**How to Search for a Class**



The following steps are provided as a guideline to successfully search for a class at Bellevue College.

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| **Step 1: Know the Class Title and Classification**   * College Classification Name (MATH 099) * Title of Class (ex. Intermediate Algebra**)** | |  | |
| **Step 2: Go to Bellevue College Website**  **www.bellevuecollege.edu**   * Click on [Classes Button] | |  | |
| **Step 3: Go to Quarter**   * Click on the quarter you wish to take the class | |  | |
| **Step 4: Click on the Classification Name**   * Click on the Alphabet Index for the classification name  or      * Scroll down to the classification name | |  | |
| **Step 5: Filtering to a Class**   * **Class Format** * Identify how you best learn   + Face to face   + Online   + Hybrid * **Days & Times** * Identify when you are available for classes   + Build travel time when considering classes   + Select a time you could start a class   + Select a time you would want the class to end * Identify dates that you would like to attend classes * **Credits** * Search for a specific amount of credits * **Late Start** * Classes that begin after the quarter started are all within this category * **Availability** * All means both seats available and full classes * Open are for classes without a waiting list | | |  |
| **Step 6: Items to Review for Selecting a Class**   * **Item Number** * Used to enroll, write this number down * **Seats Available** * It counts down to show seats in class are still available * **Instructor** * Name of instructor for the class * Click on name to obtain email of instructor, phone, or office * **Room** * Letter represents building, number is the room. (1st floor start with 1, 2nd floor with 2, etc.) * **Books** * Links to Bookstore to search for books required for the class |  | | |