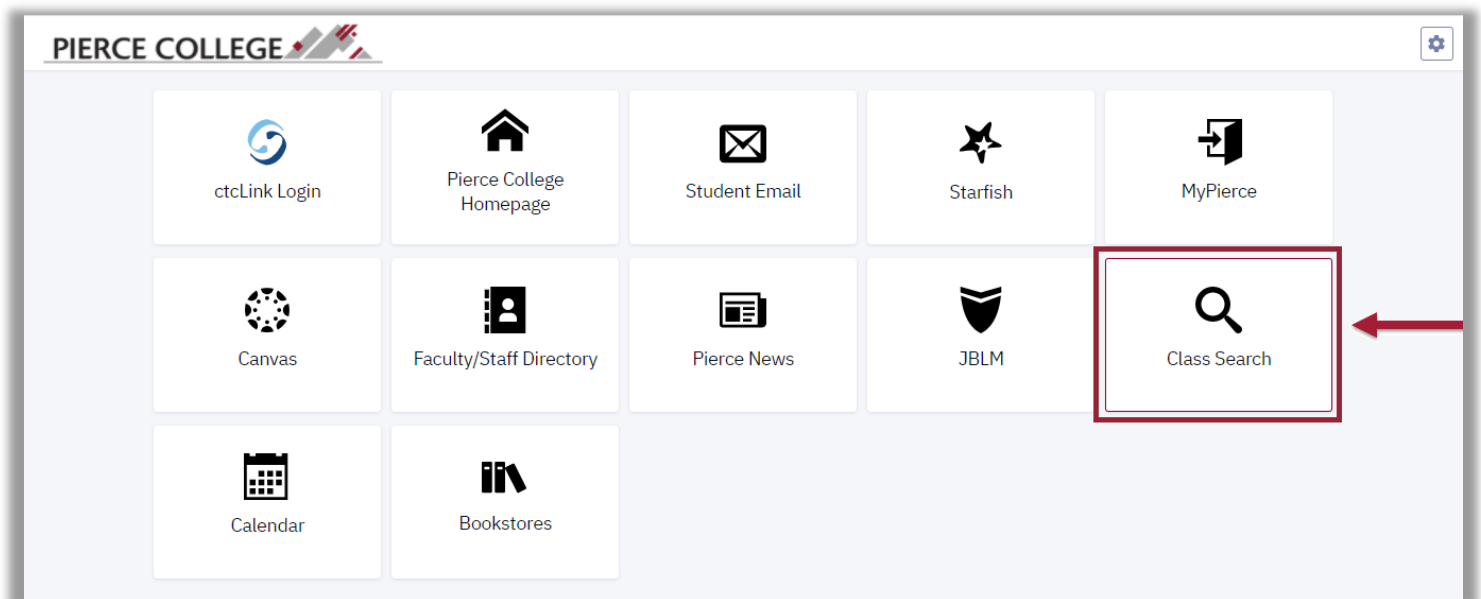
This guide will show you how to search for courses and see information about classes from the Pierce College webpage.

## Go to the Class Schedule

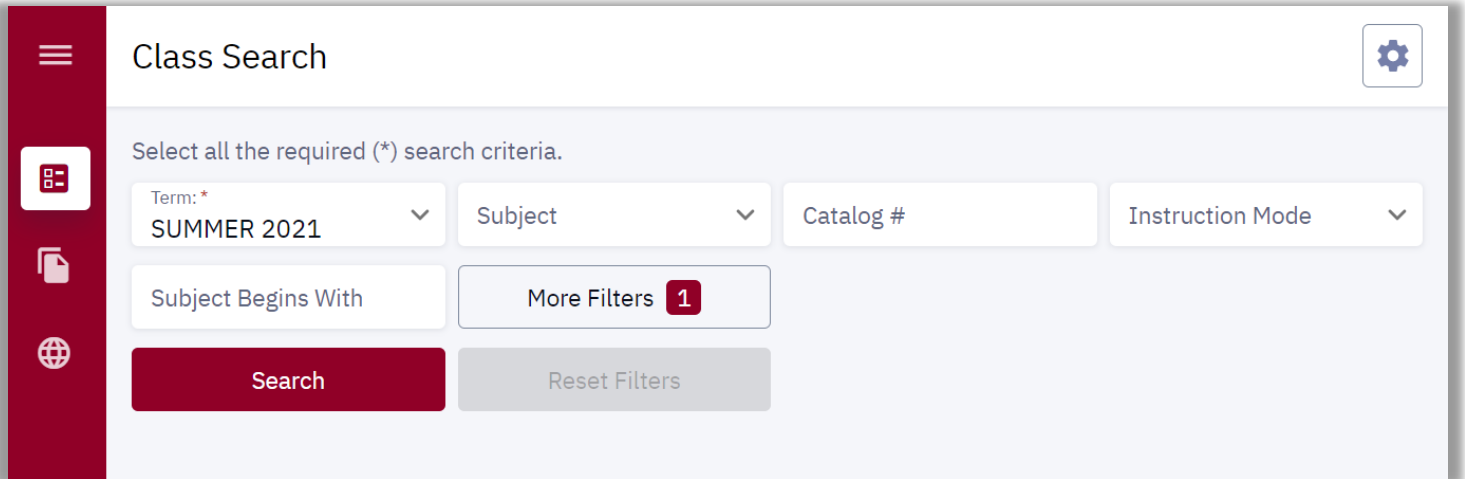
From the [Pierce College Homepage](#), hover over **Student Resources** and then click **Class Schedule**.



Then select **Class Search**.

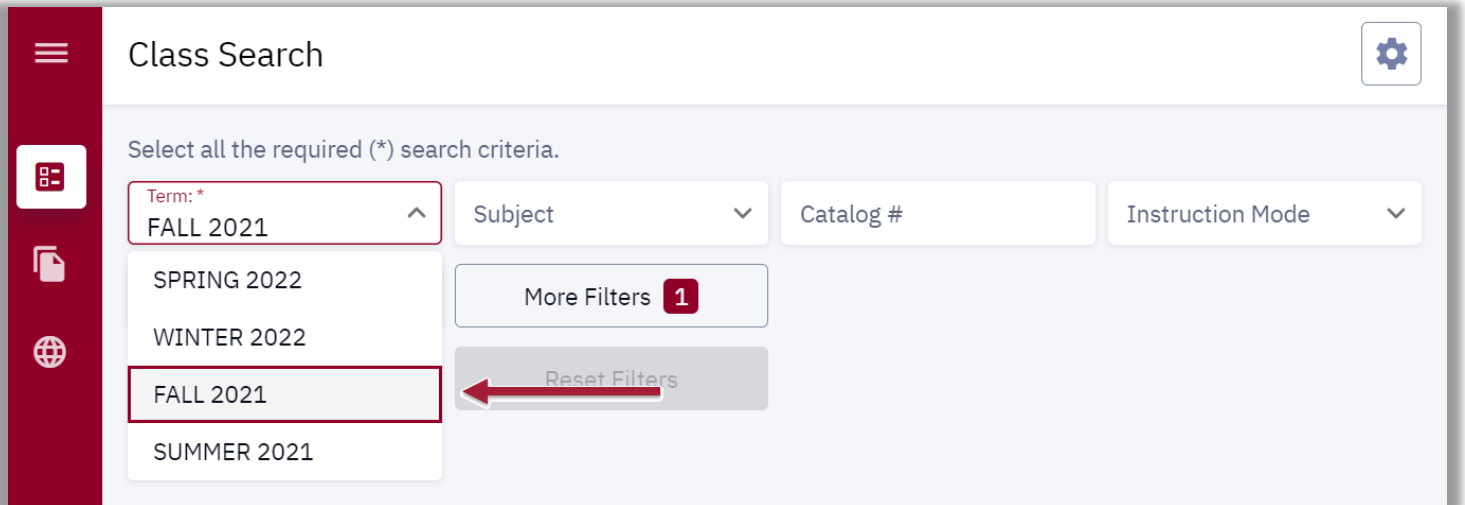


This is the **Class Search** page. You will see a series of **Search Criteria** that will help you narrow down your search for classes.



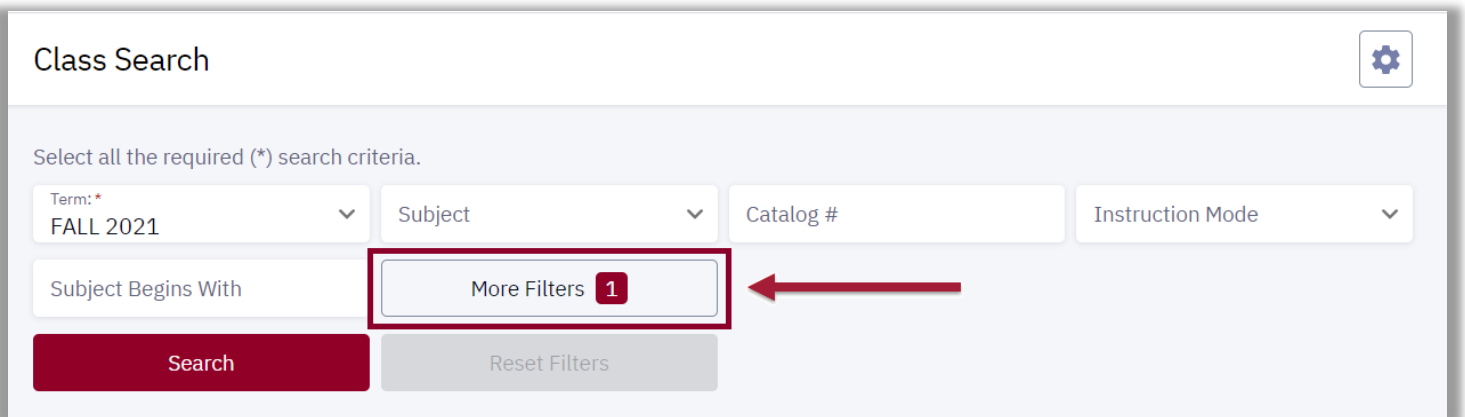
The screenshot shows the 'Class Search' interface. On the left is a dark red sidebar with icons for a menu, a grid, a document, and a globe. The main area has a header 'Class Search' with a settings gear icon. Below the header, it says 'Select all the required (\*) search criteria.' There are four dropdown menus: 'Term: \*' with 'SUMMER 2021' selected, 'Subject', 'Catalog #', and 'Instruction Mode'. Below these are two buttons: 'Subject Begins With' and 'More Filters 1'. At the bottom are two buttons: 'Search' (dark red) and 'Reset Filters' (grey).

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



This screenshot shows the 'Class Search' page with the 'Term: \*' dropdown menu open. The menu lists 'FALL 2021', 'SPRING 2022', 'WINTER 2022', 'FALL 2021', and 'SUMMER 2021'. A red box highlights the 'FALL 2021' option, and a red arrow points to it from the right. The 'More Filters 1' button is also visible.

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.



This screenshot shows the 'Class Search' page with the 'More Filters 1' button highlighted by a red box and a red arrow pointing to it from the right. The 'Term: \*' dropdown menu is now set to 'FALL 2021'.

**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](#).*

The screenshot shows the 'Class Search' interface. At the top right is a gear icon. Below the title, it says 'Select all the required (\*) search criteria.' There are three dropdown menus: 'Term: \*' with 'FALL 2021', 'Subject:' with 'English&', and 'Catalog #' with '101'. A red box highlights the 'Subject' and 'Catalog #' fields, with a red arrow pointing to the 'Catalog #' dropdown. Below these are 'Subject Begins With' and 'More Filters 3' buttons. At the bottom are 'Search' and 'Reset Filters' buttons.

**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&”.

The screenshot shows the 'Class Search' interface with the 'Subject Begins With' field highlighted in a red box and containing the text 'ENGL'. A red arrow points to the 'More Filters 2' button. The other filters are 'Term: \*' (FALL 2021), 'Subject' (empty), 'Catalog #' (empty), and 'Instruction Mode' (empty). 'Search' and 'Reset Filters' buttons are at the bottom.

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

The screenshot shows the 'Class Search' interface with the 'Instruction Mode' dropdown menu open. The menu options are 'Any Instruction Mode', 'Hybrid', 'In Person', and 'On-line'. A red box highlights the 'On-line' option, and a red arrow points to it from the bottom. The other filters are 'Term: \*' (FALL 2021), 'Subject:' (English&), and 'Catalog #' (101). 'Search' and 'Reset Filters' buttons are at the bottom.

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

Select all the required (\*) search criteria.

Term: * FALL 2021	Subject	Catalog #	Instruction Mode
Subject Begins With	Fewer Filters 1		
Instructor Last Name	Location	Days	Start Date From
Start Date To	Start Time	End Time	Class Number
Units	Keyword	Session	

Show Open Classes Only

**Search**    Reset Filters

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

Select all the required (\*) search criteria.

Term: * FALL 2021	Subject	Catalog #	Instruction Mode
Subject Begins With	Fewer Filters 2		
Instructor Last Name: Smith		Days	Start Date From

**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.

Select all the required (\*) search criteria.

Term: * FALL 2021	Subject	Catalog #	Instruction Mode
Subject Begins With	Fewer Filters 2		
Instructor Last Name: Smith	Location:	Days	Start Date From
Start Date To	Any Location	End Time	Class Number
Units	Fort Steilacoom	Session	
<input checked="" type="checkbox"/> Show Open Classes Only	Graham Kapowsin		
<b>Search</b>	Joint Base Lewis McChord		
	Puyallup Campus		
	Spanaway Lakes		

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

The screenshot shows the 'Class Search' interface. A dropdown menu for the 'Days' filter is open, showing a list of days with checkboxes. 'Monday' and 'Wednesday' are checked. A red box highlights the dropdown menu. A red arrow points from the 'Start Date From' field to the 'Days' dropdown menu.

Term: * FALL 2021	Subject	Catalog #	Instruction Mode	Subject Begins With	Fewer Filters 2
Instructor Last Name	Location	Days: (2): Mo, We	Start Date From	Start Date To	Start Time
End Time	Class Number	<input checked="" type="checkbox"/> Monday	Keyword	Session	
<input checked="" type="checkbox"/> Show Open Classes Only		<input type="checkbox"/> Tuesday			
<b>Search</b>	Reset Filters	<input checked="" type="checkbox"/> Wednesday			
		<input type="checkbox"/> Thursday			
		<input type="checkbox"/> Friday			
		<input type="checkbox"/> Saturday			

**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.

The screenshot shows the 'Class Search' interface. The 'Start Date From' and 'Start Date To' filters are highlighted with red boxes. The 'Start Date From' filter has a calendar icon, and the 'Start Date To' filter has a calendar icon.

Term: * FALL 2021	Subject	Catalog #	Instruction Mode		
Subject Begins With	Fewer Filters 1				
Instructor Last Name	Location	Days	Start Date From		
Start Date To	Start Time	End Time	Class Number		
Units	Keyword	Session			

**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.

Instructor Last Name	Location	Days	Start Date From
Start Date To	Start Time	End Time	Class Number
Units	12:30 PM	Session	
<input checked="" type="checkbox"/> Show Open Classes Only	01:00 PM		
Search	01:30 PM		
	02:00 PM		
	02:30 PM		

**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.

Instructor Last Name	Location	Days	Start Date From
Start Date To	Start Time	End Time	Class Number: 3698
Units	Keyword	Session	

001-LEC (3698) ←

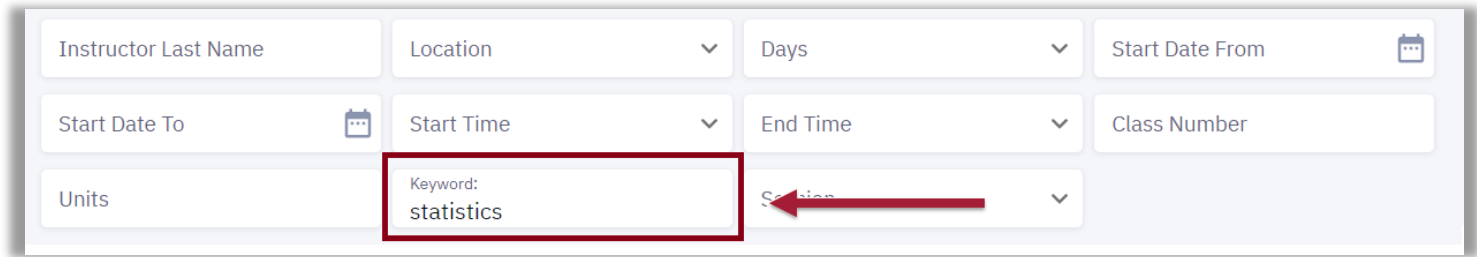
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Section: 001  
 Units: 5  
 Status: O 1/24  
 Instruction Mode: On-line

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

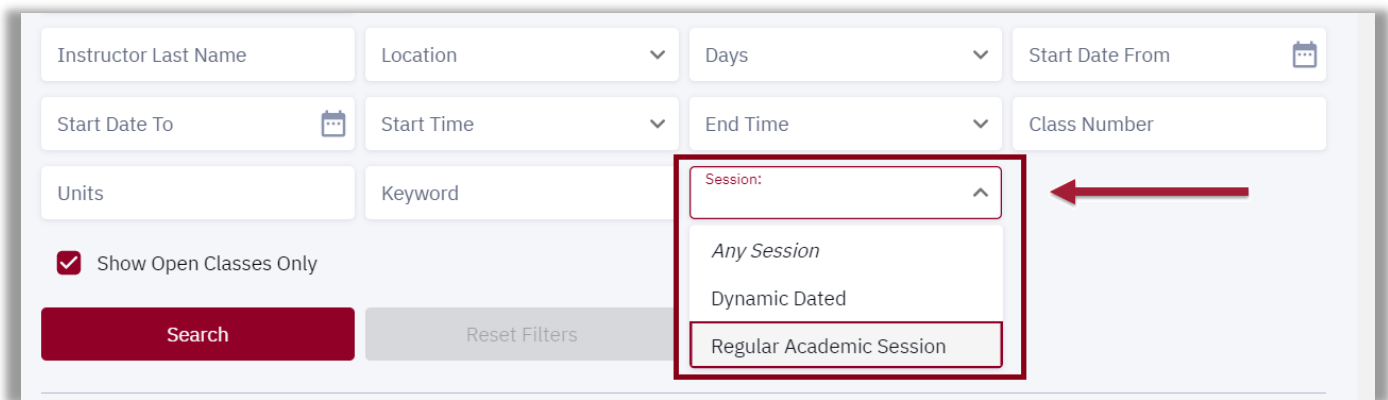
Instructor Last Name	Location	Days	Start Date From
Start Date To	Start Time	End Time	Class Number
Units: 5	Keyword	Session	

**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.



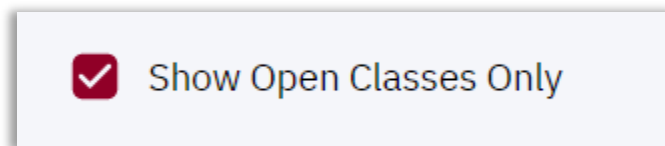
A screenshot of a search filter interface. The interface consists of several input fields and dropdown menus arranged in a grid. The fields include: Instructor Last Name, Location (dropdown), Days (dropdown), Start Date From (with a calendar icon), Start Date To (with a calendar icon), Start Time (dropdown), End Time (dropdown), Class Number, Units, and Keyword. The Keyword field is highlighted with a red rectangular border and contains the text "statistics". A red arrow points from the right side of the Keyword field towards the Sessions dropdown menu.

**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**.



A screenshot of a search filter interface, similar to the one above. The Session dropdown menu is open, showing three options: "Any Session", "Dynamic Dated", and "Regular Academic Session". The "Any Session" option is highlighted with a red rectangular border. A red arrow points from the right side of the Session dropdown menu towards the "Any Session" option. Below the search fields, there is a checkbox labeled "Show Open Classes Only" which is checked, and two buttons: "Search" (dark red) and "Reset Filters" (grey).

**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.



A close-up of the "Show Open Classes Only" checkbox. The checkbox is checked, indicated by a red checkmark inside a red square. The text "Show Open Classes Only" is displayed to the right of the checkbox.

**Click Search to submit!**



A close-up of the "Search" and "Reset Filters" buttons. The "Search" button is dark red with white text, and the "Reset Filters" button is grey with grey text.

## 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.

## English Composition I | ENGL& 101

007-LEC (8073)

View
⋮

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Section:	007
Units:	5
Status:	<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">O</span> 6/18
Instruction Mode:	Hybrid

---

Days:	MoWe
Start:	8:30 am
End:	10:00 am
Room:	FS - Olympic North 205
Instructor:	Kelly Kloesel
Dates:	09/20 - 12/08

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.

## English Composition I | ENGL& 101 ✕

INFORMATION

Section:	007-LEC (8073)
Session:	Regular Academic Session
Class Number:	8073
Career:	Undergraduate
Session:	Regular Academic Session
Units:	5 units
Grading:	Graded
Description:	A composition course focusing on writing academic essays, developing rhetorical knowledge and critical reading skills, and applying effectively the principles of college writing.
Enrollment Requirements:	Placement or ENGL 99 with a grade of 2.0 or better. College level reading ability.
Class Notes:	This is a hybrid course utilizing both face-to-face meeting time on campus during the hours

**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.



#### AVAILABILITY

Status:	Open
Seats Open:	6/18
Wait List Open:	5/5

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.