How do I look up noncredit class schedules?

From <u>www.glendale.edu/ce</u>, click on Class Schedule button:



Click on link to print Noncredit Schedule of Classes:



You can click on any link to have a list of most recent classes by department:



Each schedule will have classes with ticket numbers. Keep track of the ticket numbers. You will use them to enroll in the class you want:

| | TUITI | ON — FREE | |
|-------------------|-----------------------|-----------------------|--------|
| | Register onlin | e at: www.glendale.ed | u |
| OBT 011 | — Beginning Keybo | arding | |
| 3595 | MTWTHF | 8:00 am — 12:00 pm | MP 315 |
| 3598 | s | 8:00 am — 12:00 pm | MP 315 |
| 3596 | MTWTHF | 12:00 pm — 4:00 pm | MP 315 |
| 3597 | MTWTH | 4:30 pm — 7:00 pm | MP 315 |
| OBT 012 | ? — Intermediate Keyl | boarding | |
| <mark>3599</mark> | MTWTHF | 8:00 am - 12:00 pm | MP 315 |
| 3602 | S | 8:00 am — 12:00 pm | MP 315 |

3895 MTWT HP 8:00 am - 1:200 pm MT 315 3602 S 8:00 am - 1:2:00 pm MP 315 3600 MTWTHF 1:2:00 pm - 4:00 pm MP 315 3601 MTWTH 1:2:00 pm - 4:00 pm MP 315

OBT 013 — Advanced Keyboarding

| 3603 | MTWTHF | 8:00 am — 12:00 pm | MP 315 |
|------|--------|--------------------|--------|
| 3606 | S | 8:00 am — 12:00 pm | MP 315 |
| 3604 | MTWTHF | 12:00 pm — 4:00 pm | MP 315 |
| 3605 | MTWTH | 4:30 pm — 7:00 pm | MP 315 |

OBT 014 — Keyboarding/HS Credit

| <mark>3610</mark> | S | 8:00 am — 12:00 pm | MP 315 |
|-------------------|--------|--------------------|--------|
| 3608 | MTWTHF | 12:00 pm — 4:00 pm | MP 315 |
| 3609 | MTWTH | 4:30 PM — 7:00 PM | MP 315 |

To Enroll, from our main college website <u>www.glendale.edu</u>, click on MyGCC tab:



From MyGCC page click on Schedule of Classes Tab:



You will now have many options. 1st pick the term you want to search (Fall 2015 for example):

| ch for Classes | | | |
|---|--|----------|--|
| stitution | Glendale Community College | – | |
| n | Fall 2015 . | - | |
| Class Search Subject | | • | |
| Class Search Subject Course Number Course Career | is exactly Credit | | |
| Class Search Subject Course Number Course Career | is exactly Credit Show Open Classes Only | • | |
| Class Search Subject Course Number Course Career | is exactly Credit Show Open Classes Only Open Entry/Exit Classes Only | • | |

VERY IMPORTANT - Next, pick "Noncredit" as the Course Career:

| Enter Search Criteria arch for Classes Institution Glendale Community College Fall 2015 Fall 2015 Select at least 2 search criteria. Click Search to view your search results. Class Search Subject Course Number is exactly Show Open Classes Only Open Entry/Exit Classes Only | Search for Classe | S | | |
|--|--------------------------|------------------------------------|--------------------|--|
| Earch for Classes Institution Glendale Community College Term Fall 2015 Select at least 2 search criteria. Click Search to view your search results. Class Search Subject Course Number is exactly Course Career Noncredit Show Open Classes Only Open Entry/Exit Classes Only | Enter Search Crit | eria | | |
| Institution Glendale Community College Term Fall 2015 Select at least 2 search criteria. Click Search to view your search results. Class Search Subject Course Number is exactly Course Career Noncredit Image: Show Open Classes Only Open Entry/Exit Classes Only | arch for Classes | | | |
| Term Fall 2015 Select at least 2 search criteria. Click Search to view your search results. Class Search Subject Course Number Course Career Noncredit V Show Open Classes Only Open Entry/Exit Classes Only | Institution | Glendale Community College | • | |
| Select at least 2 search criteria. Click Search to view your search results. | erm | Fall 2015 | ~ | |
| Class Search Subject Course Number is exactly course Career Noncredit Show Open Classes Only Open Entry/Exit Classes Only Open Entry/Exit Classes Only | Select at least 2 search | criteria. Click Search to view you | ur search results. | |
| Subject Course Number is exactly Noncredit Show Open Classes Only Open Entry/Exit Classes Only | Class Search | | | |
| Course Number is exactly Course Career Noncredit Show Open Classes Only Open Entry/Exit Classes Only | Subject | | ~ | |
| Course Career Noncredit Show Open Classes Only Open Entry/Exit Classes Only | Course Number | is exactly | • | |
| Show Open Classes Only | Course Career | Noncredit | - | |
| Open Entry/Exit Classes Only | | Show Open Classes Only | | |
| | | Open Entry/Exit Classes | Only | |
| | - | | | |
| | | | | |
| | | | | |

If you have a class ticket number (from the printed schedules), you may enter it in the box next to Course number:

| V Class Search | | | |
|----------------|------------|---|--|
| Subject | | • | |
| Course Number | is exactly | ▼ | |
| Course Career | Noncredit | ▼ | |

You may check by department or Subject from the drop down menu. Noncredit subjects include:

Developmental Skills English as a Second Language Lifelong Learning Seminars Office Business Technology Parent Ed – Child Observation

If you select "Office Business Technology" from the drop down menu you will see this message: Search for Classes



This means there are more than 50 classes scheduled, click OK, then you'll have a list:

| Sear | ch Resu | lts | | | | |
|-----------------|-------------------------------|---|---|--|--|----------|
| Glenda | ile Communit | y College Spring 201 | 5 | | | |
| The fi Techi | ollowing class nology, Cou | ses match your search irse Career: Noncredi | criteria Course S t, Show Open Cl | Subject: Office Busin asses Only: Yes | ess | |
| | | | Open | Closed | ▲ Wait List | |
| | | | New | SEARCH | MODIFY SEARCH | |
| clase | section(s) | found | | | | |
| OBT | 11 - BEGIN | NING KEYBOARDING | | | | |
| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status |
| 3574 | 10-LEC OBT_1 | Mo 8:00AM - 12:00PM TuTh 8:00AM - 12:00PM WeFr 8:00AM - 12:00PM | Mariposa315 Mariposa315 Mariposa315 | Alexandre Hamond Rosemarie Shamieh Marcia Hanford | 02/17/2015 - 06/10/2015 02/17/2015 - 06/10/2015 02/17/2015 - 06/10/2015 | • |
| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status |
| Notes | 20-LEC OBT 1 | Mo 12:00PM - 4:00PM TuTh 12:00PM - 4:00PM WeFr 12:00PM - 4:00PM ombined section class | Mariposa315 Mariposa315 Mariposa315 | Marcia Hanford Claire B Thoke Patricia Sternau | 02/17/2015 - 06/10/2015 02/17/2015 - 06/10/2015 02/17/2015 - 06/10/2015 | • |
| class | Section | Days & Times | Room | Instructor | Meeting Dates | Status |
| 3576 | 30-LEC OBT 1 | TuWe 4:30PM - 8:30PM | Mariposa315 | Rosemarie Shamieh | 02/17/2015 - 06/10/2015 | ۲ |
| Notes | : This is a co | ombined section class | | | | |
| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status |
| 3577 | 40-LEC OBT 1 | Sa 8:00AM - 12:00PM | Mariposa315 | Christopher Wilson | 02/17/2015 - 06/10/2015 | • |
| Notes | : This is a co | mbined section class | la works | 12.5500000 | | Passager |
| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Statu |

This list includes all classes for the semester under Office Business Technology (same for all noncredit subjects). *If no subject is selected, all noncredit classes will appear for the semester.* Scroll down to whichever class you want to see. DONE.