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**

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:

![Class Search Results](image)

The results will then be filtered to only show MTH courses:
7. Use the “Additional ways to search” tool to pick from a drop down list of subjects:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Class Options Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 101</td>
<td>Elementary Concepts of Mathematics</td>
<td>16 Class Options Available</td>
</tr>
<tr>
<td>MTH 102</td>
<td>Basic Algebra</td>
<td>20 Class Options Available</td>
</tr>
<tr>
<td>MTH 105</td>
<td>Preparatory Mathematics for General Education</td>
<td>16 Class Options Available</td>
</tr>
<tr>
<td>MTH 108</td>
<td>Intermediate Algebra</td>
<td>31 Class Options Available</td>
</tr>
</tbody>
</table>
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.