



Frequently Asked Questions: Choosing Courses in the Class Schedule

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Should I Expect to Return to Campus?

Cascadia courses for the upcoming year are planned in a variety of [instruction modes](#). If you enroll in a web-enhanced or hybrid course, you are expected to come to campus for class. Please note the instruction mode when searching for classes. **The latest information about face coverings, our daily check-in tool, vaccine requirements, and other information is posted to [Cascadia's Coronavirus page](#).**

What Does *Instruction Mode* Mean?

Each Course in the class schedule lists an Instruction Mode. Most instruction modes (**Web-enhanced**, **Hybrid**, and **Online**) require access to web-based software such as Canvas, WAMAP, or a publisher-based learning system. Instruction modes include:

- **Web-enhanced**
A web-enhanced course is a face-to-face course that meets in-person.
- **Hybrid**
A hybrid course replaces some, but not all, face-to-face class time with web-based classroom time. Examples of hybrid courses include those that have meeting requirements for exams or courses that meet once or twice a week, while all other course interaction is online.
- **Online**
An online course is a course where 100% of the instruction and interaction between instructor and student is done online. Courses may be *synchronous* or *asynchronous* (read further for details)
- **Independent Studies**
Meetings are arranged between the instructor and the student.

How Do I Choose an Instruction Mode?

Learning preferences and technology constraints play an important role in choosing between courses offered in different instruction modes. It is up to you to pick the best option for your learning preferences and schedule constraints when you register. Note that not all courses are going to be offered in all instruction modes. Instructors will deliver course content as listed in the class schedule. If you register for a **hybrid** or **web-enhanced** course, you are expected to attend all scheduled on-campus class sessions. Instructors cannot accommodate individual student requests to change instruction modes or broadcast classes held in-person, on-campus.

- Do you want a class with the most **in-person** time? If so, choose the **web-enhanced** instruction mode.
- Do you want *some in-person* instruction blended with the flexibility of online learning? Choose the **hybrid** instruction mode.
- Do you want to do all your coursework without coming to campus? Then choose **online** courses. Also, consider the *asynchronous* or *synchronous* listing when choosing between online sections.

Students who register for back-to-back classes with mixed campus and online modalities should plan to arrive on campus before their first class in order to accommodate a lack of transition time.

What Do *Asynchronous* and *Synchronous* Mean for Online Courses?

When a course is offered **Online**, the course components are listed as *synchronous* or *asynchronous*. *Asynchronous* and *synchronous* sections both require students to adhere to posted assignment deadlines and due dates; however, there are important differences in how the courses are delivered:

<i>Asynchronous</i>	<i>Synchronous</i>
<ul style="list-style-type: none"> • <i>Asynchronous</i>: Learning happens independently online, on student's own time, with professor-designed content and lessons; • No real-time, whole-class interactions. Note: In the class schedule, asynchronous classes appear with a dash (-) listed for the start and end times. Days say "OL". 	<ul style="list-style-type: none"> • <i>Synchronous</i>: Learning happens in real time with the class, using a live conferencing tool such as Zoom. • Students are required to log in on specific days/times as listed in the class schedule. • Additional study time is expected to happen on the student's own time.

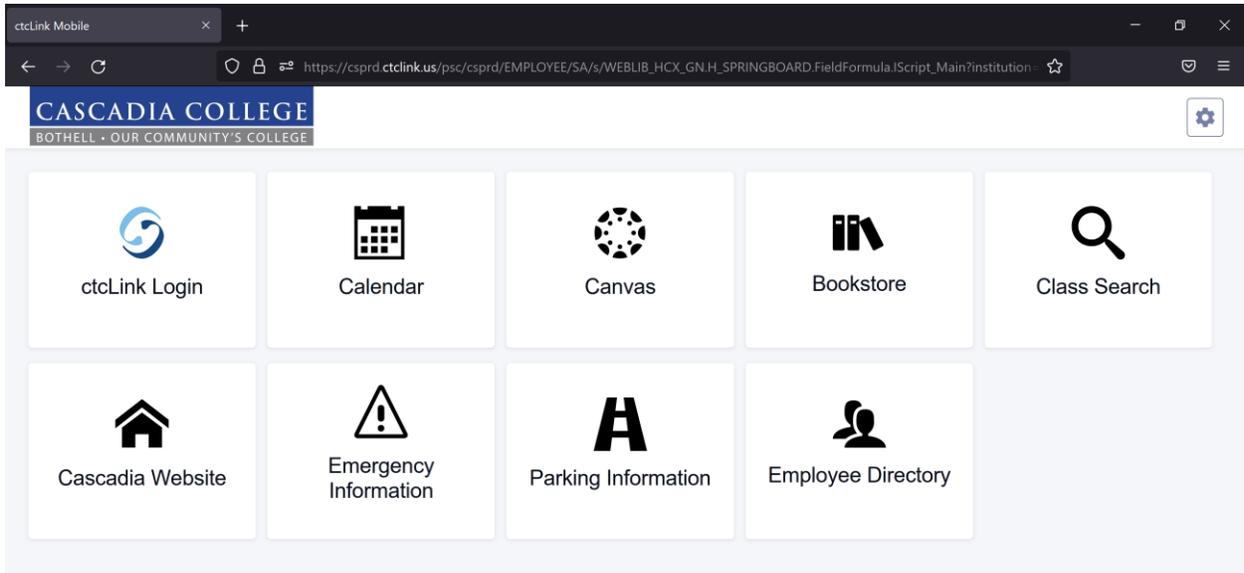
How Do I Choose Between *Synchronous* and *Asynchronous* Online?

<i>Asynchronous Online</i>	<i>Synchronous Online</i>
<ul style="list-style-type: none"> • Do you have unreliable Wi-Fi? If choosing an online course, you may prefer an <u>asynchronous</u> section where you are not dependent on a live class session to view lectures or engage with course material • Do you have access to a computer with a camera, microphone, and Wi-Fi? You will still need these for an <u>asynchronous</u> course. You may be able to check out equipment from the Helpdesk. • Do you want live interaction with your instructor? You will need to attend virtual office hours or set up an online meeting. 	<ul style="list-style-type: none"> • Do you have a computer with a camera, microphone, and reliable Wi-Fi access during class time? You will need this for a <u>synchronous</u> online course so you can attend and participate during online class sessions. • Do you rely on regularly scheduled, live interaction with your instructor and classmates? If enrolling in online courses, you may prefer a <u>synchronous</u> course.

How Do I Search for Classes?

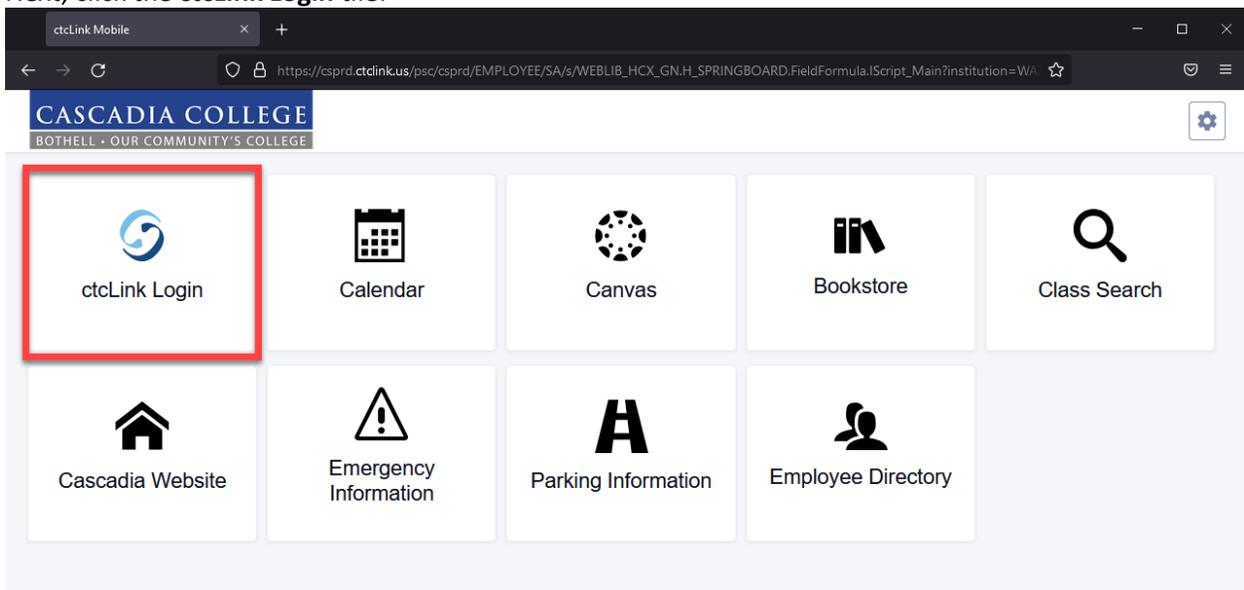
Open **ctcLink Mobile**

Click this link to launch [ctcLink Mobile](https://csprd.ctclink.us/psc/csprd/EMPLOYEE/SA/s/WEBLIB_HCX_GN_H_SPRINGBOARD.FieldFormula.IScript_Main?institution=). You may also want to bookmark the site for future reference.

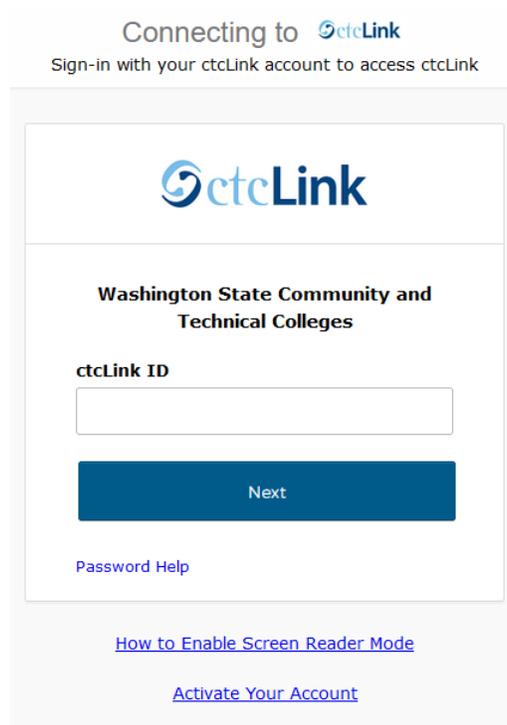


Log-In

Next, click the **ctcLink Login** tile:



If you have never logged into ctLink before, make sure to activate your account. See [Cascadia's ctLink page](#) for information on how to **Activate your Account**. Otherwise, enter your ctLink ID and click **Next**.



Connecting to  ctLink
Sign-in with your ctLink account to access ctLink



Washington State Community and Technical Colleges

ctLink ID

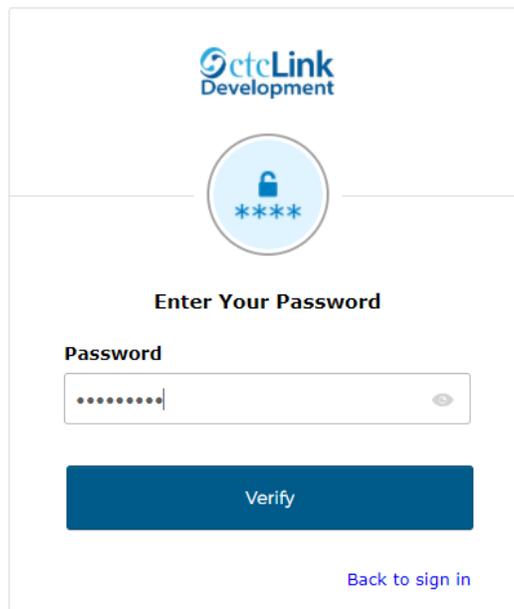
Next

[Password Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

Please enter your password followed by the **Verify** button. If this is your first log in, you may be asked to set up additional authentication.







Enter Your Password

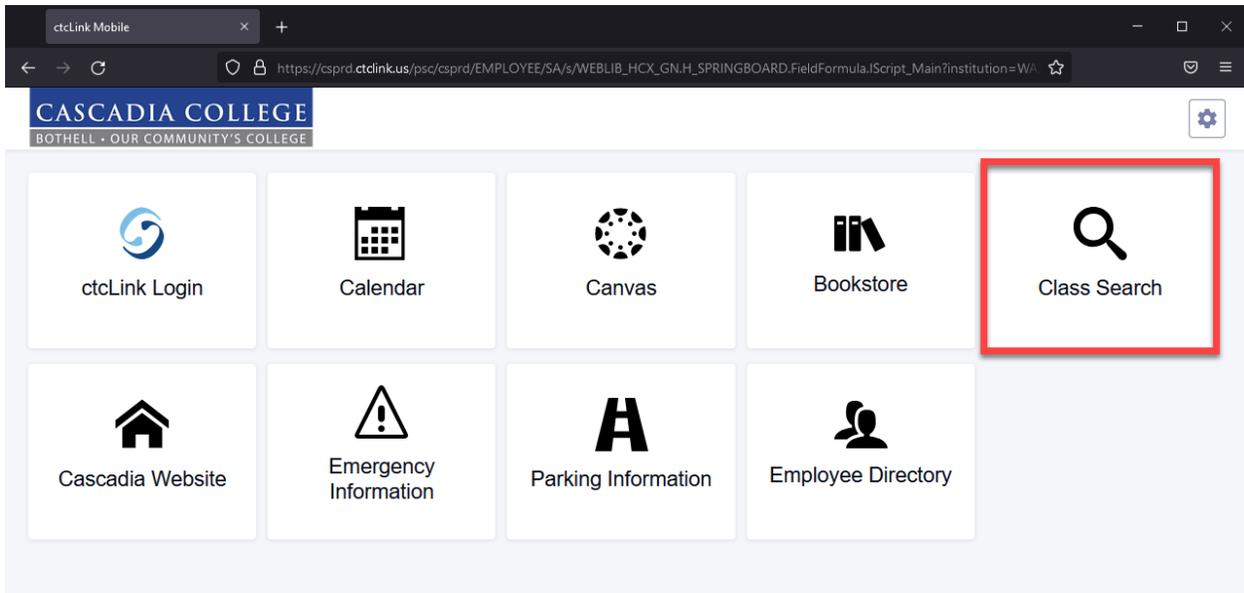
Password

Verify

[Back to sign in](#)

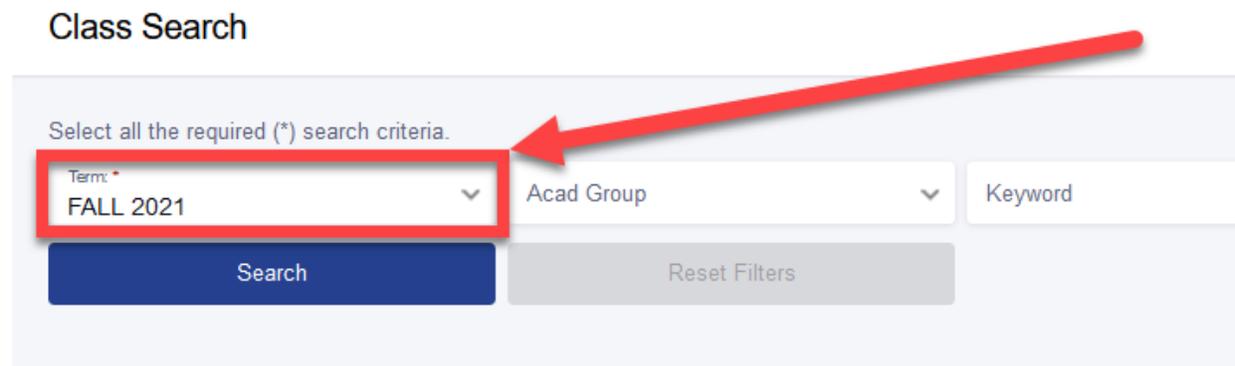
Click on Class Search

After logging in, click on Class Search



Select Term

Next, select the term for which you want to register. In the example below, *Fall 2021* is chosen.



Enter Search Criteria

Click **Academic Group** to open a drop-down menu of available subjects such as English, Math, or College Success. Click on an item from the drop-down menu, for example **COLL – College Strategies**.

Class Search

Select all the required (*) search criteria.

Term: **FALL 2021** Acad Group: **COLL- College Strategies** Keyword: More Filters **1**

Search

- BIOL- Biology
- BIT- Business Information Tech
- BUS- Business
- CACF- College Career Foundatio
- CHEM- Chemistry
- CMST- Communication Studies
- COLL- College Strategies**
- ECON- Economics
- ENGL- English
- ENGR- Engineering
- ENVS- Environmental Science
- ETSP- Environ Tech & Sust Prac

Select search criteria to view classes.

Once you have selected an Academic Group from the drop-down menu it will appear in the box. Click the **Search** button to see results.

Class Search

Select all the required (*) search criteria.

Term: **FALL 2021** Acad Group: **COLL- College Strategies** Keyword:

Search Reset Filters

View Search Results

The example below shows search results for COLL101 – College Success.

Note the class **status**.

-  A red W means the section is full with a waitlist
-  A purple O means no open seats remain
-  A green O indicates a section with open seats that are available

Note that the Instruction Mode for some sections in the example below are online while others are hybrid. See [What Does Instruction Mode Mean](#) for more information.

College Strategies COLL 101										
SECTION	TOPIC	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS	INSTRUCTION MODE
> 01-LEC (2522)	-	MoWe	9:00 am	10:00 am	Online Class	09/29 - 12/16	Dianne Fruit	5	 27/30  0/31	On-line
> HILB-LEC (2534)	This section ...	Mo	3:30 pm	5:35 pm	-	09/29 - 12/16	Kevin Joyce	5	 29/30  0/24	Hybrid
> ILC-LEC (2535)	This section ...	MoWe	11:00 am	12:30 pm	Online Class	09/29 - 12/16	Denise Michaels	5	 22/33	On-line

Additional Ways to Search

Click **More Filters** to show additional search criteria such as Instruction Mode, Course Attributes, or Show Open Classes Only.

Class Search

Select all the required (*) search criteria.

Term: FALL 2021	Acad Group: COLL- College Strategies	Keyword	More Filters 2
<input type="button" value="Search"/>		<input type="button" value="Reset Filters"/>	



To search classes by distribution requirements, first enable **Cascadia Defined Attributes** in the Course Attribute box. Select Cascadia Defined Attributes by the :

Class Search

Select all the required (*) search criteria.

Term: FALL 2021	Acad Group: COLL- College Strategies	Keyword
Instruction Mode	Course Attribute: Cascadia Defined Attri...	Course Attribute Value
End Time	<input type="checkbox"/> Bates Attributes	
<input type="checkbox"/> Show Open Classes Only	<input type="checkbox"/> Bellevue Defined Attributes	
<input type="button" value="Search"/>	<input checked="" type="checkbox"/> Cascadia Defined Attributes	
	<input type="checkbox"/> Central Seattle Attributes	
	<input type="checkbox"/> Centralia Defined Attribute	
	<input type="checkbox"/> Clover Park Attribute	
	<input type="checkbox"/> Columbia Basin Attributes	

Next, select the desired distribution requirement(s) in the **Course Attribute Value** box and click the Search button to generate results.

Course Attribute Value:

- Equity, Diversity, and Power
- Global Studies
- Humanities
- Humanities Performance
- Integrated Learning
- Natural Science
- Natural Science LAB
- Quantitative Reasoning
- Social Science
- Sustainability

Does My Course Meet In-Person, On-Campus?

If the Instruction Mode for a course is **Hybrid** or **Web-Enhanced**, the course will require in-person, on-campus class meetings. If desired, use the Instruction Mode filter when searching for classes. See [Additional Ways to Search](#) for more information.

Business Precalculus | MATH 147

SECTION	TOPIC	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS	INSTRUCTION MODE
> 01-LEC (2629)	-	TuTh	11:00 am	1:05 pm	CC3-221 General Clas...	09/29 - 12/16	Margaret Michalek	5	15/33	Web Enhanced
> H1-LEC (2630)	-	We	1:15 pm	3:20 pm	CC1-202 General Clas...	09/29 - 12/16	Sharon Saxton	5	15/33	Hybrid

Where Does My Course Meet?

For classes that meet on campus (web-enhanced or hybrid) the **Room** listing in the class schedule will show a specific room. In cases where the room has not yet been assigned it will show a dash (-).

In the example below, both sections meet on campus, one is not yet assigned to a room; the other meets in CC1-250.

College Strategies | COLL 101

SECTION	TOPIC	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS	INSTRUCTION MODE
> HILB-LEC (2534)	This section ...	Mo	3:30 pm	5:35 pm	-	09/29 - 12/16	Kevin Joyce	5	29/30 0/24	Hybrid
> H1-LEC (8004)	-	Tu	3:30 pm	5:35 pm	CC1-250 General ...	09/29 - 12/16	Anne Tuominen	5	28/30 0/31	Hybrid

When the Room listing shows *Online Class* the course component does not require a student to come to campus unless otherwise indicated in the class notes. **Note:** Classes may have multiple components, so do check each listed component.

When Does My Course Meet?

A class with synchronous meeting times will list the days, start, and end times. A class without synchronous meeting times will show the Days as "OL" for *online* and will show a dash (-) for the *start* and *end* times.

In the example below note that both sections are Online Classes. The first listing shows that the course meets Monday (Mo) and Wednesday (We) from 9am to 10am online. The second listing does not meet synchronously, so the *Days* listing shows "OL" and the *Start* and *End times* show a dash (-).

College Strategies | COLL 101

SECTION	TOPIC	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS	INSTRUCTION MODE
> 01-LEC (2522)	-	MoWe	9:00 am	10:00 am	Online Class	09/29 - 12/16	Dianne Fruit	5	27/30 0/31	On-line
> 06-LEC (2527)	-	OL	-	-	Online Class	09/29 - 12/16	Debra Waddell	5	29/30 0/33	On-line

Courses can have multiple components, so check them all! (See also [Course Components](#)) The example below shows a BIOL&211 section that requires careful attention to the Days, Start, End, and Room listings. It meets in-person and online, hence the Hybrid instruction mode. The first row shows that the course meets Tuesdays (Tu) from 8:45am to 10:50am, but the room has not yet been assigned (notice the dash). The second row shows that the class meets Thursdays (Th) from 8:45am to 10:50am online, and the third row shows that the class has labs that meet Fridays (Fr) from 8am to 9:40am on campus in Room 331-331. All class meetings are required.

Majors Cellular | BIOL& 211

SECTION	TOPIC	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS	INSTRUCTION MODE
> H1-LEC (2720)	-	Tu	8:45 am	10:50 am	-	09/29 - 12/16	Christopher Irons	6	w 30/30 c 0/24	Hybrid
		Th	8:45 am	10:50 am	Online Class	09/29 - 12/16				
> H1L-LAB (2724)	-	Fr	8:00 am	9:40 am	CC1-331 Science L...	09/29 - 12/16	Christopher Irons	0	w 30/30 c 0/24	Hybrid

How Do I find Detailed Information about My Course?

Click the course listing in the schedule to reveal further details. *Carefully* read **Class Notes** and **Components** information. These areas may contain important information, including details on required [technology for test proctoring](#) or required lab components that are not immediately apparent.

SECTION	TOPIC	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS	INSTRUCTION MODE
▼ H1-LEC (2720)	-	Tu	8:45 am	10:50 am	-	09/29 - 12/16	Christopher Irons	6	w 30/30 c 0/24	Hybrid
		Th	8:45 am	10:50 am	Online Class	09/29 - 12/16				

INFORMATION

Class Number: 2720

Career: Undergraduate

Session: Regular Academic Session

Units: 6 units

Grading: Graded

Description: NSL- This course is designed for biology and related science majors and enables students to gain deeper knowledge of the process of science, interdisciplinary nature of biology and basic biological principles. Principles include the chemical basis of life, cell structure and function, energy transformation, cell division, Mendelian and molecular genetics. (LAB)

Enrollment Requirements: Completion of CHEM&121 or CHEM&161 with a grade of 2.0 or higher, or co-enrollment in CHEM&161.

Class Attributes: Meets Natural Science Requirement (NS)

Class Notes: *This hybrid section will meet in person Tuesdays (lectures) and Fridays (labs), AND synchronous online Thursdays (lectures). See Class Details for schedule information.*

For Fall quarter, this section carries an additional \$15.00 learning technology fee for the usage and support of cloud-based or online tools.

DETAILS

Instructor: Christopher Irons, Christopher Irons

Dates: 09/29/2021 - 12/16/2021, 09/29/2021 - 12/16/2021

Meets: Th 8:45am - 10:50am, Tu 8:45am - 10:50am

Instruction Mode: Hybrid

Room: Online Class, -

Location: Cascadia College Main Campus

Components: Laboratory Required, Lecture Required

SIMILAR CLASSES

BIOL& 211 (2718)

MoWe 11:00 am - 1:05 pm

BIOL& 211 (2719)

MoWe 3:30 pm - 5:35 pm

BIOL& 211 (2721)

Th 11:00 am - 1:05 pm

Tu 11:00 am - 1:05 pm

TEXTBOOKS

AVAILABILITY

Status: Wait List

Seats Open: 0/24

Wait List Open: 30/30

Share Add To Planner

What is Special about Labs?

In a few words, [course components](#) and [meeting patterns](#).

Course Components

Courses with labs (either science labs or performance labs, like Art or Drama) have both a lecture and a lab component listed in the class schedule. When there is a lab, both components are mandatory.

Below is a good example of a course with a required lecture and lab. The lecture is indicated by the “LEC” Section code, and the Lab is indicated by the “LAB” Section code. The lecture and lab each have days/time listed for class sessions, indicating both have scheduled class meetings. The lecture and lab can meet in different locations; however, in the listing below they are both online. The lab listing will immediately follow the lecture listing in the class search results. If you are unsure about whether there is a required lab, click on the class to expand the listing and carefully read the class notes. See [How do I Find Detailed Information about My Course?](#) for further information.

Introduction to Chemistry CHEM& 121										
SECTION	TOPIC	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS	INSTRUCTION MODE
> OL-L-LEC (31265)	-	TuTh	9:00 am	10:40 am	Online Class	09/29 - 12/16	Jeff Stephens	5	21/24	On-line
> OL-L-LAB (31266)	-	Fr	11:00 am	12:50 pm	Online Class	09/29 - 12/16	Jeff Stephens	0	21/24	On-line

Lab Meeting Patterns

During the pandemic, lab sections have enacted strict safety requirements, and many have special meeting patterns. Class Notes in the schedule indicate important information about meeting patterns. Please also see the following links for detailed information about lab meetings and lab kits.

- [Fall 2021 Lab Meetings](#)
- [Winter 2022 Lab Meetings](#)

Does My Course Require Test Proctoring or Technology?

The *Class Notes* section indicates if a course requires proctored exams using Honorlock. Honorlock may require downloading free software for identification verification or facial recognition.

Below is an example showing requirements for online test proctoring.

Class Notes:

This section will have mandatory proctored exams using Honorlock which may require downloading free software for identification verification or facial recognition.

When Honorlock is required, students will need access to a computer with stable internet access, including the Chrome web browser and a webcam. Information Services at Cascadia is able to offer students the opportunity to request laptops and other technology that they need in order to complete their classes. To request to borrow equipment, please visit [The Information Services Help Desk](#) and visit the Student Help Desk Portal to see what is available, or call 425.352.8228. For further information about Honorlock see Cascadia’s page on [Honorlock Student FAQs](#).