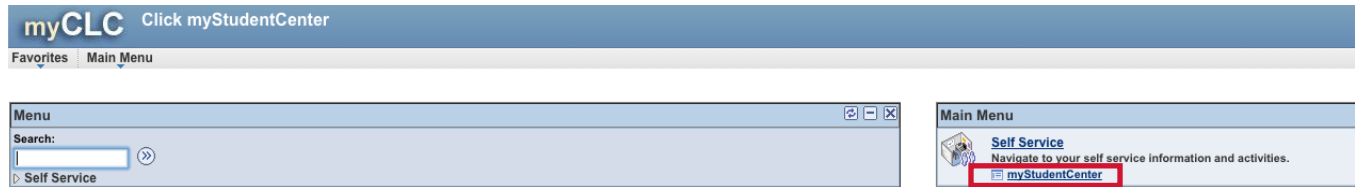


# How to Search for Classes

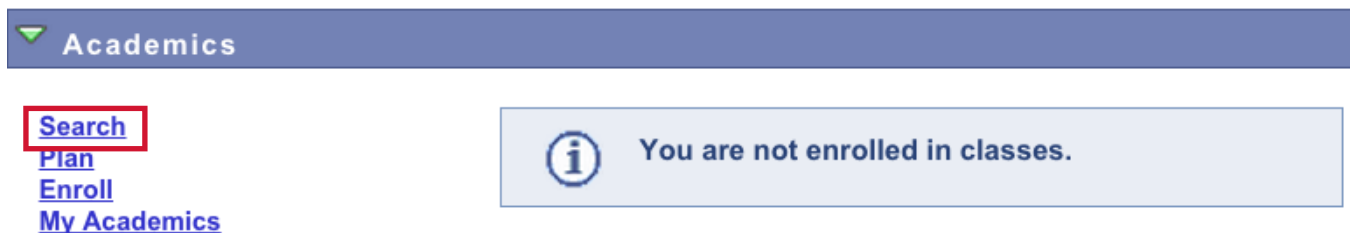
1. Log into **MyCLC** at the bottom of the CLC website. Then click on Student Center on the left hand side.



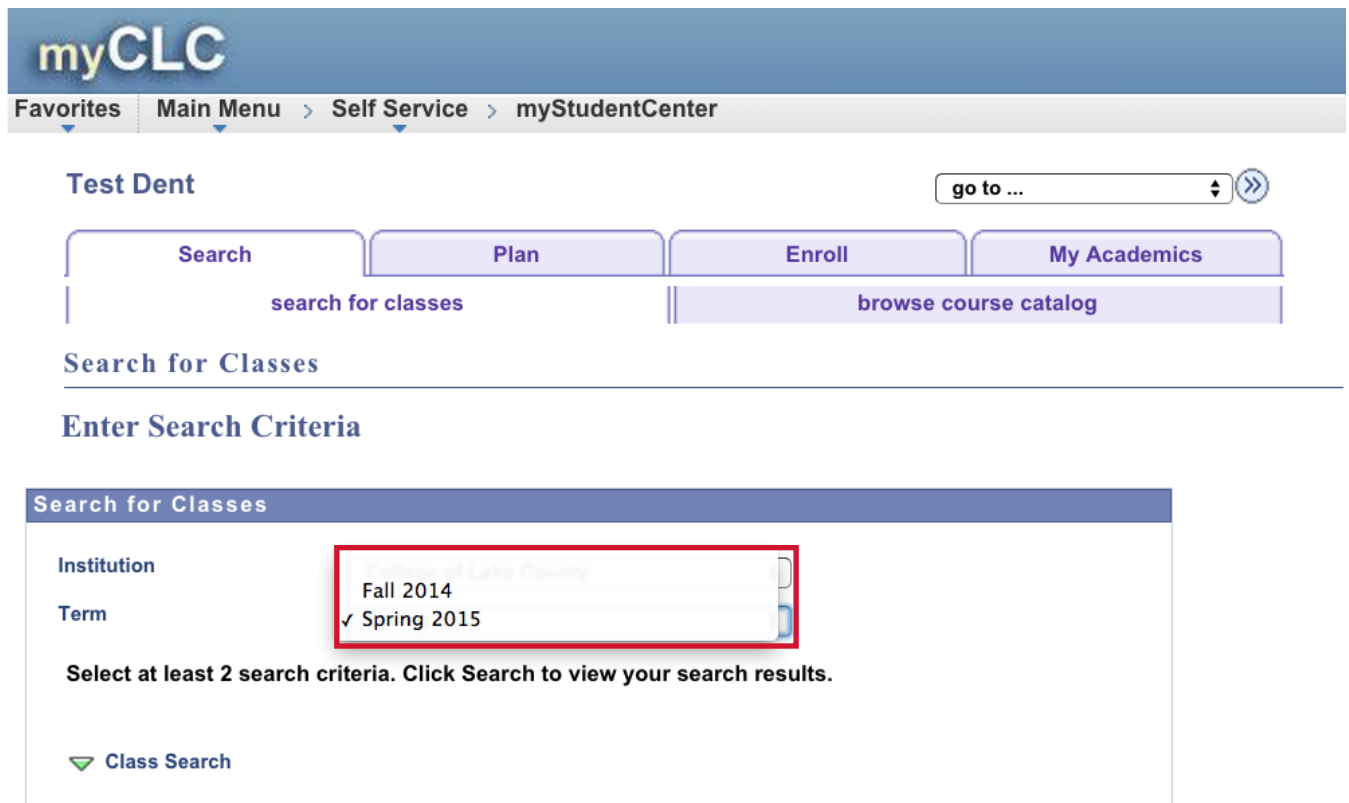
2. Click on **myStudentCenter** under Self-Service.



3. Under **Academics**, click on **Search**.



4. Click on the drop down list to select the term in which you want to look for classes.



5. Click on the subject you want from the next drop down list. If you know the catalog number, enter it in the next box (“PDS 122”, the “122” is the catalog number). If you do not know the catalog number, press “Search” to find all course numbers in the subject you selected. You can choose to view only open classes by leaving the box checked. Click on “Search” (if more than 150 classes match your criteria you will get a message asking you if you want to continue- if you want to continue, click on yes and wait for the results).

The screenshot shows the myCLC website interface. At the top, there is a navigation bar with "myCLC" logo and a breadcrumb trail: "Favorites > Main Menu > Self Service > myStudentCenter". Below this is a "Test Dent" section with a "go to ..." dropdown and a right arrow icon. There are four main tabs: "Search" (with sub-label "search for classes"), "Plan", "Enroll", and "My Academics" (with sub-label "browse course catalog").

The "Search for Classes" section is active, with the heading "Enter Search Criteria". The search form includes:

- Institution:** College of Lake County (dropdown)
- Term:** Fall 2014 (dropdown)
- Instructions:** "Select at least 2 search criteria. Click Search to view your search results."
- Class Search:** A red box highlights this section. It contains:
  - Subject:** PDS - Personal Development (dropdown, highlighted with a red box)
  - Course Number:** is exactly (dropdown) followed by the number 122 (text input, highlighted with a red box)
  - Show Open Classes Only
  - Course Keyword:** (empty text input with a help icon)
- Additional Search Criteria:** (indicated by a right-pointing triangle icon)
- Buttons:** "CLEAR" and "SEARCH" (highlighted with a red box)

6. Once you find the course you want to enroll in, click “Select”.

The following classes match your search criteria Course Subject: PDS - Personal Development, Course Number is exactly '122', Show Open Classes Only: Yes

Open  Closed

1 class section(s) found

▼ PDS 122 - Career Exploration

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
3005	<a href="#">110-LEC Regular</a>	Tu 1:00PM - 2:50PM	S209 - Lakeshore Campus	Alaide Mata Lozano	10/28/2014 - 12/16/2014	<input checked="" type="checkbox"/>	<a href="#">select</a>

NEW SEARCH

MODIFY SEARCH

7. Review the information, if you wish to add the class, click “Next”.

PDS 122 - Career Exploration

Class Preferences

PDS 122-110      Lecture       Open      Grading      Graded

Session      Regular Academic Session

Career      Academic Career

Enrollment Information

- Prerequisite: ELI Compass Test score of 210 or higher, OR APT score of 80 or higher; OR ELI 103 OR ELI 104 OR ELI 107 OR ELI 108 OR ELI 109 OR College Reading and Writing Readiness
- (1-0)

CANCEL

[NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
110	Lecture	Tu 1:00PM - 2:50PM	S209 - Lakeshore Campus	Alaide Mata Lozano	10/28/2014 - 12/16/2014

8. The class has now been added to your Shopping Cart.

Add to Cart:  
Enter Class Nbr

Find Classes  
 Class Search  
 My Planner

Fall 2014 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">PDS 122-110 (3005)</a>	Tu 1:00PM - 2:50PM	S209 - Lakeshore Campus	A. Mata Lozano	1.00	<input checked="" type="checkbox"/>

for selected: