

# 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 **Launch Class Search** button
- 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. View classes by **Campus** location
2. Search by **Subject** codes or descriptions. (*TIP: To search by all subjects leave this field blank*)
3. Search by a specific **Course Number**
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.*

**Enter Your Search Criteria**  
Term: Fall 2024

1 Campus

2 Subject

3 Course Number

4 Delivery Method

5 Instructor

6 Keyword (With Any Words)

[Clear](#) [Advanced Search](#)

**Choose clear to start over.** (points to Clear)

**Select Search to view results.** (points to Search)

**Select Advanced Search for additional search criteria.** (points to Advanced Search)

## 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 Tip:*
    - To register for Online classes you will need to complete [Online Orientation](#).
- **Meeting Times**
  - Shows the specific meeting days of the week, time, type of class, meeting location, & 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 times virtually, and have a building listed as: *Meetings Scheduled remotely.*

Search Results — 1 Classes  
Term: Fall 2024 Subject: Writing Course Number: 121Z Keyword (With Any Words): 40260

Title	Subject	Course No	CRN	Cr	Campus	Delivery Method	Meeting Times
<a href="#">Composition I</a>	WR	121Z	40260	4	Bend Campus	In-Person	S M T W T F S 08:15 AM - 10:05 AM Type: Lecture Building: Ochoco Hall Room: 0142 Start Date: 09/23/2024 End Date: 12/04/2024

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This class meets Mondays and Wednesdays on the Bend Campus for the entire term.

## 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 table with three columns: Status, Instructor, and Attribute. A red arrow points from a text box to a tooltip for a 'FULL' status. Another red arrow points from a text box to a 'Search Again' button. A third red arrow points from a text box to a dollar sign icon in the attribute column.

**FULL: 0 of 1 seats remain.**  
23 of 25 waitlist seats remain.

Select Search Again to search by different criteria.

Search Again

Status	Instructor	Attribute
Full Classes that have a waitlist will display with an explanation mark. 10 of 10 seats remain. 10 of 10 waitlist seats remain.	<a href="#">Mary Sather</a> (Primary)	Foundtl Writing & Info Lit Rel Instr Communications Course Materials < \$50

Low cost classes display with this icon!

If your results have generated 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.

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## 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.



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.*

A screenshot of a 'Class Details' popup window for 'Basic Dental Assisting Dental Assisting 110 0'. The window has a blue header with the title and a close button. Below the header, it shows 'Term: 202440 | CRN: 40087'. On the left is a sidebar with menu items: 'Class Details', 'Course Information &amp; Notes' (highlighted with a red box and a red arrow), 'Instructor/Meeting Times', 'Enrollment/Waitlist', 'Registration Restrictions', 'Fees', 'Bookstore Links', 'Attributes', 'Prerequisites', and 'Corequisites'. Red circles with numbers 1 through 5 are placed next to the 'Course Information &amp; Notes', 'Registration Restrictions', 'Fees', 'Bookstore Links', and 'Prerequisites' items respectively. The main content area shows a general overview of the profession and a 'Section information text' that states: 'Dental Assisting is a cohort program. You must also register 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 and in-person for labs on day and time indicated.' A 'Close' button is at the bottom right.

**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.