

Class Schedule Video Transcript

00:00 – 00:06

This video will demonstrate how to use the Class Schedule to find classes offered for a specific quarter.

00:07 – 00:27

The Class Schedule is a useful resource when wanting to get a listing of all classes offered whether classes are open or full. To view the Class Schedule, go to the My Clover Connection website. www.cptc.edu/mycc

00:28 – 00:41

Scroll down to “Enrollment Services” and click on “Class Schedule”. This will redirect you to the Class Schedule site. Click on the quarter you wish to view class offerings for.

00:44 – 00:50

You may view classes by program and subject by clicking on “Table of Contents”.

00:53 – 01:00

Or view a full listing in alphabetical order of program or subject by clicking on “Class Schedule”.

01:04 – 01:12

For this demonstration, we will locate English 101. *ENGL&101*.

01:13 – 01:31

I will go to the “Table of Contents” and scroll down to find English. This will redirect me to the class listings for English. I will find English 101, English Composition 1.

01:33 – 01:42

Below the course ID and the title, a description of the course is provided with the prerequisites to enter the course.

01:43 – 02:01

Clover Park Technical College has two campuses: Lakewood and Puyallup. You will see “S.H.C.” as the location for all the classes taught at the Puyallup campus.

02:03 – 02:14

In this class schedule, the first column titled, “Item”, lists the 4-digit item number for each specific section you will need for registration or to add to the waitlist.

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02:16 – 02:32

The Class Schedule provides you the credit value, start and end time, days of the week the class is taught, the start and end dates, the location building and room number, the faculty name, and how the class is taught.

02:34– 03:03

A Hybrid class means it will be taught, both in class and online. An Online class will be taught completely online. An Enhanced class will be primarily taught online, with few in-class meetings. If it's left blank, this means the class meets face to face. The "Notes" column will say, "full", if that specific section has no seats available.

03:05 – 03:14

For classes that are full, you may place yourself on the waitlist. Watch the video on how to add to check your waitlist for directions.

03:17 – 03:32

To find out the books and materials needed for a class, visit our bookstore in Building 23 at the Lakewood Campus or visit our website at www.cptc.edu/bookstore

[End of Video]