

HOW TO USE CLASS SEARCH



CENTRAL OREGON
community college

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.

The screenshot shows the 'Enter Your Search Criteria' form on the Central Oregon Community College website. The form is titled 'Enter Your Search Criteria' and has a sub-header 'Term: Fall 2023'. The form contains several input fields and buttons:

- 1 Subject:** A dropdown menu with 'Writing' selected.
- 2 Course Number:** A text input field containing '121Z'.
- 3 Campus:** A dropdown menu with 'Bend Campus' and 'Redmond Campus' selected.
- 4 Delivery Method:** A dropdown menu with 'In-Person' and 'Remote/In-Person' selected.
- 5 Instructor:** An empty text input field.
- 6 Keyword (With Any Words):** An empty text input field.

At the bottom of the form, there are three buttons: 'Search', 'Clear', and 'Advanced Search'. The 'Search' button is highlighted with a red box and an arrow pointing to it from a callout box that says 'Select Search to view results'. The 'Clear' button is also highlighted with a red box and an arrow pointing to it from a callout box that says 'Choose clear to start over.'. The 'Advanced Search' button is highlighted with a red box and an arrow pointing to it from a callout box that says 'Select Advanced Search for additional search criteria'.

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.

The screenshot shows the 'Browse Classes' page for 'Composition I'. The search criteria are Term: Fall 2023, Subject: Writing, and Course Number: 121Z. The table lists one class with CRN 45760, 4 credits, at Bend Campus, In-Person delivery. The meeting times section shows two rows: a 'Final Exam' from 08:00 AM to 10:00 AM on 12/11/2023, and a 'Class' from 08:15 AM to 10:05 AM on 09/25/2023. Annotations explain that 'Class' represents class meetings and 'Final Exam' represents the final exam meeting. Another note states the class meets Mondays and Wednesdays on the Bend campus for the entire term.

Title	Subject	Course No	CRN	Cr	Campus	Delivery Method	Meeting Times																																																																																																		
Composition I	WR	121Z	45760	4	Bend Campus	In-Person	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td colspan="7">08:00 AM - 10:00 AM</td></tr><tr><td colspan="7">Type: Final Exam</td></tr><tr><td colspan="7">Building: Ochoco Hall</td></tr><tr><td colspan="7">Room: 0142</td></tr><tr><td colspan="7">Start Date: 12/11/2023</td></tr><tr><td colspan="7">End Date: 12/11/2023</td></tr></table> <table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td colspan="7">08:15 AM - 10:05 AM</td></tr><tr><td colspan="7">Type: Class</td></tr><tr><td colspan="7">Building: Ochoco Hall</td></tr><tr><td colspan="7">Room: 0142</td></tr><tr><td colspan="7">Start Date: 09/25/2023</td></tr><tr><td colspan="7">End Date: 12/06/2023</td></tr></table>	S	M	T	W	T	F	S	08:00 AM - 10:00 AM							Type: Final Exam							Building: Ochoco Hall							Room: 0142							Start Date: 12/11/2023							End Date: 12/11/2023							S	M	T	W	T	F	S	08:15 AM - 10:05 AM							Type: Class							Building: Ochoco Hall							Room: 0142							Start Date: 09/25/2023							End Date: 12/06/2023						
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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.

The screenshot shows a search results interface with a table and a 'Search Again' button. Annotations explain various elements:

- Status:** A tooltip shows 'FULL: 0 of 1 seats remain.' and '23 of 25 waitlist seats remain.' A box explains: 'Full Classes that have a waitlist will display with an explanation mark.'
- Instructor:** The name 'Mary Sather (Primary)' is shown.
- Attribute:** A dollar sign icon is shown next to 'Course Materials < \$50'. A box explains: 'Low cost classes display with this icon!'
- Action:** A green 'Search Again' button is highlighted with a box that says: 'Select Search Again to search by different criteria.'

Status	Instructor	Attribute
10 of 10 seats remain. 10 of 10 waitlist seats remain.	Mary Sather (Primary)	Foundtl Writing & Info Lit Rel Instr Communications Course Materials < \$50

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.

Navigation controls: Page 1 of 74 | 10 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
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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.*

Class Details for Basic Dental Assisting Dental Assisting 110 0

Term: 202340 | CRN: 42776

Course Information & Notes

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 register or waitlist in DA 110, 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; online via virtual content; and in-person for labs on day and time indicated.

Close

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.