

Searching for Online Classes using the Interactive Class Schedule



You can narrow your search for classes by using the Interactive Class Schedule on the College's website. You can search by instructor, day and time, campus location, etc. You can also search by "Schedule Type" which basically means the instructional format, such as lecture, internship, online, etc. These instructions will show you how to search for Online classes using the Schedule Type feature. Let's get started!

1. Type the following URL in the address field of your internet browser and press **Enter**.

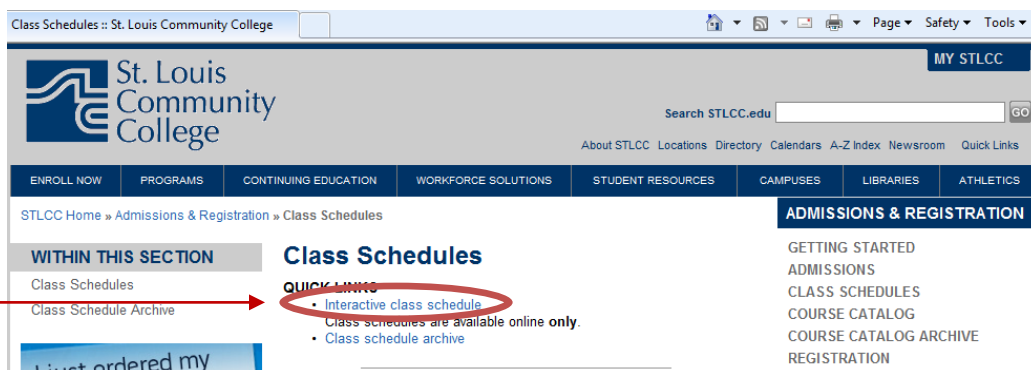
http://classes.stlcc.edu/ClassSchedule/Term_Search.asp

OR

Click on the **Class Schedule** link on the College's homepage (www.stlcc.edu).



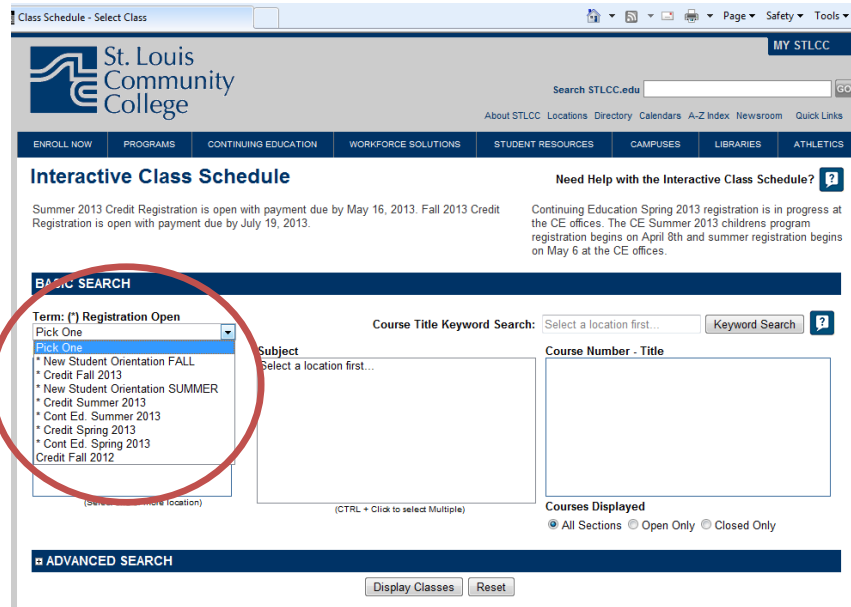
2. Click on the **Interactive class schedule** link.



Searching for Online Classes using the Interactive Class Schedule

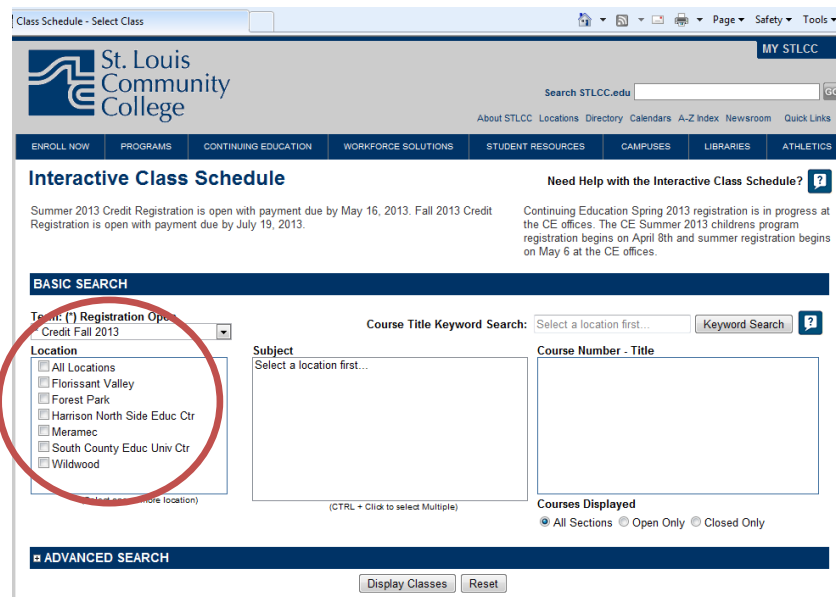


3. Select the school **Term** you need.



4. The **Location** choices will automatically populate. If you are looking for ALL Online courses, choose All Locations. If you want to restrict your search to Online courses offered by a specific campus, choose just that location. Please note that Location is a required field and you must choose something before the other fields can be used.

Tip: You can choose more than one location by holding down the **Ctrl** key and clicking on the locations one at a time.



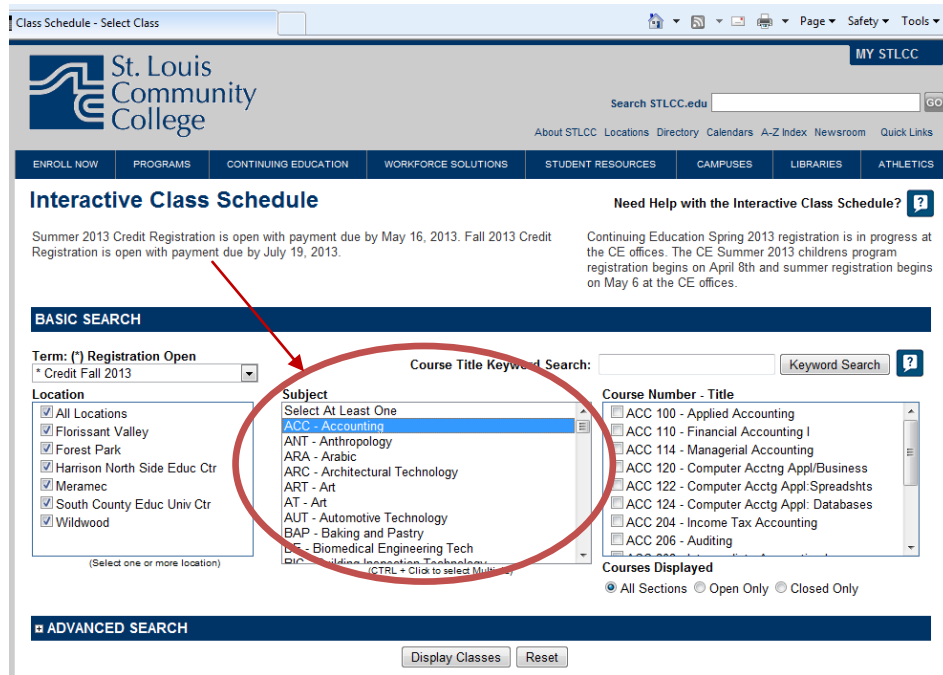
Searching for Online Classes using the Interactive Class Schedule



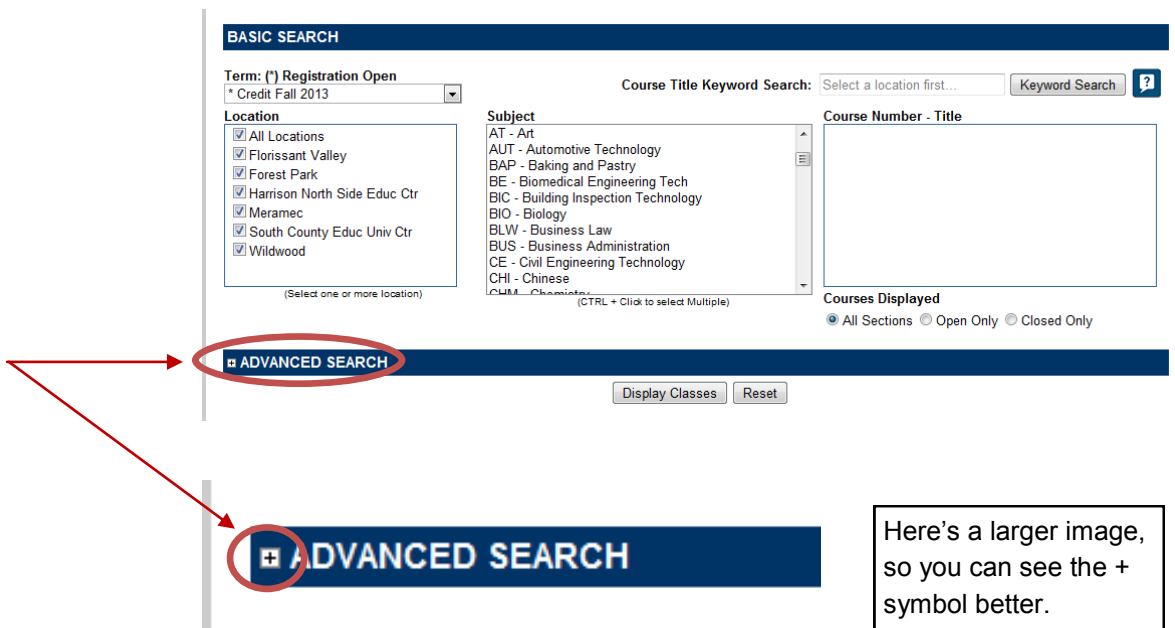
5. Scroll through the **Subject** field and select the subject you need. The Course Number—Title field will automatically populate with the courses being offered for the subject area and term you selected.

Tip: If you want to choose several subjects, hold down the **Ctrl** key and click on each subject one at a time.

Tip: If you want to see ALL online classes for the location you chose, then do not select any subject areas.



6. Click on the + symbol next to the words Advanced Search to reveal additional search options. From the Advanced Search menu you can search for classes by day and time, instructor, and even building. Advanced Search is where you will finally get the option to narrow your search to Online courses.

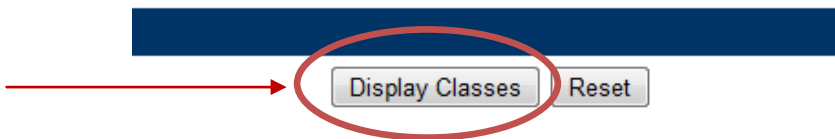


Searching for Online Classes using the Interactive Class Schedule



7. To look for Online courses, click on the **Schedule Type** drop down menu and click on the word **Online**.

8. Click the **Display Classes** button to process your inquiry.



9. A search results page will be displayed and it will list the classes that match your selection criteria. A sample results page is displayed below and important fields are labeled for you.

Tip: The areas circled in red confirm for you that you are looking at Online courses.

Accounting

Add to MyList	Status	CRN	Course	Title	Instructor	Date	Credits	Cap	Enrollment	Seats Available	Schedule Type	Part of Term
<input type="checkbox"/>		30268	ACC 100 374	Applied Accounting	Babbitt, Donna Elizabeth	10/15-12/15	3.0 CR - Distance Learn	25	4	21	Online	Fall 2nd 8-weeks
<small>Section, Microsoft Excel and Microsoft Word. Homework will be submitted on line. Students must log in to Blackboard during the first week of classes or they will be withdrawn for non-section are expected to have read the following college Website: www.stlcc.edu/Blackboard/Files/Student/Stepbystepguide.pdf.</small>												
<input type="checkbox"/>		32461	ACC 100 474	Applied Accounting	Juriga, David A	08/19-12/15	3.0 CR - Distance Learn	25	7	18	Online	Fall Full Term
<small>Section 474 is an online course requiring an Internet connection, Microsoft Excel and Microsoft Word. Students will be required to come to the Forest Park campus to attend a midterm exam will be submitted on line. After registering for the course, email your instructor using your college assigned email address at djuriga@stlcc.edu.</small>												

Course Reference Number (CRN) - you will need this number to register for the class, so write it down

Number of students enrolled in the class

Number of seats still available

Web-Based / Internet

Web-Based / Internet

Online

Online

The small print gives you extra information about the class like software you might need and required meeting times

Even though the course is online, it will have a campus "home" that shows up here

Part of Term and Date - look at these fields because they tell you when the class will begin and end