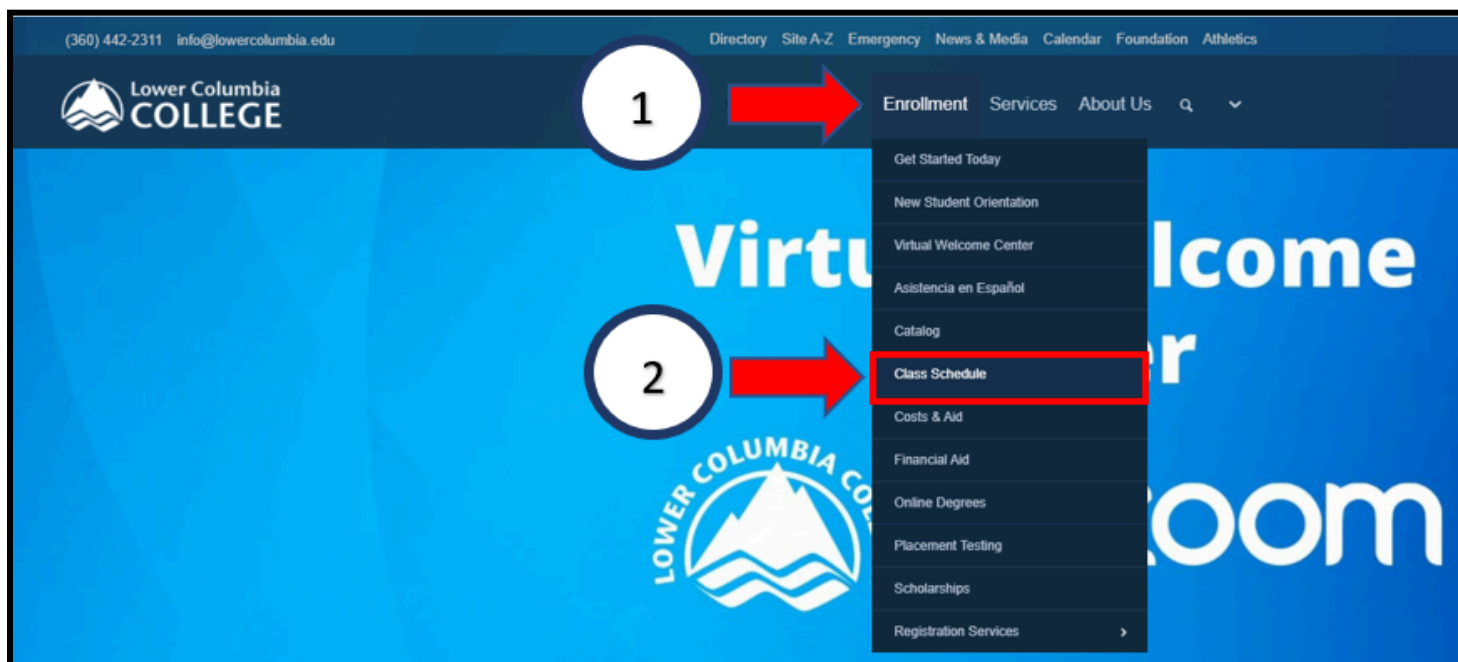


# Class Schedule Search & Enroll in Classes (mobile friendly)



## Step 1:

Open a browser and go to the [Lower Columbia College](https://www.lowercolumbia.edu) website. Hover over **Enrollment** and select **Class Schedule** from the drop down menu.

## Fall Quarter 2021

September 20 - December 3 • [Final Exams: December 7-9](#) • Grades Available: December 30

### > [Fall Class Schedule - Online](#)

Search for classes in ctCLink by subject, instruction mode, days of the week, and more. Under search options, use the "Course Attributes" field to find classes with low-cost (or no-cost) textbooks, or select "LCC Defined Attributes" to search for classes that use Canvas or meet LCC's various distribution requirements (including diversity courses).

## Summer Quarter 2021

July 6 - August 26 • [Summer finals are given on the last day your class meets](#) • Grades Available: August 31

### > [Summer Class Schedule - Online](#)

Search for classes in ctCLink by subject, instruction mode, days of the week, and more. Under search options, use the "Course Attributes" field to find classes with low-cost (or no-cost) textbooks, or select "LCC Defined Attributes" to search for classes that use Canvas or meet LCC's various distribution requirements (including diversity courses).

## Planning Tools

- Stay on track by [meeting with an advisor every quarter](#).

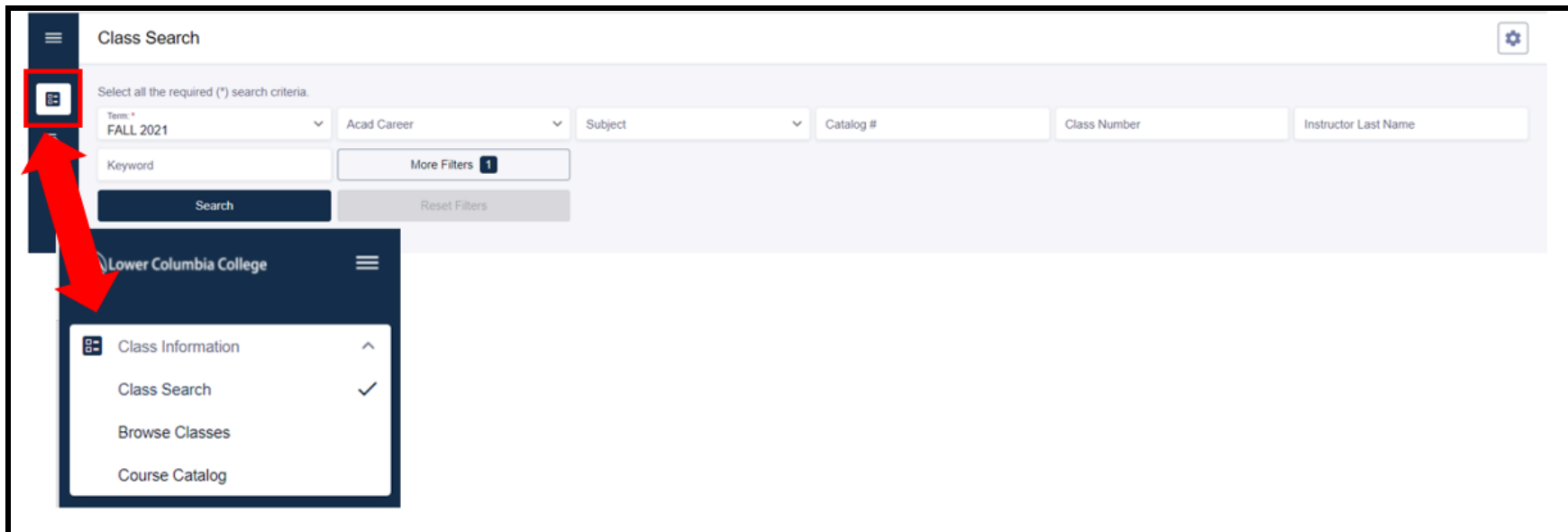
## Class Schedule Archive

- Past quarterly schedules available at [Class Schedule Archive](#).

Lower Columbia College publishes class information online and in print once each quarter. The print schedule is available on campus and is mailed to homes weeks before each quarter begins.

### Step 2:

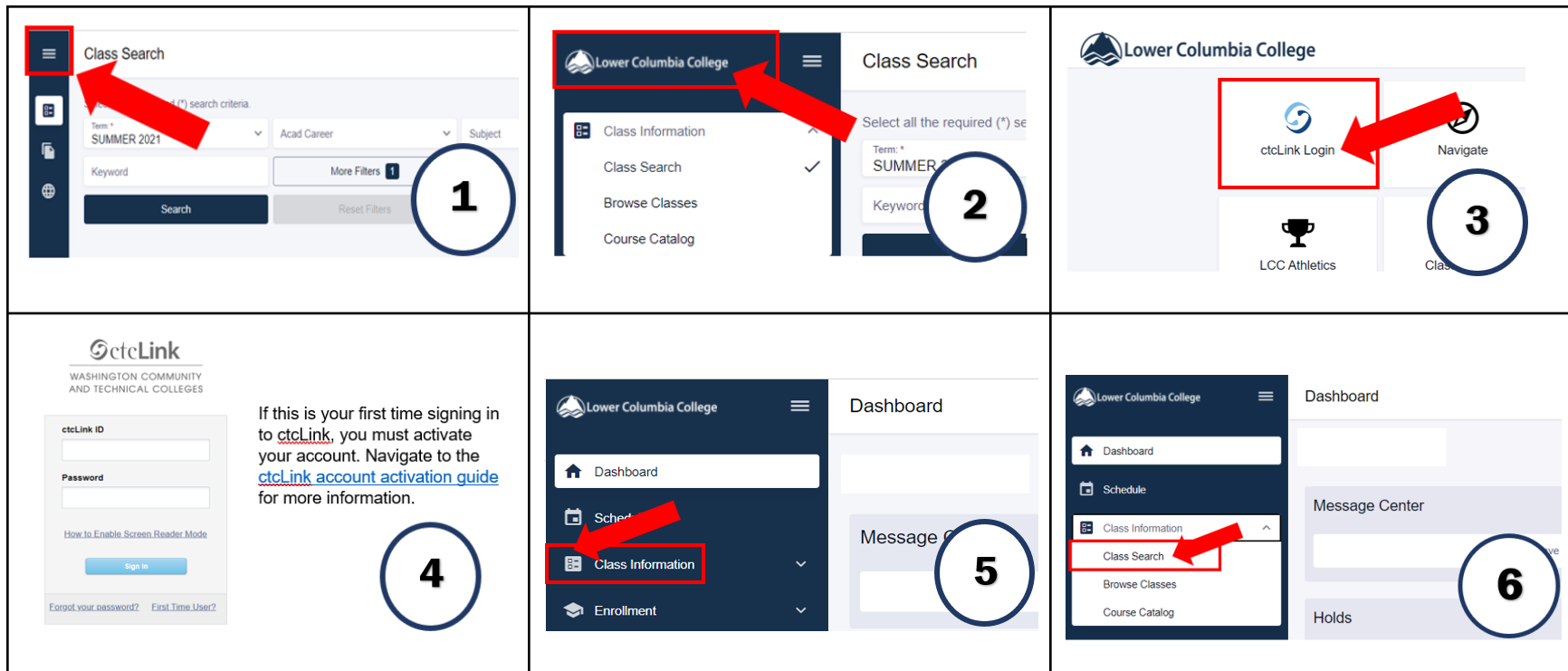
The Class Schedule webpage displays. Select the link for the quarter you would like to search from the options listed.



### Step 3:

The **Class Search** page is the default view. To browse classes by subject or see the course catalog, click the **Class Information** icon in the left navigation bar.

**You must be logged in to enroll in a class or add a class to your Shopping Cart.** If you have applied or are a current student, please log in to your account before searching so you can search and enroll at the same time. See the next slide for login review. If you're just browsing classes without enrolling, go to **Step 4**.



**Login:**

1. Click on the **3-line menu (hamburger button)** at the top left.
2. Click on the **college logo**.
3. Click **ctclink Login**.
4. Enter your **ctclink ID** and **password**. Then click **Sign In**.
5. Click on the **Class Information** icon on the left navigation bar.
6. Click **Class Search**.

***\*If this is your first time signing in to ctclink, you must activate your account before signing in. Navigate to the [ctclink account activation guide](#) for more information.***

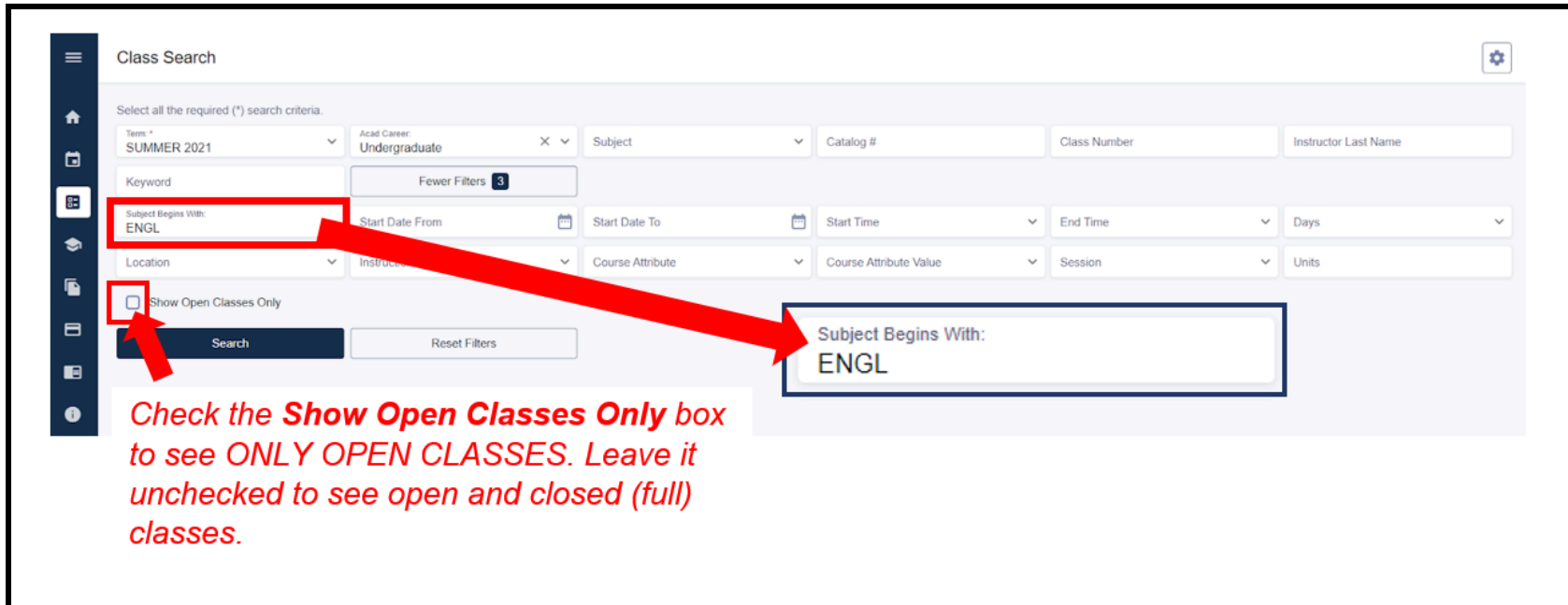
Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes. *Leave the box unchecked if you might want to be added to a waitlist.*

#### Step 4:

Use the options and filters to narrow your search. You must select a **Term** and you can click **More Filters** to expand the list of search criteria.

**TERM** is the only required field. All other fields are optional.

## Additional ways to search:

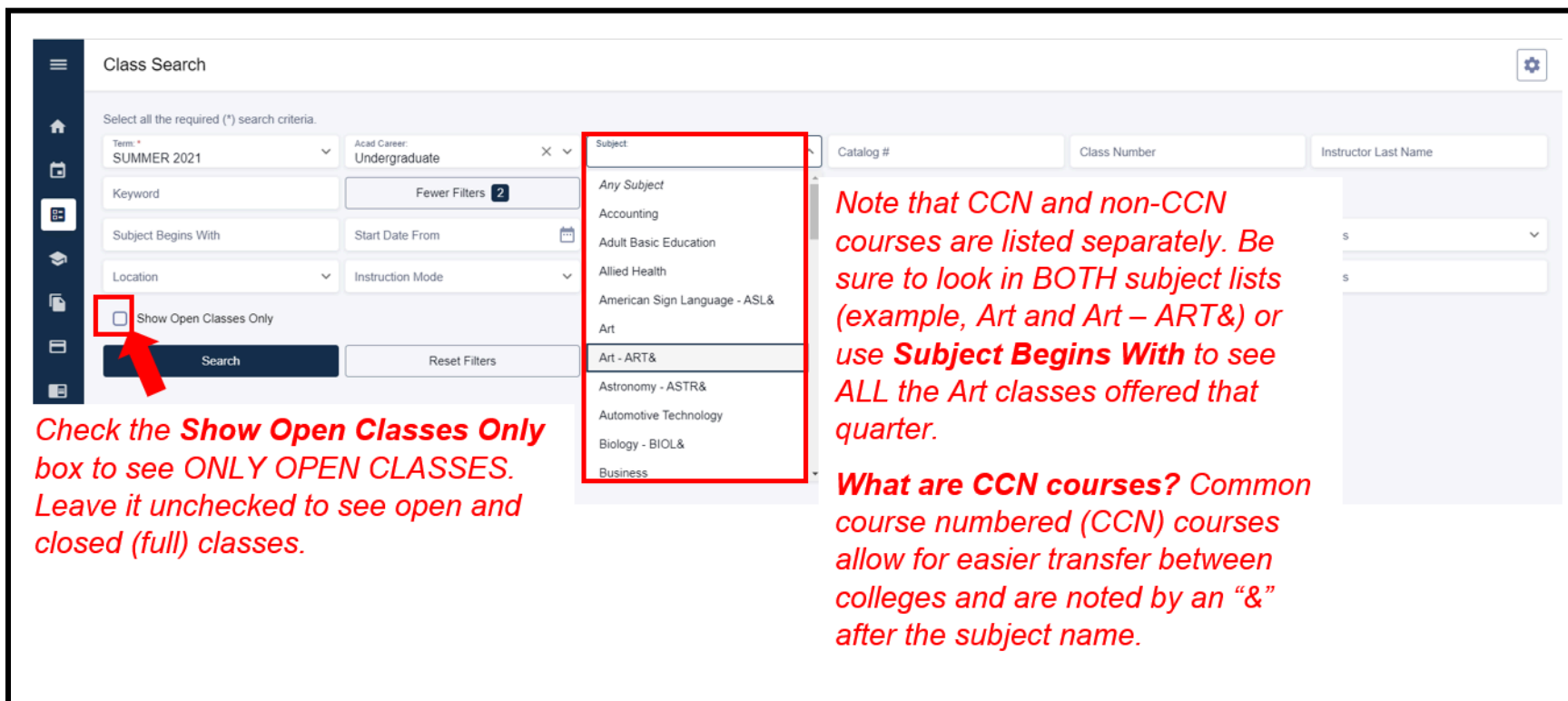


The screenshot shows the 'Class Search' interface. A red box highlights the 'Subject Begins With' field with the value 'ENGL'. A red arrow points from this field to another 'Subject Begins With' field on the right, which also contains 'ENGL'. A second red box highlights the 'Show Open Classes Only' checkbox, which is currently unchecked. A red arrow points from this checkbox to the 'Show Open Classes Only' text in the red instruction block below. The interface includes various search filters such as Term (SUMMER 2021), Acad Career (Undergraduate), Keyword, Start Date, and Location. A 'Search' button and 'Reset Filters' button are also visible.

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes.*

Use **Subject Begins With** and type in the 2-5 character subject to see ALL classes for subjects that have Common Course Number/CCN (BIOL&, ENGL&, CHEM&) and non-CCN courses (BIOL, ENGL, CHEM).

## Additional ways to search (continued)



The screenshot shows a 'Class Search' interface. On the left, a sidebar contains navigation icons. The main search area has a header 'Class Search' and a sub-header 'Select all the required (\*) search criteria.' Below this are several filter fields: 'Term' (SUMMER 2021), 'Acad Career' (Undergraduate), 'Keyword', 'Subject Begins With', 'Location', and 'Instruction Mode'. A 'Fewer Filters' button with a '2' icon is next to the 'Keyword' field. A 'Show Open Classes Only' checkbox is checked, with a red arrow pointing to it. A 'Search' button is at the bottom left. A 'Subject' dropdown menu is open, showing a list of subjects including 'Any Subject', 'Accounting', 'Adult Basic Education', 'Allied Health', 'American Sign Language - ASL&', 'Art', 'Art - ART&', 'Astronomy - ASTR&', 'Automotive Technology', 'Biology - BIOL&', and 'Business'. The 'Art - ART&' option is highlighted. To the right of the search area, there are fields for 'Catalog #', 'Class Number', and 'Instructor Last Name'. A red text box on the right contains two paragraphs of instructions.

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes.*

*Note that CCN and non-CCN courses are listed separately. Be sure to look in **BOTH** subject lists (example, Art and Art – ART&) or use **Subject Begins With** to see **ALL** the Art classes offered that quarter.*

***What are CCN courses?** Common course numbered (CCN) courses allow for easier transfer between colleges and are noted by an “&” after the subject name.*

Search by **Subject**, **Class Number**, **Instruction Mode** and other filters. Remember that CCN courses and non-CCN courses are listed separately in the **Subject** filter. Use **Subject Begins With** to see ALL courses (CCN and non-CCN).

## Additional ways to search (continued)

The screenshot displays a search interface with two dropdown menus highlighted by red boxes and red arrows pointing to their respective selection lists. The first dropdown, labeled "Course Attribute", is open to show a list of "LCC Defined Attributes" with the "LCC Defined Attributes" option selected. The second dropdown, labeled "Course Attribute Value", is open to show a list of "Learning Communities" with the "Learning Communities" option selected.

Start Date To  Start Time

Course Attribute  Course Attribute Value

Course Attribute: LCC Defined Attributes

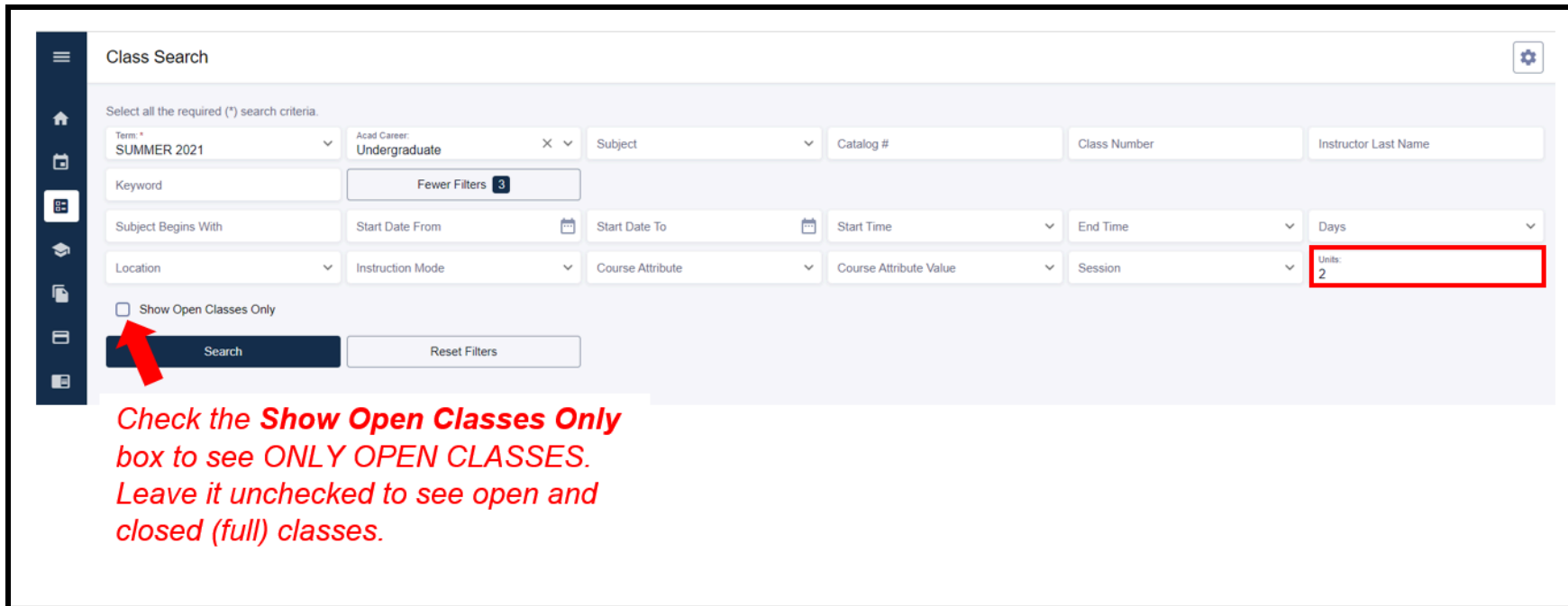
- Everett Defined Attributes
- Gray's Harbor Attributes
- Green River Defined Attributes
- Highline Defined Attributes
- LCC Defined Attributes
- Low-Cost Textbooks
- North Seattle Attributes
- OER: No Textbook to Purchase
- Olympic Defined Attributes
- Peninsula Defined Attributes
- Pierce Defined Attributes

Course Attribute Value: Learning Communities

- Alternative Ed Resources
- Course uses Canvas
- Diversity
- Elective
- Humanities
- Intensive English
- Learning Communities
- Natural Science
- Natural Science Lab
- Performance based course
- Physical Education course

If you would like to narrow to a specific type of course such as “Learning Communities”, “Diversity” or “Natural Science Lab”, choose **LCC Defined Attribute** from the **Course Attribute** dropdown menu and then select the course type from the **Course Attribute Value** list.

## Additional ways to search (continued)



The screenshot shows the 'Class Search' interface. At the top, it says 'Class Search' with a settings icon. Below that, it prompts to 'Select all the required (\*) search criteria.' The search criteria include: Term: SUMMER 2021, Acad Career: Undergraduate, Subject, Catalog #, Class Number, and Instructor Last Name. There are also fields for Keyword, Subject Begins With, Start Date From, Start Date To, Start Time, End Time, Days, Location, Instruction Mode, Course Attribute, Course Attribute Value, and Session. A checkbox labeled 'Show Open Classes Only' is present, with a red arrow pointing to it. The 'Units' field is highlighted with a red box and contains the number '2'. A 'Search' button and a 'Reset Filters' button are at the bottom.

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes.*

Use **Units** to search by number of credits. You cannot search by “less than” or “greater than”, you will need to enter the specific number of credits if using this optional search filter.

Class Search

Select all the required (\*) search criteria.

Term: \* FALL 2021 Acad Career: Undergraduate Subject Catalog # Class Number Instructor Last Name

Keyword Fewer Filters 4

Subject Begins With: ENGL Start Date From Start Date To Start Time End Time Days

Location Instruction Mode: On-line Course Attribute Course Attribute Value Session Units

Show Open Classes Only

Search Reset Filters

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes.*

### Step 5:


Review your search criteria. You can see the filter count towards the middle of the page.

Remember! If you only want to see open classes, check the **Show Open Classes Only** box. **Don't check this box if you may want to add yourself to the Waitlist of a full class.**

The screenshot shows a 'Class Search' interface. On the left is a dark blue sidebar with icons for home, calendar, a grid (selected), graduation cap, document, and folder. The main area has a title 'Class Search' and a prompt 'Select all the required (\*) search criteria.' Below this are several filter fields: 'Term: \*' with 'FALL 2021', 'Acad Career:' with 'Undergraduate', 'Subject', 'Keyword', 'Subject Begins With:' with 'ENGL', 'Start Date From', 'Start Date To', 'Location', 'Instruction Mode:' with 'On-line', and 'Course Attribute'. There is a 'Fewer Filters 4' button and a 'Show Open Classes Only' checkbox. At the bottom, a 'Search' button is highlighted with a red box and a red arrow, and a 'Reset Filters' button is next to it.

**Step 6:**

Once your filters are set, click **Search**.



Math in Society | MATH& 107

### Class Section Codes

The class section codes listed below are used for classes other than in-person & web enhanced.

- DE - fully online, asynchronous (anytime)
- VC - virtual classroom, all online & synchronous (specific day/time)
- VH - virtual hybrid, mix of fully online (anytime) and virtual classroom (real-time)
- HY - hybrid, in person instruction (specific day/time) with & asynchronous online (on your own)
- N - classes with a start time after 4:00 pm

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM
> A-LEC (3786)	-	1	MoTuWe...	9:00 am	9:50 am	Vocational Buil...
> DE-LEC (2949)	-	1	ARR	-	-	ARRANGED
> VH-LEC (2948)	-	1	MoWe	11:00 am	11:50 am	Virtual Classro...

Math for Elementary Educators 1 | MATH& 131

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM
> VC-LEC (2945)	-	1	MoWeFr	9:00 am	10:50 am	Virtual Classro...

\*For full class modality details, visit the LCC website - <https://lowercolumbia.edu/classes/class-modality.php>

### Step 7:

Review the class options. Pay attention to the **Section** name.

Click on the class section to see more information about it, including special registration instructions, class notes and textbook information.

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS
> A-LEC (2992)	-	1	TuTh	1:30 pm	3:45 pm	Main Building 203	09/20 - 12/13	Abbie Leavens	5	W 5/10 O 0/15
> B-LEC (3001)	-	1	TuTh	11:00 am	1:15 pm	Main Building 201	09/20 - 12/13	Christopher Tower	5	W 1/10 O 0/12
> C-LEC (2998)	-	1	TuTh	8:30 am	10:45 am	Main Building 201	09/20 - 12/13	Christopher Tower	5	W 2/10 O 0/12
> DE1-LEC (2995)	-	1	ARR	-	-	ARRANGED	09/20 - 12/13	Ellsabeth Hegm...	5	W 9/10 O 0/20
> DE11-LEC (2989)	-	1	ARR	-	-	ARRANGED	09/20 - 12/13	Janell Haynes	5	O 6/20

## Status Key

**O 6/20** Green O means the class is still open and students aren't added to a waitlist, yet. 6/20 means there are still 6 available spots out of the 20 total spots.

**W 9/10**  
**O 0/20** Orange W and Gray O mean the class is full, but there is still space on the waitlist. 9/10 means there are still 9 available spots on the waitlist out of 10 total waitlist spots. 0/20 means there are 0 available spots on the regular roster out of 20 total spots.

**C 0/10** Red C means the regular roster and waitlist are both full. The class is closed and students cannot add themselves to the waitlist.

### Step 8:

Review the **Status** of each **Section**. The first number is the number of spots still available, and the second number is the total number of spots for the class or waitlist.

VC1-LEC (3003) 1 TuTh 11:00 am 1:15 pm Virtual Classroom (... 09/20 - 12/13 Mavourneen Rister 5 9/10 0/20 Main Campus On-line

INFORMATION	DETAILS
Class Number: 3003	Instructor: Mavourneen Rister
Career: Undergraduate	Dates: 09/20/2021 - 12/13/2021
Session: Regular Academic Session	Meets: TuTh 11:00am - 1:15pm
Units: 5 units	Instruction Mode: On-line
Grading: Graded	Room: Virtual Classroom (Online)
Description: Introduces first-year college writing skills including thesis discovery, development, support, organization, sentence correctness, diction, style, formal academic documentation and final editing to compose claim-driven essays. Emphasizes analytical reading and the writing of analysis, synthesis, and argument essays. Part one of the composition sequence. Prerequisites: College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better.	Location: Online
Enrollment Requirements: College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better.	Components: Lecture Required
Class Attributes: Course uses Canvas	
Class Notes: This class will meet in a virtual classroom online on TTh from 11:00A-1:15P. Please contact instructor with any questions.	

SIMILAR CLASSES			TEXTBOOKS
ENGL& 101 (2989) TBA	ENGL& 101 (3004) TBA	ENGL& 101 (3002) TBA	Special Instructions: <a href="https://bookstore.lowercolumbia.edu">https://bookstore.lowercolumbia.edu</a>
ENGL& 101 (2996) TBA	ENGL& 101 (3008) TBA	ENGL& 101 (3009) TBA	
ENGL& 101 (2988) TBA	ENGL& 101 (3007) MoWeFr 12:00 pm - 1:30 pm		

### Step 9:

Click on a class section to see more information about it. Review the class details. Take a look at the following areas:

**Enrollment Requirements** - to review prerequisites or other requirements for the class

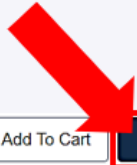
**Class Notes** - to see details from the instructor

**Textbook Special Instructions** - to see information about accessing textbooks and other class materials.

VC2-LEC (3007) - 1 MoWeFr 12:00 pm 1:30 pm Virtual Classro... 09/20 - 12/13 Mavourneen Ris... 5 8/20 Main Campus On-line

<b>INFORMATION</b>		<b>DETAILS</b>	
Class Number:	3007	Instructor:	Mavourneen Rister
Career:	Undergraduate	Dates:	09/20/2021 - 12/13/2021
Session:	Regular Academic Session	Meets:	MoWeFr 12:00pm - 1:30pm
Units:	5 units	Instruction Mode:	On-line
Grading:	Graded	Room:	Virtual Classroom (Online)
Description:	Introduces first-year college writing skills including thesis discovery, development, support, organization, sentence correctness, diction, style, formal academic documentation and final editing to compose claim-driven essays. Emphasizes analytical reading and the writing of analysis, synthesis, and argument essays. Part one of the composition sequence. Prerequisites: College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better.	Location:	Online
Enrollment Requirements:	College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better.	Components:	Lecture Required
Class Attributes:	Course uses Canvas		
Class Notes:	This class will meet in a virtual classroom online on MWF from 12:00P-1:30P. Please contact instructor with any questions.		
<b>TEXTBOOKS</b>		<b>AVAILABILITY</b>	
Special Instructions:	<a href="https://bookstore.lowercolumbia.edu">https://bookstore.lowercolumbia.edu</a>	Status:	Open
		Seats Open:	8/20
		Wait List Open:	10/10

Share Add To Planner Add To Cart **Enroll**



### Step 10:

Select **Enroll** to register for the class.

*Note: Selecting **Add to Cart** saves the class to your Shopping Cart for enrolling at a later time.*

graduate  
Academic Session  
Dates:  
Meets:  
Instruction Mode:

Enrollment options

ENGL& 101: English Composition II VC2 - 3007

Permission Number

Wait list if class is full

Cancel Save

es first-year college writ  
ment, support, organiza  
mal academic docume  
iven essays. Emphasiz  
, synthesis, and argum  
e.  
sites: College level rea  
99 (was ENGL 100) or  
level reading and writin  
00) or TECH 105 with a  
uses Canvas  
ss will meet in a virtual  
lease contact instructor with any questions.

AVAILABILITY  
Status: Open

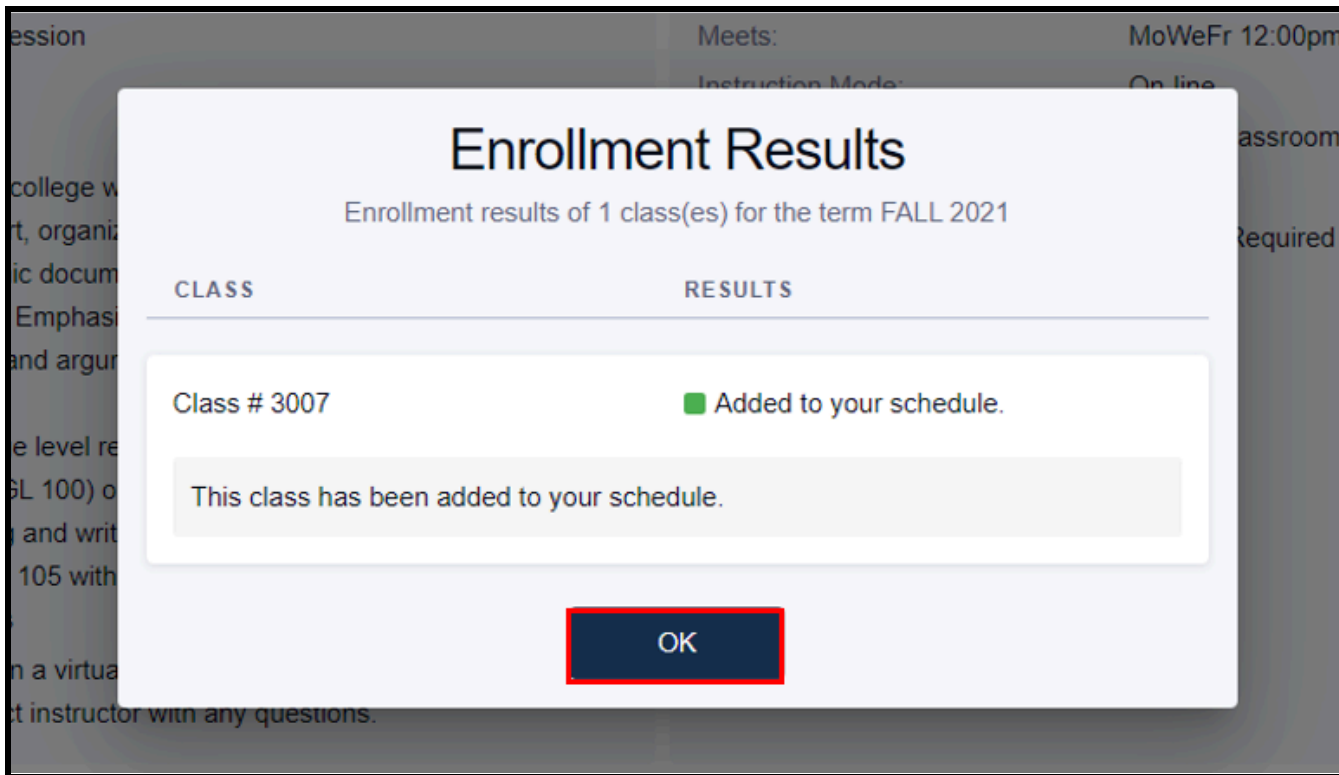
bookstore.lowercolumbia.edu

A **Permission Number** is not required, but may be entered here if you have received special permission to enroll.

Select the checkbox "**Waitlist if class is full**" if you would like to be added to the waitlist.

**Step 11:**

Select **Save** to register for the class.



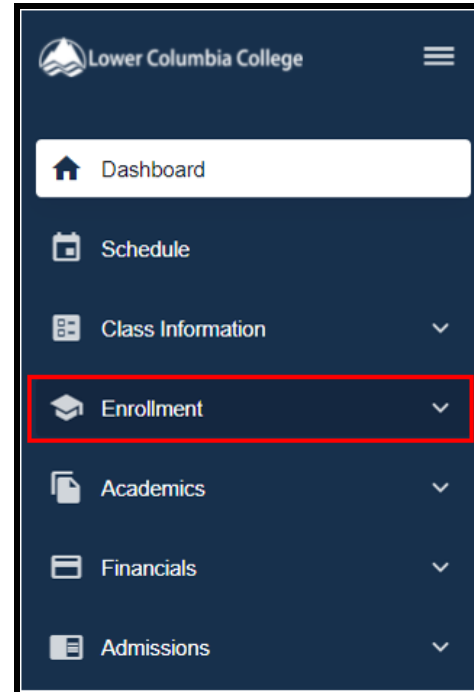
**Step 12:**

You will receive a confirmation message. Read the details to confirm the class was added to your schedule. Select **OK** to return to the **Class Search** page.

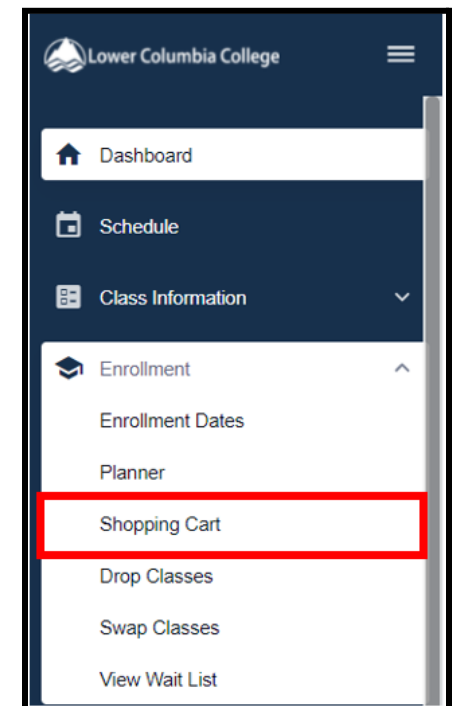
# If you previously saved classes to your Shopping Cart, these steps will guide you from your Shopping Cart to Enrollment.

**Step 1:** Select **Enrollment** from the sidebar navigation.

**Step 2:** It expands to display further menu choices.



**Step 3:** Select **Shopping Cart** if classes were previously chosen and saved here.



**Step 4:** View Shopping Cart details.

The screenshot shows the 'Shopping Cart' interface. At the top, there is a 'Term:' dropdown menu set to 'FALL 2021'. To the right are 'Schedule' and 'Add Class' buttons. Below this is a search bar and three buttons: 'Delete', 'Validate', and 'Enroll'. A table lists the cart items with columns: CLASS, DESCRIPTION, DAYS, START, END, INSTRUCTOR, UNITS, STATUS, and a checkbox. One item is listed: ENGL& 101 VC2-LEC (3007), English Composition I, MoWeFr, 12:00 pm, 1:30 pm, Mavourneen Rister, 5, and a status of 8/20. A checkbox in the STATUS column is currently unchecked.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
> ENGL& 101 VC2-LEC (3007)	English Composition I	MoWeFr	12:00 pm	1:30 pm	Mavourneen Rister	5	8/20	<input type="checkbox"/>

**Step 5:** Check the box to select classes to enroll in and select **Enroll**.

This screenshot is identical to the previous one, but with two red annotations. A red box highlights the 'Enroll' button in the top right area. A red arrow points from this box to the 'Enroll' button. Another red box highlights the checkbox in the STATUS column of the table, which is now checked.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
> ENGL& 101 VC2-LEC (3007)	English Composition I	MoWeFr	12:00 pm	1:30 pm	Mavourneen Rister	5	8/20	<input checked="" type="checkbox"/>

**Step 6:** You will receive a confirmation message. Read the details to confirm the class was added to your schedule. Select **OK** to return to the **Shopping Cart** page.

