

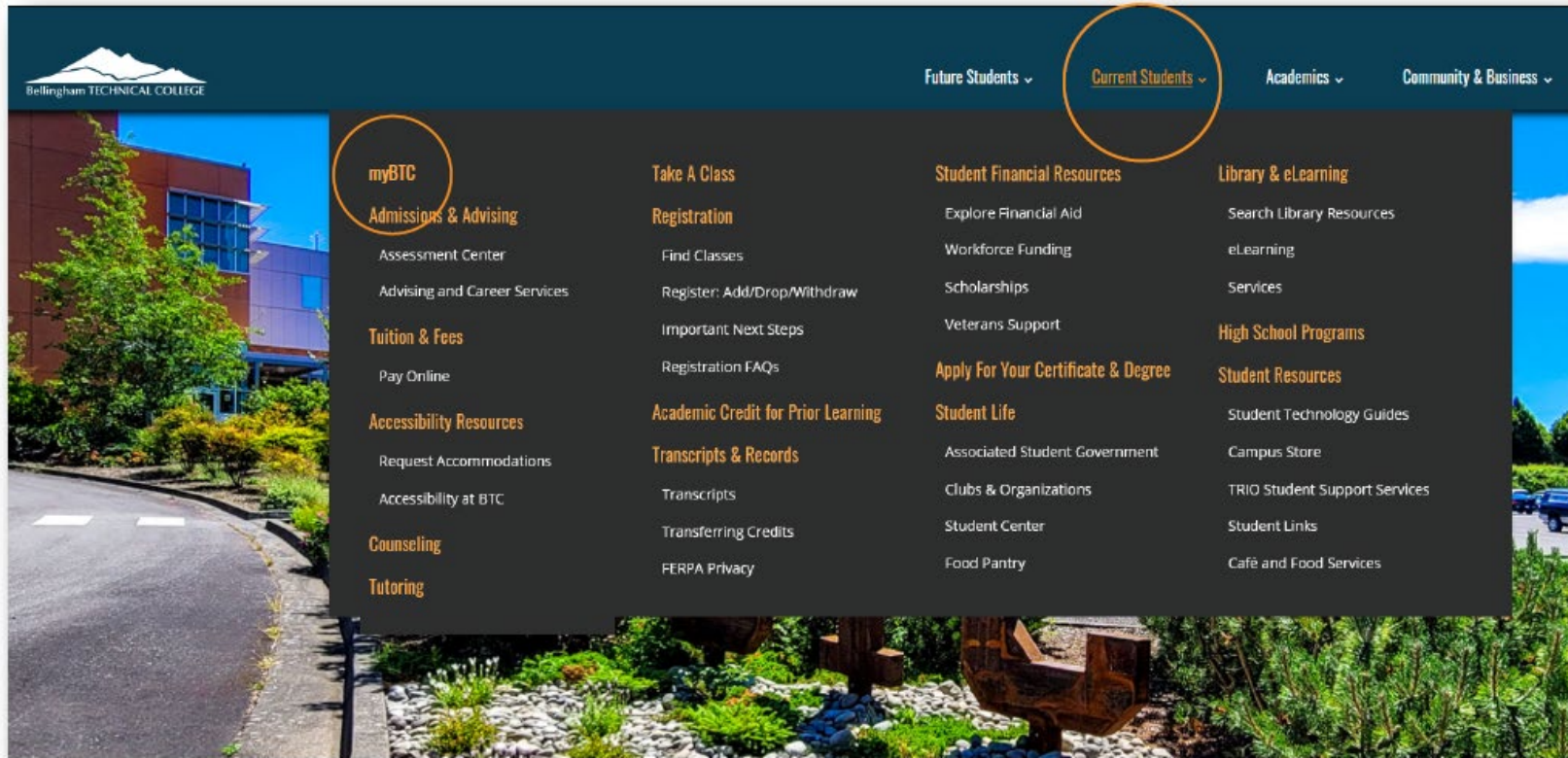


BELLINGHAM TECHNICAL COLLEGE

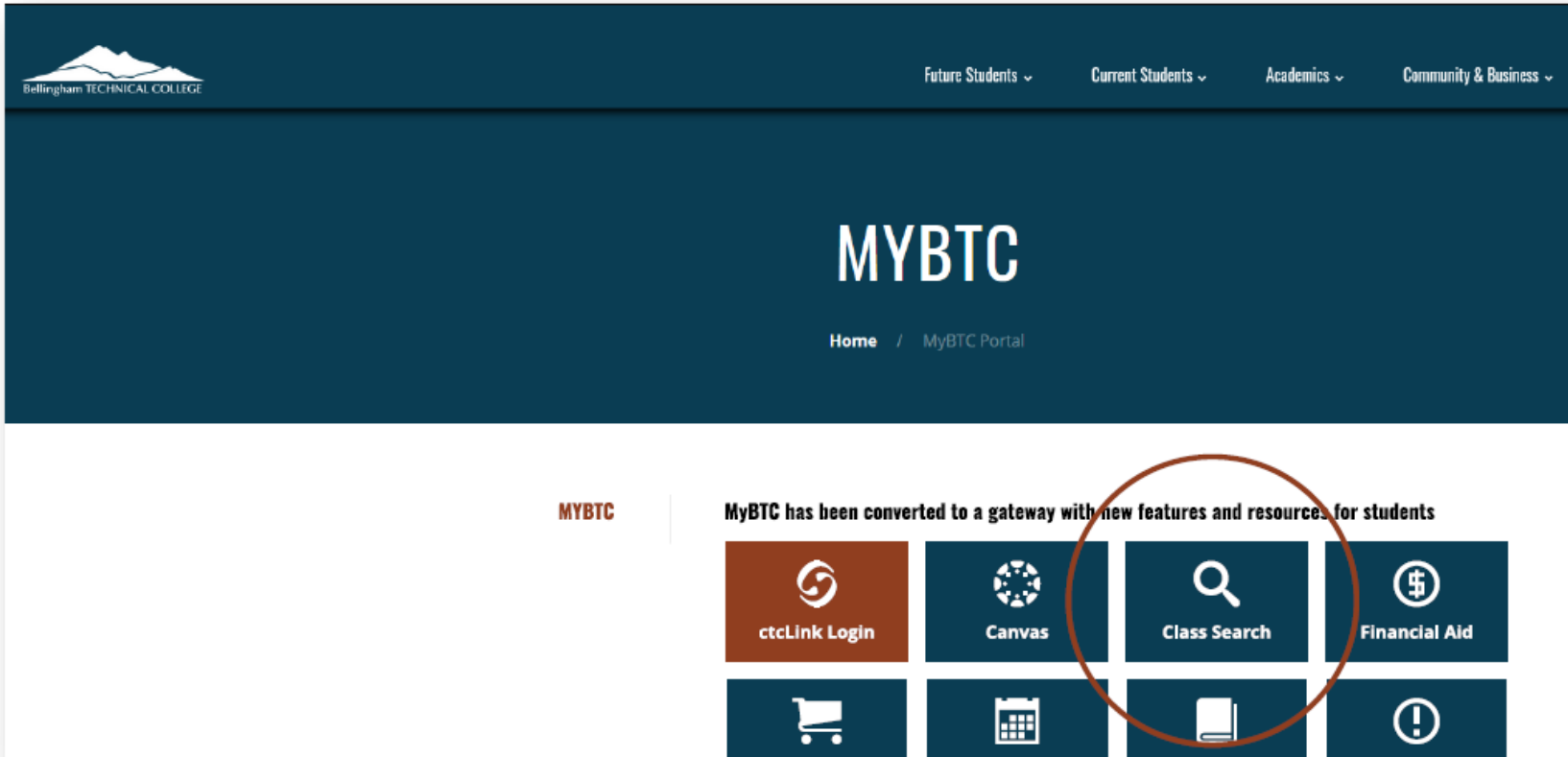
Browse & Search for Classes

mobile friendly

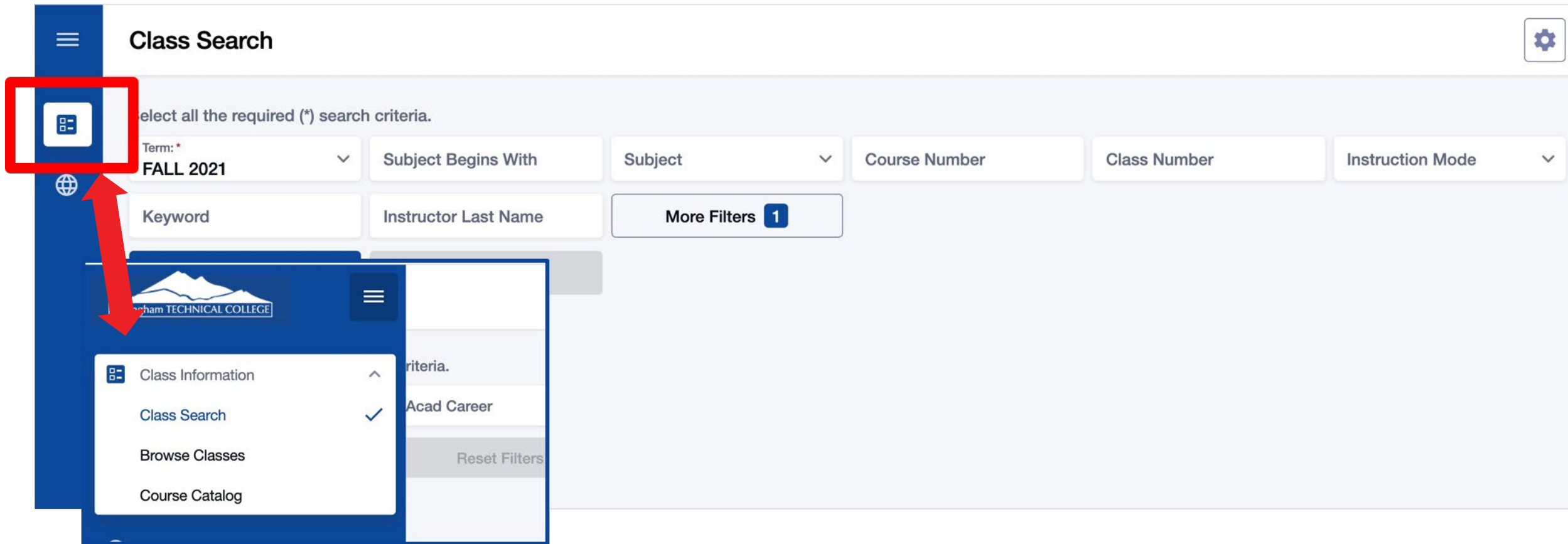




Step 1: Open a browser and go to the BTC website.
Click on **Current Students > myBTC**



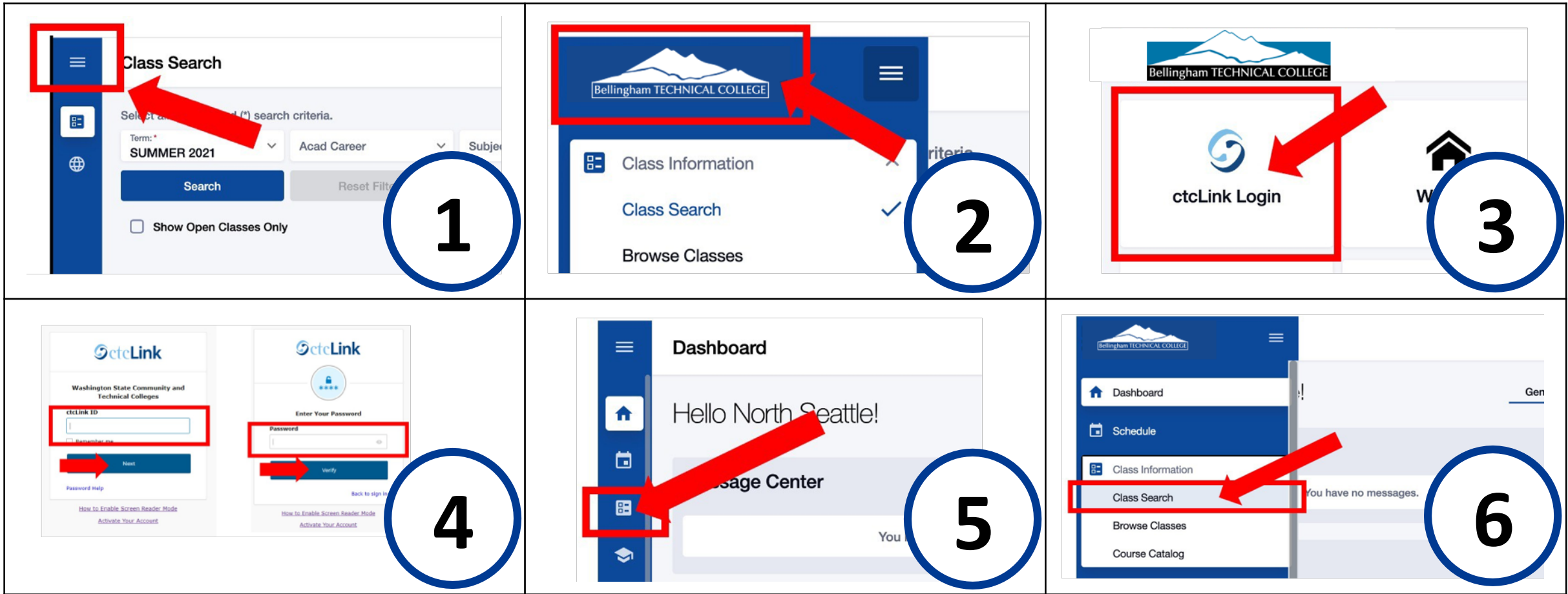
Step 2: Click on the Class Search icon.



The **Class Search** page is the default view. To browse classes by course number or see the course catalog, click the **Class Information** icon in the left navigation bar.

Step 3:

You must be logged in to enroll in a class or add a class to your Shopping Cart or Planner. If you have applied or are a current student, please log in to your account before searching so you can search and enroll at the same time. See the next slide for login review. If you're just looking, go to Step 4.



Login:

1. Click the **3-line menu** (hamburger button) at the top left.
2. Click the **college logo**.
3. Click **ctcLink Login**.
4. Log in using your **ctcLink ID** and **password**.
5. Click the **Class Information** icon on the left navigation bar.
6. Click **Class Search**.

Class Search

Select all the required (*) search criteria.

Term: *
SUMMER 2021 ▼

Subject Begins With

Subject ▼

Class Number

Catalog #

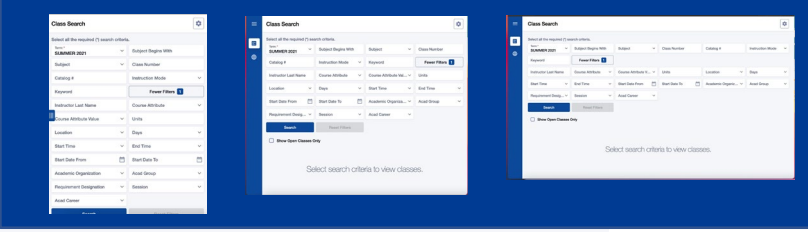
Keyword

More Filters 1

Search

Reset Filters

Show Open Classes Only



More Filters 1

Select all the required (*) search criteria.

Term: *
SUMMER 2021 ▼

Subject Begins With

Subject ▼

Class Number

Catalog #

Instruction Mode ▼

Keyword

Fewer Filters 1

Instructor Last Name

Course Attribute ▼

Course Attribute Value ▼


Units


Location ▼

Days ▼

Start Time ▼

End Time ▼

Start Date From 

Start Date To 

Academic Organization ▼

Acad Group ▼

Requirement Designation ▼

Session ▼

Acad Career ▼

Search

Reset Filters

Show Open Classes Only

Use the options and filters to narrow your search. You must select a Term and you can click More Filters to expand the list of search criteria.

Step 4: TERM is the only required field. All other fields are optional.

Class Search

Select all the required (*) search criteria

Term: *
SUMMER 2021

Subject Begins With:
ENGL

Subject

Class Number

Catalog #

Instruction Mode

Keyword

Fewer Filters **2**

Instructor Last Name

Course Attribute

Course Attribute

Units

Location

Days

Start Time

End Time

Start Date From

Requirement Designation

Session

Acad Career

Search

Reset Filters

Show Open Classes Only

**Subject Begins with:
ENGL**

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**.
Leave it unchecked to see open and closed (full) classes.*

Step 5: Use Subject Begins with and type in the 2-5 character subject to see ALL classes for subjects that have CCN (BIOL&, ENGL&, CHEM&) and non-CCN courses (BIOL, ENGL, CHEM).

Class Search

Select all the required (*) search criteria.

Term: * **FALL 2021** Subject Begins With: **ENGL** Subject: **Accounting (CCN)** Course

Keyword Instructor Last Name

Course Attribute Course Attribute Value

End Time Start Date From

Session

Search Reset Filters

Show Open Classes Only

Mode

Designation

*Note that CCN and regular courses are listed separately. Be sure to look in BOTH subject lists (example, CHEM - Chemistry and CHEM& - Chemistry (CCN)) or use **Subject Begins with** to see ALL the Chemistry classes offered that quarter.*

***What are CCN courses?** Common course numbered (CCN) courses allow for easier transfer between colleges and are noted by an “&” after the department name.*

*Check the **Show Open Classes Only** box to see ONLY OPEN CLASSES. Leave it unchecked to see open and closed (full) classes.*

Step 6: Search by Subject but remember that CCN courses and non-CCN courses are listed separately in the Subject filter. Use Subject Begins With to see ALL ENGL, BIOL, CHEM, etc. classes.

Class Search

Select all the required (*) search criteria.

Term: * FALL 2021 Subject Begins With Subject Course Number: 101 Class Number Instruction Mode

Keyword Instructor Last Name Fewer Filters 2

Course Attribute Course Attribute Value Units

End Time Start Date From Start Date To

Session

Search Reset Filters

Show Open Classes Only

*Check the **Show Open Classes Only** box to see ONLY OPEN CLASSES. Leave it unchecked to see open and closed (full) classes.*

English Composition I | ENGL& 101

| SECTION | SESSION | DAYS | START | END | R |
|----------------|---------|------|----------|----------|---|
| CH1-LEC (8694) | 1 | TuTh | 10:00 am | 12:50 pm | N |

INFORMATION

Class Number: 8694

Career: Undergraduate

Session: Regular Academic Session

Step 7:

Search by Course Number or Class Number. Course Number is the catalog number of the course such as Chemistry 139 and Accounting 102. Class Number represents unique instance of this course offered this quarter.



Class Search



Select all the required (*) search criteria.

| | | | | | |
|----------------------|------------------------------|---------------|-----------------------|--------------|-------------------------|
| Term: * FALL 2021 | Subject Begins With: ENGL | Subject | Course Number | Class Number | Instruction Mode |
| Keyword | Instructor Last Name | Fewer Filters | Location | Days | Start Time |
| Course Attribute | Course Attribute Value | Units | Academic Organization | Acad Group | Requirement Designation |
| End Time | Start Date From | Start Date To | | | |
| Session | | | | | |

Show Open Classes Only

Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes.

Step 8:

Search by Instructor Last Name, Instruction Mode, Location, and other filters. Please review the Class Notes for more specific information from the instructor (see Step 16).

Course Attribute:
Bellingham

- Highline Defined Attributes
- LCC Defined Attributes
- Low-Cost Textbooks
- Bellingham Defined Attributes
- OER: No Textbook to Purchase
- Olympic Defined Attributes
- Peninsula Defined Attributes
- Pierce Defined Attributes

Course Attribute Course Attribute Value

Start Date Between Academic Organization

Course Attribute Value:
Visual, Lite...

- Learning Community
- Natural World
- Natural World Lab Science
- Night Class
- Online Flex-Mode Class Drop In
- Quantitative/SymbolicReasoning
- VLPA Studio Class
- Visual, Literary and Perf Arts

Step 9:

If you would like to narrow the search to a specific type of course such as “*Learning Community*”, “*Communication*”, or “*Natural World*”, choose your college from the Course Attribute dropdown menu and then select the course type from the Course Attribute Value list.

Class Search

Select all the required (*) search criteria.

| | | | | | |
|-------------------------------|-------------------------------------|------------------------|--------------------|---------------|-----------------------|
| Term: * SUMMER 2021 | Subject Begins With: ENGL | Subject | Class Number | Catalog # | Instruction Mode |
| Keyword | Fewer Filters 3 | | Units: 2 | Location | Days |
| Instructor Last Name | Course Attribute | Course Attribute Value | Start Date From | Start Date To | Academic Organization |
| Start Time | End Time | Acad Career | Acad Group | | |
| Requirement Designation | Session | | | | |

Show Open Classes Only

Search **Reset Filters**

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes.*

Step 10:

Use Units to search by number of credits. You must enter the number of credits. You cannot search by "less than" or "greater than".

Class Search

Select all the required (*) search criteria.

Term: * **SUMMER 2021** Keyword: **ENGL** Subject: Class Number: Catalog #: Fewer Filters 2

Instruction mode: Keyword: Instructor Last Name Course Attribute Course Attribute Value Units

Location Days Time Range Start Date Between Acad Group

Requirement Designation Session

Search Reset Filters

Show Open Classes Only

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes.*

Academic Organization: ^

- Any Academic Organization
- Basic & Transitional St Div
- Business & Accounting Dept**
- Continuing Education Division
- Education Dept
- Electronics/Engineer Tech Dept
- Health & Medical Dept
- Humanities Division

Step 11:

Use the Academic Organization filter to search for classes by department. For example, if you would like to see all classes offered by the Business & Accounting Department or all Humanities classes.

Class Search

Select all the required (*) search criteria.

| | | | | | |
|-----------------------------|-------------------------------------|---------------------------|------------------------------|--------------|-------------------------|
| Term: * FALL 2021 | Subject Begins With: ENGL | Subject Subject | Course Number: 101 | Class Number | Instruction Mode |
| Keyword | Instructor Last Name | Fewer Filters 5 | | | |
| Course Attribute | Course Attribute Value | Units: 5 | Location: Virtual | Days | Start Time |
| End Time | Start Date From | Start Date To | Academic Organization | Acad Group | Requirement Designation |
| Session | | | | | |

Search **Reset Filters**

Show Open Classes Only

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**. Leave it unchecked to see open and closed (full) classes.*

Review your search criteria. You can see the filter count at the top right.

Remember! If you only want to see open classes, check the Show Open Classes Only box. Don't check this box if you may want to add yourself to the Waitlist of a full class.

Step 12:

Class Search

Select all the required (*) search criteria.

| | | | | | |
|-----------------------------|-------------------------------------|---------------------------|------------------------------|--------------|-------------------------|
| Term: * FALL 2021 | Subject Begins With: ENGL | Subject Subject | Course Number: 101 | Class Number | Instruction Mode |
| Keyword | Instructor Last Name | Fewer Filters 5 | | | |
| Course Attribute | Course Attribute Value | Units: 5 | Location: Virtual | Days | Start Time |
| End Time | Start Date From | Start Date To | Academic Organization | Acad Group | Requirement Designation |
| Session | | | | | |

Search Reset Filters

Show Open Classes Only

Step 13: Once your filters are set, click Search.

Microbiology | BIOL& 260

| SECTION | SESSION | DAYS | START | END | ROOM | DATES | INSTRUCTOR | UNITS | STATUS | INSTRUCTION MODE |
|-------------------|---------|------|---------|---------|---------|---------------|---------------------|-------|---------|----------------------|
| > D01-LEC (4618) | 1 | ARR | - | - | Online | 06/28 - 08/20 | Kristen Joachimides | 5 | 0 2/30 | On-line |
| > D01L-LAB (4620) | 1 | ARR | - | - | Online | 06/28 - 08/20 | Kristen Joachimides | 0 | 0 2/30 | On-line |
| > V08-LEC (4619) | 1 | MoWe | 6:00 pm | 8:20 pm | Virtual | 06/28 - 08/20 | Kristen Joachimides | 5 | 0 22/30 | Optional - F2F or OL |
| > V08L-LAB (4621) | 1 | ARR | - | - | Virtual | 06/28 - 08/20 | Kristen Joachimides | 0 | 0 22/30 | Optional - F2F or OL |

END OF SEARCH RESULTS

Step 14:

Review the course/class options. Pay attention to the Section name: LEC = Lecture and LAB = Laboratory/Studio. Click on the class section to see more information about it, including special registration instructions, class notes, and textbook information.

| SECTION | TOPIC | SESSION | DAYS | START | END | ROOM | DATES | INSTRUCTOR | STATUS |
|--|-------|---------|------|---------|---------|---------------------|---------------|----------------|--------------|
| > V1L-LAB (2210) | - | 1 | ARR | - | - | Virtual | 06/28 - 08/19 | Michelle Kelly | 0/20 |
| Printmaking - Screenprint ART 124 | | | | | | | | | |
| > 01-LEC (2211) | - | 1 | TuTh | 1:00 pm | 4:20 pm | NS - AS - Drawi... | 06/28 - 08/19 | Amanda Knowles | 5/20 |
| | | | TuTh | 1:00 pm | 4:20 pm | NS - AS - Print ... | 06/28 - 08/19 | | |
| > 01L-LAB (2212) | - | 1 | ARR | - | - | NS - TBA - TBA | 06/28 - 08/19 | Amanda Knowles | 5/20 |
| Painting ART 201 | | | | | | | | | |
| > V1-LEC (2213) | - | 1 | Mo | 5:00 pm | 6:30 pm | Virtual | 06/28 - 08/19 | Michelle Kelly | 8/10 0/20 |
| | | | We | 5:00 pm | 7:50 pm | NS - AS - Drawi... | 06/28 - 08/19 | | |
| > V1L-LAB (2214) | - | 1 | ARR | - | - | - | 06/28 - 08/19 | Michelle Kelly | 8/10 0/20 |

Status Key

9/30 Green O means the class is still open and students aren't added to a waitlist, yet. 9/30 means there are still 9 available spots out of 30 total spots.

8/10 Orange W and Gray O mean the class is full, but there is still space on the waitlist. 8/10 means there are still 8 available spots on the waitlist out of 10 total waitlist spots. **0/20** means there are 0 available spots on the regular roster out of 20 total spots.

0/20 Red C means the regular roster and waitlist are both full. The class is closed, and students cannot add themselves to the waitlist.

Step 15:

Review the Status of each Section. The first number is the number of spots still available, and the second number is the total number of spots for the class or waitlist.

*Students enroll in the **Graded** section. Enrolling in a Lecture automatically enrolls you in the assigned **Laboratory** section.*

*If there is more than one **Laboratory** option for a class, you can choose the lab section.*

V1-LEC (2277) 1 Tu 10:50 am 12:20 pm Virtual 06/28 - 08/19 Justina Rompogren 5 15/25 Optional - F2F or OL

| INFORMATION | | DETAILS | |
|--------------------------|--|-------------------|-------------------------|
| Class Number: | 2277 | Instructor: | Justina Rompogren |
| Career: | Undergraduate | Dates: | 06/28/2021 - 08/19/2021 |
| Session: | Regular Academic Session | Meets: | Tu 10:50am - 12:20pm |
| Units: | 5 units | Instruction Mode: | Optional - F2F or OL |
| Grading: | Graded | Room: | Virtual |
| Description: | English 101 is a college-level writing course that emphasizes academic writing and major strategies of reading and writing analytically. Writing assignments focus on engaging with and responding to a variety of texts. Instruction encourages students to develop, through revision and reflection, as readers, writers, and critical thinkers. Prereq: Eligibility for ENGL&101. | Location: | Virtual |
| Enrollment Requirements: | This section of ENGL& 101 requires enrollment in ENGL 99 (class number 2273). Add both classes to your shopping cart before submitting the enrollment transaction. | Components: | Lecture Required |
| Class Attributes: | ENGL 098 with gpa of 2.0 or higher or placement. | | |
| Class Notes: | Attendance at weekly Zoom sessions is required. | | |
| TEXTBOOKS | | AVAILABILITY | |
| Special Instructions: | SEE NSC BOOKSTORE FOR INFORMATION | Status: | Open |
| > | | Seats Open: | 15/25 |
| | | Wait List Open: | 15/15 |

Click on the class to review details. Pay attention to:

- Enrollment Requirements-review prerequisites and other course requirements.
- Class Notes-see details about class meetings and other important info.
- Textbook Special Instructions-find info about textbooks and class materials.

Step 16: