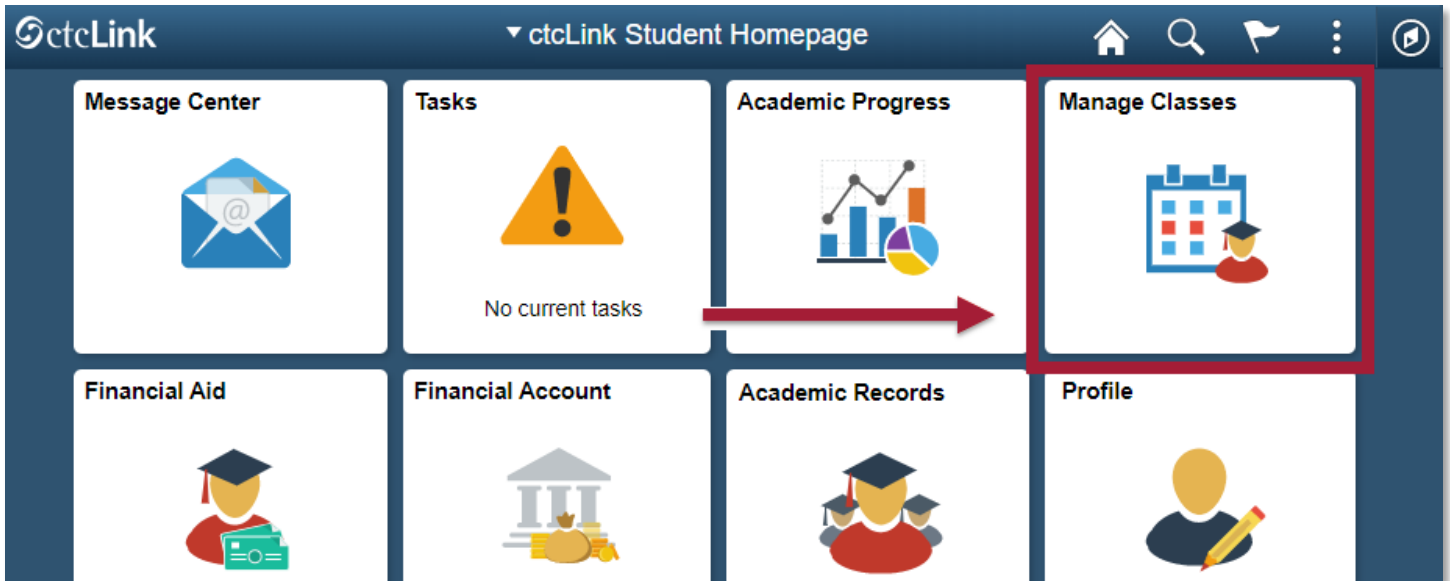


How to Search for Classes within ctcLink

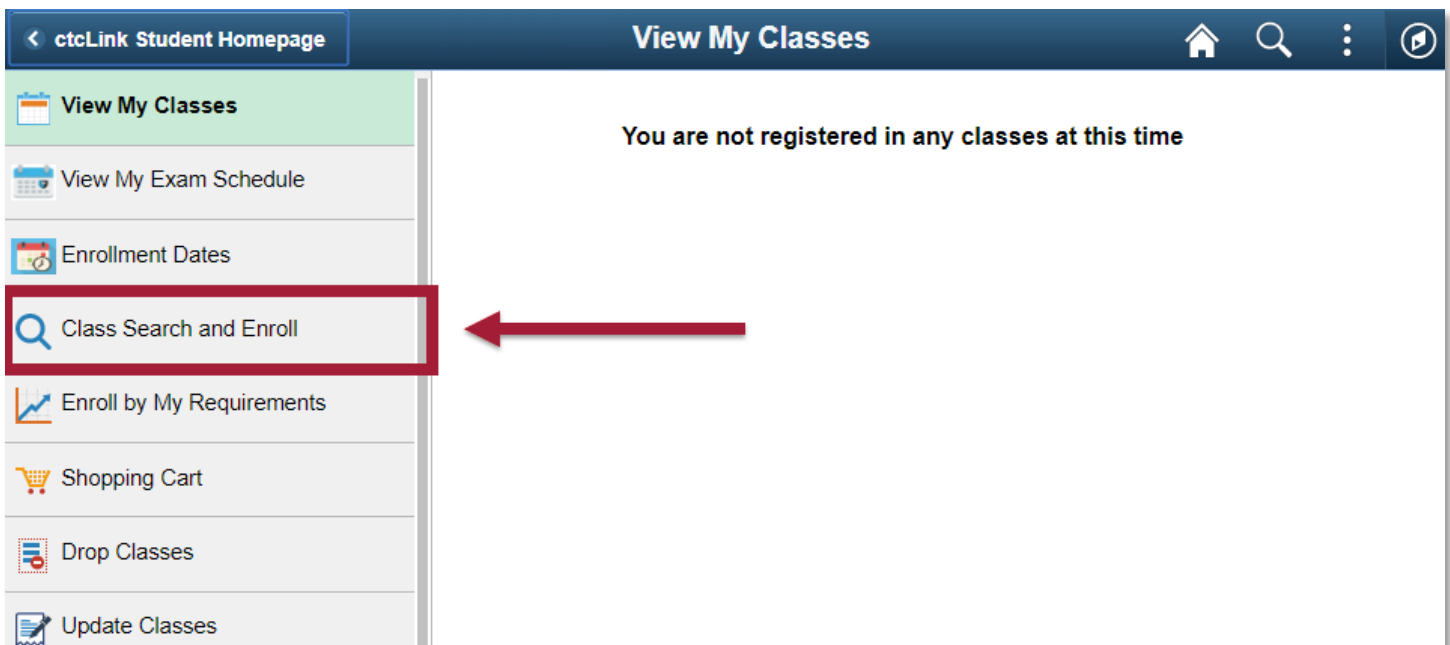
This guide will show you how to search for classes in ctcLink.

Go to Manage Classes:

- From your [ctcLink Student Homepage](#), click the **Manage Classes** tile.



- Click the **Class Search and Enroll** tab.



- Select the **Term and Institution**.

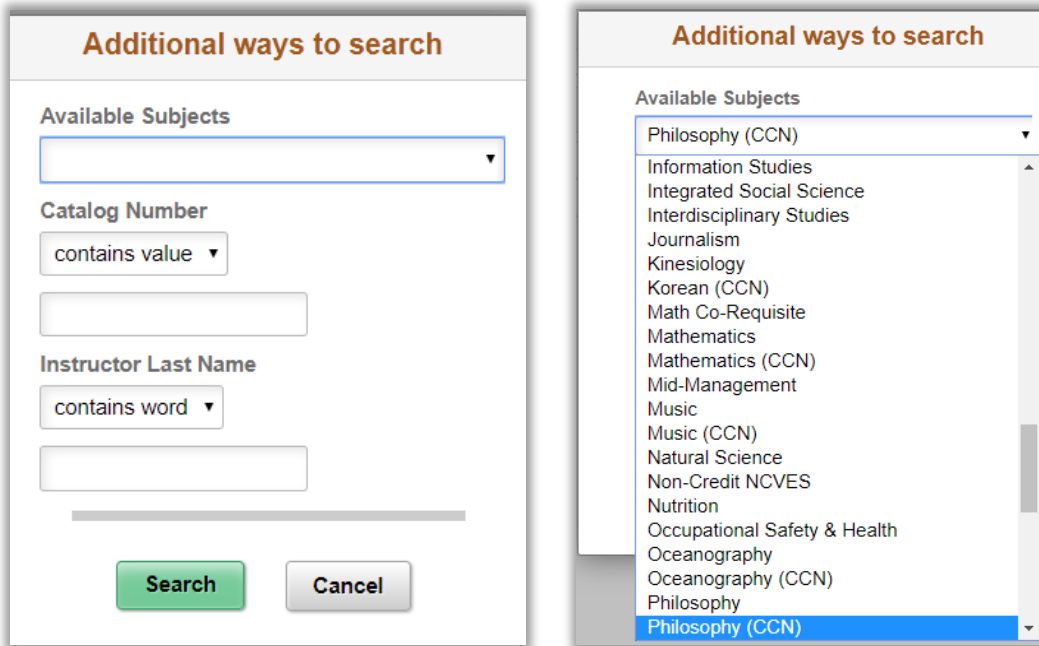
The screenshot shows the 'Select a Value' dropdown menu. The menu is open, displaying a list of institutions and terms. The 'SUMMER 2020' term for 'Pierce College' is highlighted with a red box, and a red arrow points to it from the right. The menu is organized into sections: 'Terms prior to SPRING 2020', 'Terms on or after SPRING 2020', and a list of institutions including Spokane Falls Community College, Tacoma Community College, Olympic College, Pierce College, Cascadia College, and Clark College.

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

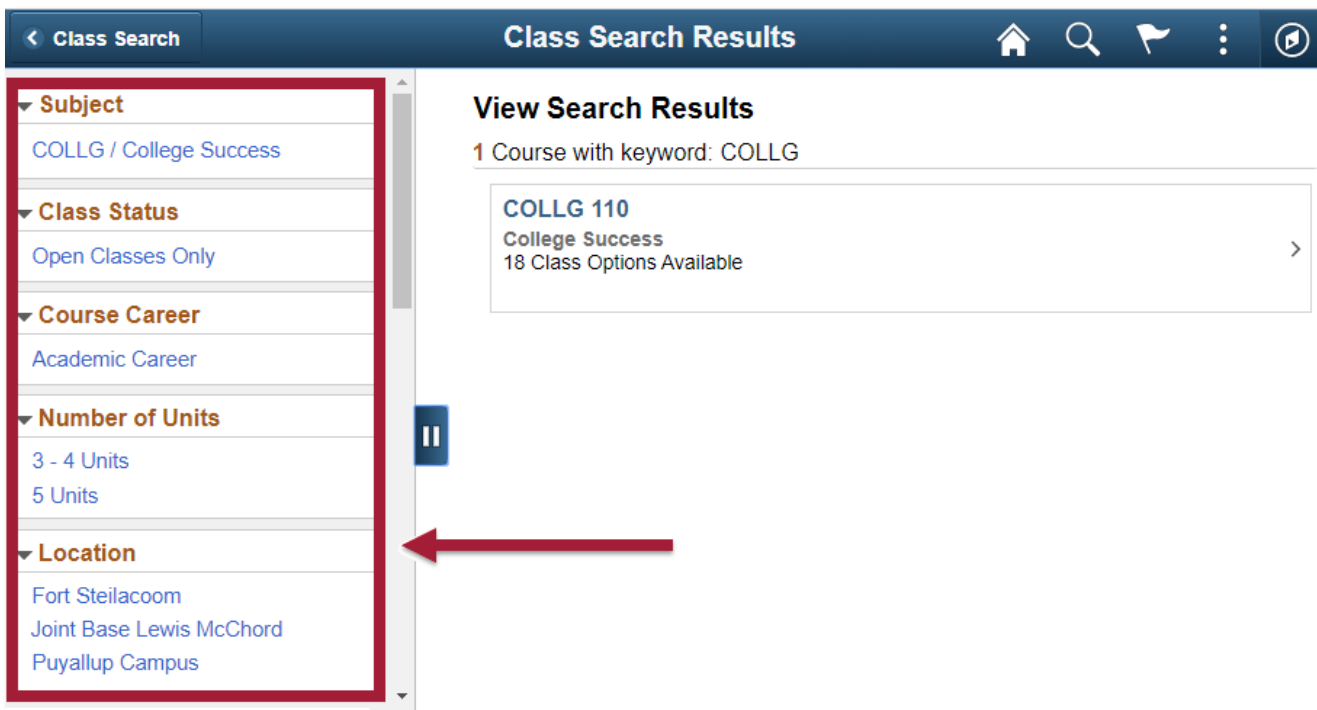
The screenshot shows the 'Class Search and Enroll' page. The page displays the search interface with a search bar and options for 'Favorites' and 'Recently Viewed'. A red box highlights the search bar and the 'Additional ways to search' section, and a red arrow points to the 'Recently Viewed' option. The search bar contains the text 'Enter keyword e.g. course, subject, class, topic'. The 'Additional ways to search' section includes 'Favorites' and 'Recently Viewed' options.

- 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 [Common Course Numbering](#). These CCN courses are also denoted with an ampersand symbol (&).



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



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

- 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.

SUMMER 2020
Pierce College

COLLG 110
College Success
★ Add to favorite courses
▶ Course Information
▼ Class Selection

Select a class option ⓘ Selected Filters 18 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	LEC - Section E01 - Class Nbr 1901	07/01/2020 - 08/20/2020	To be announced	Pierce College Online	Instructor Name	Open Seats 20 of 20 >
2	Open	Regular Academic Session	LEC - Section E02 - Class Nbr 1902	07/01/2020 - 08/20/2020	To be announced	Pierce College Online	Instructor Name	Open Seats 20 of 20 >
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 Seats 25 of 25 >

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.

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.

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	LEC - Section E01 - Class Nbr 1901	07/01/2020 - 08/20/2020	To be announced	Pierce College Online	Instructor Name	Open Seats 20 of 20
2	Open	Regular Academic Session	LEC - Section E02 - Class Nbr 1902	07/01/2020 - 08/20/2020	To be announced	Pierce College Online	Instructor Name	Open Seats 20 of 20
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 Seats 25 of 25

- 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 Details
Meeting Information
Enrollment Information
Class Availability
Textbook/Other Information

COLLG 110 College Success
LEC - Section E01 - Class Nbr 1901 **Status : Open**

Units	Grading	Instruction Mode	Location	Campus
3.00	Graded	On-line	Fort Steilacoom	Main Campus

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**

Meeting Dates	Days	Times	Room	Instructor
07/01/2020 - 08/20/2020	To be Announced	To be Announced	Pierce College Online	Lisa Reyes

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 Enrollment Requirements

Class Note
 Permission will only be given to students enrolled 100% in online classes; contact Advising for approval.

Class Information ×

Class Details	Meeting Information	Enrollment Information	Class Availability	Textbook/Other Information
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COLLG 110 College Success
LEC - Section E01 - Class Nbr 1901 **Status : Open**

Class Capacity	Enrollment Total	Available Seats	Waitlist Capacity	Waitlist Total
20	0	20	0	0

Class Information ×

Class Details	Meeting Information	Enrollment Information	Class Availability	Textbook/Other Information
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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.