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.
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.
Step 4:

TERM is the only required field. All other fields are optional.
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).
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.

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

**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.
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).
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
- Instructor Last Name
- Course Attribute
- Course Attribute Value
- Start Time
- End Time
- Start Date From
- Start Date To
- Requirement Designation
- Session
- Acad Career
- Location
- Days
- Academic Organization
- Acad Group
- Units:

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”.

Check the Show Open Classes Only box to see ONLY OPEN CLASSES. Leave it unchecked to see open and closed (full) classes.
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.
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:**
Step 13: Once your filters are set, click Search.
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.
### Status Key

- **Green O**: 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.
- **Orange W and Gray O**: 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.
- **Red C**: The regular roster and waitlist are both full. The class is closed, and students cannot add themselves to the waitlist.

### 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.

#### Printmaking - Screenprint | ART 124

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TOPIC</th>
<th>SESSION</th>
<th>DAYS</th>
<th>START</th>
<th>END</th>
<th>ROOM</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1-LAB (2210)</td>
<td>-</td>
<td>1</td>
<td>ARR</td>
<td>-</td>
<td>-</td>
<td>Virtual</td>
<td>08/28 - 08/19</td>
<td>Michelle Kelly</td>
<td>O/20</td>
</tr>
</tbody>
</table>

**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.

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:**

```
<table>
<thead>
<tr>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number:</td>
</tr>
<tr>
<td>Career:</td>
</tr>
<tr>
<td>Session:</td>
</tr>
<tr>
<td>Units:</td>
</tr>
</tbody>
</table>

| Grading: | Graded |

| 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 ENGL101. 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. ENGL 098 with gpa of 2.0 or higher or placement. Low-Cost Textbooks (Less than $50) |

| Enrollment Requirements: | Attendance at weekly Zoom sessions is required. |

<table>
<thead>
<tr>
<th>TEXTBOOKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Instructions:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AVAILABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Seats Open:</td>
</tr>
<tr>
<td>Wait List Open:</td>
</tr>
</tbody>
</table>
```