

Search Tips for Using Class Search and Enroll

 **STUDENT LOGIN**

1. Log into **CLC Student Portal** at the bottom of the CLC Website:
2. Click on **Systems & Apps**



3. Launch **Student Center**

On Dashboard



Student Center

Register, view/pay bill, see financial aid info, and more...

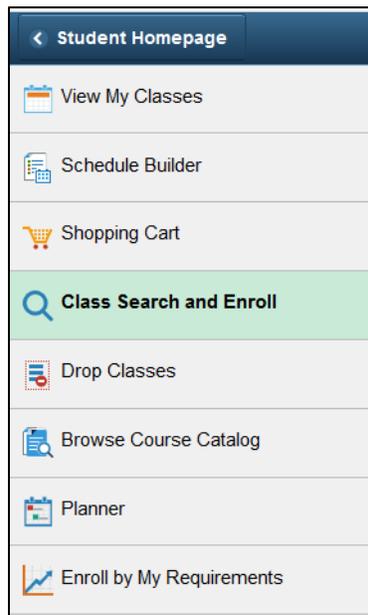
Launch

 Remove from Dashboard

4. Click on the **Manage Classes** tile on the Student Homepage:



5. Click on **Class Search and Enroll** on the left sidebar:



After selecting a term, enter a word that you would like to find in a course title or subject, e.g., math. You may also search for a subject code or catalog number. It is best to first perform a search using just one keyword. You will get search filters in the next step which you can use to narrow the results. The search is not case sensitive, and you do not need to put search terms in quotes or use connectors such as "and" or "or". If you are trying to find classes at a specific location search for a keyword first, then select the location from the left hand side filters.

Some of the fields searched by keyword are:

- Description (Ex: biology, algebra, english)
- Subject Code (Ex: MTH, BIO, BUS...)
- Catalog Number (Ex: 121, 800...)
- Subject + Catalog (Ex: ART 121, PED 121...)
- 4 digit class number

6. After you perform the keyword search, use the filters on the left side to narrow the results. In the Example below the keyword search was for “math”. To further filter the results to only see true “MTH” courses, click on “MTH/MTH- Mathematics” from the Subject filter:

The screenshot shows a web interface for 'Class Search Results'. On the left, there are three filter sections: 'Class Status' with options 'Closed Classes Only' and 'Open Classes Only'; 'Course Career' with 'Academic Career'; and 'Subject' with a list of subjects including 'MTH / MTH - Mathematics', which is highlighted with a red rectangular box. Below the subject filters is a 'Location' section with 'Beach Park Middle School'. On the right, the 'View Search Results' section shows '41 Courses with keyword: math'. Below this, a list of course results is displayed, including ABE 23, ABE 33, ABE 43, AOS 122, ASE 13, BRGA 44, and CFSP 5.

The results will then be filtered to only show MTH courses:

View Search Results

25 Courses with keyword: math

MTH / MTH - Mathematics

MTH 101
Elementary Concepts of Mathematics
18 Class Options Available

MTH 102
Basic Algebra
20 Class Options Available

MTH 105
Preparatory Mathematics for General Education
16 Class Options Available

MTH 108
Intermediate Algebra
31 Class Options Available

7. Use the “Additional ways to search” tool to pick from a drop down list of subjects:

Search For Classes

Enter keyword e.g. course, subject, class, topic

Additional ways to search

► Favorites

► Recently Viewed

Additional ways to search

Available Subjects

- Accounting
- Administrative Management and Technology
- Administrative Office Systems
- Adult Basic Education
- Adult Education Bridge Program
- Adult Language Education
- Adult Secondary Education
- Agriculture
- Air Conditioning & Refrigeration
- Anthropology
- Arabic
- Art
- Asian and Asian American Studies
- Automation, Robotics, and Mechatronics
- Automotive Collision Repair
- Automotive Mechanics
- Automotive Technology
- Basic Computers
- Biology

FAQ

What information can I enter as keywords in the search bar?

Subject, catalog number, description, or course name.

Why is my search returning no results?

Try the search in a different way, enter part of a keyword or only enter one keyword at a time. Do not include section numbers, this will not return any results (example: instead of PED 121 001, just enter PED 121)

How can I search for classes that are at a specific location?

Search for a keyword first (subject, description, catalog number) then choose the location from the filter on the left side of the screen.

How can I search for online classes?

Search for a keyword or subject then choose "Online" under Instruction Mode on the left side of the screen.

How can I search for a specific class subject with no other results?

Use the "Additional ways to search" link (below the keyword search box) to select a specific subject.