Frequently Asked Questions:
Choosing Courses in the Class Schedule

Table of Contents
Should I Expect to Return to Campus? ................................................................. 2
What Does Instruction Mode Mean? ........................................................................ 2
How Do I Choose an Instruction Mode? ................................................................. 2
What Do Asynchronous and Synchronous Mean for Online Courses? .................. 3
  How Do I Choose Between Synchronous and Asynchronous Online? .................. 3
How Do I Search for Classes? ................................................................................ 4
  Open ctcLink Mobile ............................................................................................ 4
  Log-In .................................................................................................................... 4
  Click on Class Search ............................................................................................ 6
  Select Term ........................................................................................................... 6
  Enter Search Criteria ............................................................................................. 7
  View Search Results .............................................................................................. 8
  Additional Ways to Search .................................................................................... 8
Does My Course Meet In-Person, On-Campus? ...................................................... 10
  Where Does My Course Meet? .......................................................................... 10
  When Does My Course Meet? .......................................................................... 10
How Do I find Detailed Information about My Course? ......................................... 11
What is Special about Labs? .................................................................................. 11
  Course Components ............................................................................................. 12
  Lab Meeting Patterns ......................................................................................... 12
Does My Course Require Test Proctoring or Technology? ...................................... 12
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:

<table>
<thead>
<tr>
<th>Asynchronous</th>
<th>Synchronous</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Asynchronous: Learning happens independently online, on student’s own time, with professor-designed content and lessons;</td>
<td>• Synchronous: Learning happens in real time with the class, using a live conferencing tool such as Zoom.</td>
</tr>
<tr>
<td>• 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 “ARR”.</td>
<td>• Students are required to log in on specific days/times as listed in the class schedule.</td>
</tr>
<tr>
<td></td>
<td>• Additional study time is expected to happen on the student’s own time.</td>
</tr>
</tbody>
</table>

How Do I Choose Between Synchronous and Asynchronous Online?

<table>
<thead>
<tr>
<th>Asynchronous Online</th>
<th>Synchronous Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Do you have unreliable Wi-Fi? If choosing an online course, you may prefer an asynchronous section where you are not dependent on a live class session to view lectures or engage with course material.</td>
<td>• Do you have a computer with a camera, microphone, and reliable Wi-Fi access during class time? You will need this for a synchronous online course so you can attend and participate during online class sessions.</td>
</tr>
<tr>
<td>• Do you have access to a computer with a camera, microphone, and Wi-Fi? You will still need these for an asynchronous course. You may be able to check out equipment from the Helpdesk.</td>
<td>• Do you rely on regularly scheduled, live interaction with your instructor and classmates? If enrolling in online courses, you may prefer a synchronous course.</td>
</tr>
<tr>
<td>• Do you want live interaction with your instructor? You will need to attend virtual office hours or set up an online meeting.</td>
<td></td>
</tr>
</tbody>
</table>
How Do I Search for Classes?

Open ctcLink Mobile

Clink this link to launch [ctcLink Mobile](https://ctcLinkMobile.com). 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 ctcLink before, make sure to activate your account. See Cascadia’s ctcLink page for information on how to Activate your Account. Otherwise, enter your ctcLink ID and click Next.

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.
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.

Class Search
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**.

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

Note the class status.

- **W**: A red W means the section is full with a waitlist
- **O**: A purple O means no open seats remain
- **O**: 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.

Additional Ways to Search
Click **More Filters** to show additional search criteria such as Instruction Mode, Course Attributes, or Show Open Classes Only.
To search classes by distribution requirements, first enable **Cascadia Defined Attributes** in the Course Attribute box. Select Cascadia Defined Attributes by the:

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

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.

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 “ARR” for arranged 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 “ARR” and the Start and End times show a dash (-).
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 show 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.

<table>
<thead>
<tr>
<th>Majors Cellular</th>
<th>BIOL 211</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION</td>
<td>DATES</td>
</tr>
<tr>
<td>Hi-Lec (2720)</td>
<td>Tu</td>
</tr>
<tr>
<td></td>
<td>Th</td>
</tr>
<tr>
<td>Hi-Lab (2724)</td>
<td>Fr</td>
</tr>
</tbody>
</table>

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.

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.

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

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.

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.
If you wish to opt out of using Honorlock, Cascadia has a process for you to take exams in-person on campus through the Bock Learning Center. Please contact your instructor if you would like more information regarding this option.