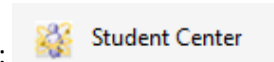


# Search Tips for Using Class Search and Enroll

1. Log into **MyCLC** at the bottom of the CLC Website:



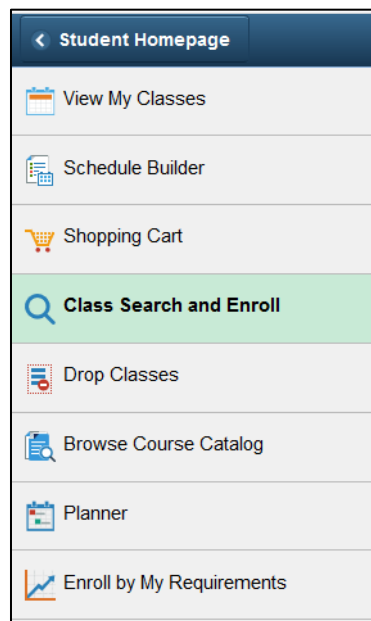
Then click on Student Center under the Launchpad on the left hand side:



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:

**Class Search Results**

**View Search Results**  
41 Courses with keyword: math

ABE 23 Basic Mathematics 1 9 Class Options Available
ABE 33 Intermediate Mathematics 1 10 Class Options Available
ABE 43 High Intermediate Mathematics 1 10 Class Options Available
AOS 122 Business Mathematics 4 Class Options Available
ASE 13 Pre-ASE Mathematics 1 4 Class Options Available
BRGA 44 Introduction to Math for Manufacturing 1 Class Option Available
CFSP 5 Fast-Paced 7th Grade Math - Spring 1 Class Option Available

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

5. 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.