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 Launch Class Search button
- 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. View classes by Campus location
2. Search by Subject codes or descriptions. (TIP: To search by all subjects leave this field blank)
3. Search by a specific Course Number
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 Tip:**
    - To register for Online classes you will need to complete [Online Orientation](#).
- **Meeting Times**
  - Shows the specific meeting days of the week, time, type of class, meeting location, & 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 times virtually, and have a building listed as: *Meetings Scheduled remotely.*

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<table>
<thead>
<tr>
<th>Title</th>
<th>Subject</th>
<th>Course Number</th>
<th>CRN</th>
<th>Cr</th>
<th>Campus</th>
<th>Delivery Method</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>WR</td>
<td>1212</td>
<td>4026</td>
<td>4</td>
<td>Bend Campus</td>
<td>In-Person</td>
<td></td>
</tr>
</tbody>
</table>

This class meets Mondays and Wednesdays on the Bend Campus for the entire term.

Start Date: 9/23/2024; End Date: 12/14/2024
Search Results Continued...

- **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 generated 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.

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.*

<table>
<thead>
<tr>
<th>Class Details for Basic Dental Assisting Dental Assisting 110 0</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Class Details" /></td>
</tr>
</tbody>
</table>

**General overview of the Dental Assisting profession through lecture, discussions, demonstrations, laboratory activities and on-site clinic visitation. Includes examining dentistry as a profession, charting and data collection, taking and recording vital signs, four-handed dentistry and equipment use and maintenance. Laboratory portion gives students initial skills for the clinical experience in the areas of instrument identification and transfer, oral-evacuation and use of the air-water syringe. Infection control protocols established by OSHA, the Oregon Board of Dentistry and the Centers for Disease Control and Prevention will be implemented. See DA 115 for Dental Assisting program prerequisites.**

**Section information text:**
Dental Assisting is a cohort program. You must also register 115, 125, 134 and 145 at the same time. If the lab time (DA 110) you want is not available you must register in a different lab. Waitlists will only be available to students once the cohort is full. Enrollment from the waitlist will be based solely on the student's waitlist position in DA 115 and will enroll students in the first available section of DA 110. This course is taught remotely via Zoom on day and time indicated and in-person for labs on day and time indicated.

**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.