



Summer 2006

## My.CCC.edu Guest User Guide


**Guest User Guide**  
Before you Search  
Search the Schedule  
Search the Catalog  
My.CCC.edu Support

**My.CCC.edu Support Website**  
[www.ccc.edu/sahelp/](http://www.ccc.edu/sahelp/)

**City Colleges**  
Daley College  
H. Washington College  
Kennedy-King College  
Malcolm X College  
Olive-Harvey College  
Truman College  
Wright College


**My.CCC.edu** is the online registration system of the City Colleges of Chicago. Returning students can login to **My.CCC.edu** to register and pay for classes, check holds, and check their financial aid information. New or prospective students (guests) can search the course schedules and catalogs (for all colleges) without logging in. This guide instructs guests how to search My.CCC.edu.

### Before You Search

- To view My.CCC.edu properly you must use Internet Explorer 5.0 or later.
- Run the **Browser Test** (link on the home page of My.CCC.edu) to ensure your computer is properly configured for My.CCC.edu.
- Whenever you see a magnifying glass , there is search assistance available.
- For help while searching **My.CCC.edu**, click the **Help** link in the upper right hand corner for more information.

### Searching the Schedule of Classes as a Guest (Basic)

The Schedule of Classes is a listing of classes being taught during a specific term. To search as a guest:

- Go to **My.CCC.edu**.
- From the left side navigation, click **Summer and Fall 2006 Schedule of Classes**.
- Select a Term.
- Click Basic Search.
- Click on the magnifying glass , then click Look-up to view a list of Subjects.
- Locate the subject of interest and click on the value.
- To achieve maximum search results, enter as little information as possible.
- OPTIONAL:** Enter the catalog number of the course (example catalog number: 101).
- REQUIRED:** Select a City College from the Campus dropdown.

Basic Class Search Screen:


#### Class Search

#### Basic Class Search

**Institution:** CCCSA City Colleges of Chicago

**Term:**  Summer 2005

Select at least 2 criteria below, then click Search. To view a list of subjects to search by, click the magnifying glass to the right of the subject field, and click the Lookup button. Then click on the desired subject.

**Subject:**  

**Catalog Number:**

Open Classes Only

**Description:**

**Course Component:**

**Course Career:**

**Session:**

**Campus:**

**Location:**

[Advanced Search](#) [Return to Select Institution and Term](#)


*Click the magnifying glass for a list of subjects. Once on the Subject Screen, click Lookup*

*Enter the Catalog Number (example 101) if known*

*Optional: enter a part of the title of the course (example photo) for a photography course*

*Required: select a City College*


*Click Search*

10. Click **Search**.
11. Listed are the courses that matched your search of the Schedule of Classes.
12. For more class detail information, click the Class Detail Button .
13. To search again, click **Basic Search**, **Advanced Search**, or **Return to Select Institution and Term**.


Basic Class Search Result Screen:

## Searching the Schedule of Classes as a Guest (Advanced)

The Schedule of Classes is a listing of classes being taught during a specific term. Using the advanced search screen will allow you to enter more criteria when searching for a class. To search as a guest:

1. Go to **My.CCC.edu**.
2. From the left side navigation, click **Summer and Fall 2006 Schedule of Classes**.
3. Select a Term.
4. Click **Advanced Search**.
5. Click on the magnifying glass , then click Look-up to view a list of Subjects from which to choose.
6. Locate the subject of interest and click on the value.
7. *OPTIONAL*: Select your **Course Career**. See below for **Course Career** descriptions. If you are unsure of your Course Career, consult with an Academic Advisor or Registrar at your college.

<b>Semester Credit</b>	For credit courses in General Studies, Transfer, or Career/Technical-Education Programs.
<b>Adult Education</b>	For ESL or GED prep courses.
<b>Continuing Education</b>	For non-credit, self-improvement classes.
<b>Skills</b>	For short-term, intensive vocational certificate programs that provide industry and trade focused job training.
<b>Military</b>	For classes taken while in the military.

8. *OPTIONAL*: Enter the catalog number of the course (example catalog number: 101).
9. *OPTIONAL*: Select a Mode of Instruction. If you want to view only online classes, select World Wide Web or Television/Web.
10. **REQUIRED**: Select a **City College** from the **Campus** dropdown.
11. Click **Search**.
12. Listed are the courses that matched your search of the Schedule of Classes.
13. For more class detail information, click the Class Detail Button .
14. To search again, click **Basic Search**, **Advanced Search**, or **Return to Select Institution and Term**.

Advanced Class Search Screen:

**Advanced Class Search**

**Institution:** CCCSA City Colleges of Chicago  
**Term:** SUM 2005 Summer 2005

Select at least 2 criteria below, then click Search. To view a list of subjects to search by, click the magnifying glass to the right of the subject field, and click the Lookup button. Then click on the desired subject.

**Subject:**   [Click the magnifying glass for a list of subjects. Once on the Subject Screen, click Lookup](#)

**Catalog Number:**   [Enter the Catalog Number \(example 101\) if known](#)

Open Classes Only  IAI Course

**Course ID:**   **Class Number:**  [Optional: enter a part of the title of the course \(example photo\) for a photography course](#)

**Description:**

**Course Component:**

**Mode of Instruction:**  [Optional: select WWW as Mode of Instruction to see Center for Distance Learning Online Courses](#)

**Course Career:**

**Session:**

**Campus:**  [Required: select a City College](#)

**Location:**

**Class Days:** M Tu W Th F Sa Su

**Start Time:**  **End Time:**  (example: 1:00PM)

**Instructor Last Name:**

**First Name:**

[Basic Search](#) [Return to Select Institution and Term](#)

[Click Search](#)

## Searching the Course Catalog as a Guest

The Course Catalog is a listing of all active course descriptions. As you are searching the Course Catalog, you will see that some courses are offered at many, but not all City Colleges.

1. Go to **My.CCC.edu**.
2. From the left side navigation, click **City Colleges Course Catalog**.
3. Select City Colleges of Chicago from the Institution drop down box.
4. Click on the **magnifying glass** , then click Look-up to view Subjects. Subject is required to search.
5. Locate the subject of interest and click on it.
6. If you know the catalog number of the course (example catalog number: 101), enter the number; otherwise click **Search**.

### Course Catalog Search

#### Search Criteria

Course Catalog Search Screen:

Enter institution and subject. Catalog number and Campus are optional.

**Institution:** City Colleges of Chicago [Select City Colleges of Chicago](#)

**Subject Area:**   Art [Click the magnifying glass for a list of subjects](#)

**Catalog Nbr:**   [Search the current Class Schedules](#)

\* Required Field

[Click Search](#)

[Return to Course Catalog and Schedule](#)

7. Review the results that matched your search of the Course Catalog.
8. Each course lists the catalog number, subject, course name, course description, credit hours (units) and the colleges where the course is offered.

College abbreviations are as follows:

DA:	Daley	HW:	Harold Washington	KK:	Kennedy-King	MX:	Malcolm X
OH:	Olive-Harvey	TR:	Truman	WR:	Wright		

