

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

**Search for Classes**

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**Enter Search Criteria**

**Search 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** Credit

Show Open Classes Only

Open Entry/Exit Classes Only

**Additional Search Criteria**

CLEAR SEARCH

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

**Search for Classes**

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**Enter Search Criteria**

**Search 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

**Additional Search Criteria**

CLEAR SEARCH

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

▼ 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

? Your search will return over 50 classes, would you like to continue?

OK Cancel

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

Search for Classes

Search Results

Glendale Community College | Spring 2015

The following classes match your search criteria Course Subject: **Office Business Technology**, Course Career: **Noncredit**, Show Open Classes Only: **Yes**

Open Closed Wait List

New Search Modify Search

93 class section(s) found

OBT 11 - BEGINNING KEYBOARDING						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
3574	10-LEC	Mo 8:00AM - 12:00PM	Mariposa315	Alexandre Hamond	02/17/2015 - 06/10/2015	●
	OBT_1	TuTh 8:00AM - 12:00PM	Mariposa315	Rosemarie Shamieh	02/17/2015 - 06/10/2015	
		WeFr 8:00AM - 12:00PM		Marcia Hanford	02/17/2015 - 06/10/2015	
Notes: This is a combined section class						
3575	20-LEC	Mo 12:00PM - 4:00PM	Mariposa315	Marcia Hanford	02/17/2015 - 06/10/2015	●
	OBT_1	TuTh 12:00PM - 4:00PM	Mariposa315	Claire B Thoke	02/17/2015 - 06/10/2015	
		WeFr 12:00PM - 4:00PM		Patricia Stema	02/17/2015 - 06/10/2015	
Notes: This is a combined section class						
3576	30-LEC	TuWe 4:30PM - 8:30PM	Mariposa315	Rosemarie Shamieh	02/17/2015 - 06/10/2015	●
	OBT_1					
Notes: This is a combined section class						
3577	40-LEC	Sa 8:00AM - 12:00PM	Mariposa315	Christopher Wilson	02/17/2015 - 06/10/2015	●
	OBT_1					
Notes: This is a combined section class						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status

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.**