

SEARCHING FOR CLASSES

Note: CCP students must follow instructions as provided on their registration checklist.

STEP 1 Log in to my.tri-c.edu
(See link to instructions in your acceptance letter)

STEP 2 Click the **Registration** tab

STEP 3 Click the **Browse Courses** button

STEP 4 Choose the correct term (e.g., Summer 2021) and click **Continue**

STEP 5 On the **Class Schedule** screen:

- Subject: When you click the box, a drop-down will appear. Choose the subject field you're interested in (e.g., ENG-English).
- Course Number: Leave blank to view all, or put in the number if you know it (e.g., 1010)
- Campus: Leave blank to view all courses offered at all locations, or choose the campus you wish to attend.

Click **Search**.

STEP 6 Search for open classes. Be sure to write down the five-digit CRN, time and day(s) on the worksheet (see page 2).

- You can search for courses at tri-c.edu without logging in to my Tri-C space.
- CCP students cannot be added to a waitlist.
- Make sure to check prerequisites for classes you wish to take.
- Pay attention to location (campus), type (in-person, hybrid, online) and length of course (16 weeks, 14 weeks, first 8 weeks, second 8 weeks).

STEP 7 Discuss course selections with your high school counselor/school approver so they can complete the Authorization to Attend form.



BUILDING A CLASS SCHEDULE

Once you've selected your courses, use the table below to write down available openings for each. Remember that many science courses also require a lab. Note the following when selecting your courses: CRN #, time of day and days of the week. Also pay attention to location (campus), type (in-person, hybrid, distance learning) and length (16 weeks, 14 weeks, first 8 weeks, second 8 weeks).

Example 1		
BIO-1100		
CRN#	TIME	DAY(S)
80037	10-10:50 a.m.	M, W
80038	1-1:55 p.m.	T, Th
8004lab	8-9:50 a.m.	M
80045lab	2-3:40 p.m.	T

Example 2		
MATH-1200		
CRN#	TIME	DAY(S)
80586	8-8:50 a.m.	M-Th
80589	1-2:50 p.m.	T, Th
80595	8-9:50 a.m.	M, W
83620	7-8:50 p.m.	M, W

Course #1		
CRN#	TIME	DAY(S)

Course #2		
CRN#	TIME	DAY(S)

Course #3		
CRN#	TIME	DAY(S)

Course #4		
CRN#	TIME	DAY(S)

WEEKLY TRIAL SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9 a.m.					
9-10 a.m.					
10-11 a.m.					
11 a.m. - noon					
Noon - 1 p.m.					
1-2 p.m.					
2-3 p.m.					
3-4 p.m.					
4-5 p.m.					
5-6 p.m.					
6-7 p.m.					
7-8 p.m.					
8-9 p.m.					