HOW TO USE CLASS SEARCH

Getting Started

Class search is a tool used to browse for classes that COCC offers each term. Below are the steps for navigating this tool along with some helpful tips to remember when using the tool. To get started:

- Click on the **View Class Search in full screen** link
- Select the **term** you want to view
- Click **Continue**

From the **Enter Your Search Criteria** screen, click into each field to begin your search. From this page you can:

1. Search by subject codes or descriptions. (*TIP: To search by all subjects leave this field blank*)
2. Search by a specific course number.
3. View classes by Campus location
4. Search by specific delivery methods
5. Browse classes by Instructor
6. Search by Keywords (*this looks in course titles and descriptions for the keyword*)

   Note by selecting Advanced Search one can use additional criteria such as course attributes, meeting days/times, number of credits and more.

Search Results

The search results page returns a list of classes based on the search criteria entered. Here you will find basic information about each class including:

- **CRN** = specific class number used for registration
- **Cr** = number of class credits
- **Campus** = The campus where class meetings will take place
- **Delivery Method** = Format of the class
  - *Key Tips:*
    - For Remote/In-Person classes you will need to attend both meeting times
    - To register for Online classes you will need to complete Online Orientation.
- **Meeting Times**
  - Shows the specific meeting days of the week, time, location as well as the date range for meetings.
  - Online classes will not display a specific meeting day as this represents class time that will take place online at no specific time.
  - Remote meetings meet at specific days and time virtually.

- **Status** = shows the number of seats remaining in the class. *(Full classes that have a waitlist will display with an explanation mark)*
- **Instructor** = Instructor(s) teaching the class
- **Attribute** = provides information about the class such as meeting a general education requirement.

If your results have generate multiple classes, you may need to move to other pages to see more of your results. Note you can also choose to see up to 50 classes per page.

Class Details:

Once you identify a class you want to register for, be sure to click on the class **title** to see important information specific to the class.

Basic Dental Assisting	DA	110	42776	4	Bend Campus	Remote/In-Person

Some of the critical information you will find in on this **class details** popup include:

1. **Course Information & Notes** = Provide a brief description of the course along with important pre-requisites, co-requisites, or recommended preparation information if applicable. Be sure to check this section for any classes you want to register in, as you will find other important class specific information to consider prior to registration.
2. **Registration Restrictions** = some courses have certain "rules" like instructor or department approval that are needed before you can register. This criteria displays here.
3. **Fees** = section that provides a breakdown of any additional fees that are specific to the class.
4. **Bookstore Links** = Provides a link to the COCC bookstore that will show the estimated costs of books for the class.
5. **Prerequisites and Corequisites** = Also displays prerequisites and corequisites information, but the Course Information and Notes section is an easier place to view this information.

   *Note that other sections in Class Details provide the same information found on the **Search Results** page.*

TIP: Once you find a class/classes you'd like to register for, make a note of the CRN. The CRNs will come in handy for quick registration.