Search Tips for Using Class Search and Enroll

1. Log into MyCLC at the bottom of the CLC Website:
   Then click on Student Center under the Launchpad on the left hand side:

2. Click on the Manage Classes tile on the Student Homepage:

3. 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

4. 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 results will then be filtered to only show MTH courses:

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