

# ONLINE SCHEDULE

## TIP SHEET

### How to access and search the CCBC online class schedule:

1. From the CCBC home page ([www.ccbcmd.edu](http://www.ccbcmd.edu)) click the *search class schedules* link on the left side of the screen, or go directly to [www.ccbcmd.edu/schedule](http://www.ccbcmd.edu/schedule).
2. You are now at the online schedule page. The steps below briefly explain how to search the class schedule.
  - ✦ At any time, you can click *class schedule help* for additional schedule search assistance.
3. **To start your search**, click the white box on the right that reads *Click here to check class availability in real-time*.
4. First select the semester or other time period you want your search to cover.
  - ✦ **Search by Semester**  
This option allows you to search in the current credit and non-credit class schedules for a specific academic term.
  - ✦ **Search by Date Range**  
This option allows you to search either credit or non-credit classes within a specified range of dates that may span academic terms.
  - ✦ Click the **submit** tab.
5. You can now do a **basic search**:
  - ✦ Highlight your specific search subject area and click the *class search* tab.
  - ✦ You will now see the class listings for all courses offered in that subject area.
6. OR from the same screen, you can access the **expanded search**:
  - ✦ Click the highlighted *expanded search* tab.
  - ✦ Search individually or in combination any of the following categories:
    - a. Subject
    - b. Course number
    - c. Title, or any keyword in the title
    - d. Credit range
    - e. Campus
    - f. Instructor
    - g. Start time/end time
    - h. Class day(s)
  - ✦ When finished entering your search information, click the *class search* tab.
  - ✦ You will now see all class schedule listings for your specific query.

### Still need help?

Visit your Records and Registration office for help with your search or to see a periodically updated printout of all CCBC classes.

### Benefits of an online class schedule for students:

- Get the latest course information when you want it!
- Conveniently access the CCBC schedule from any Internet-equipped computer.
- Easily search through classes by course number, title, instructor or anything else you can think of.
- Quickly find answers regarding important dates and times, how to enroll, contacts, money matters, academic resources and learning options.
- By using the online course catalog, you help CCBC become a responsible global partner in ecological conservation.