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. This is a change from the early part of the COVID-19 pandemic when all instruction and services moved online. For more information, please see Returning to Campus or Current Status on Cascadia’s COVID-19 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 note that there is some limited study space on campus 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:
### Asynchronous vs. Synchronous

<table>
<thead>
<tr>
<th>Asynchronous</th>
<th>Synchronous</th>
</tr>
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<tbody>
<tr>
<td>• <strong>Asynchronous</strong>: Learning happens independently online, on student’s own time, with professor-designed content and lessons;</td>
<td>• <strong>Synchronous</strong>: 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 TBA listed for the days/times.</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>
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## How Do I Choose Between Synchronous and Asynchronous Online?

<table>
<thead>
<tr>
<th>Asynchronous Online</th>
<th>Synchronous Online</th>
</tr>
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<tbody>
<tr>
<td>• <strong>Do you have unreliable Wi-Fi?</strong> 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>• <strong>Do you have a computer with a camera, microphone, and reliable Wi-Fi access during class time?</strong> You will need this for a Synchronous online course so you can attend and participate during online class sessions.</td>
</tr>
<tr>
<td>• <strong>Do you have access to a computer with a camera, microphone, and Wi-Fi?</strong> 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>• <strong>Do you want live interaction with your instructor?</strong> You will need to attend virtual office hours or set up an online meeting.</td>
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## How Do I Register?

Use the Desktop Version of ctcLink

**Note:** When accessing the class schedule, Cascadia College recommends using the [ctcLink desktop site](https://example.com) for a comprehensive user experience.
Log-In
If this is the first time you are logging into ctcLink, make sure to activate your account. Click the link for detailed instructions on activating your ctcLink account.

Next, log into the ctcLink desktop site with your ctcLink ID and Password:

![ctcLink Log-In](image)

Manage Classes
From the ctcLink Student Homepage select Manage Classes:
Search and Enroll

Click on Class Search and Enroll

Select Term and Institution

Next, select the term and Institution. In the example below, Winter 2021, Cascadia College is chosen.

Note: Listings are not alphabetical. You may have to scroll down the page to find Cascadia College and the correct term for registration (Summer, Fall, Winter, or Spring).
Enter Search Criteria
Enter search criteria such as keywords, course titles, subjects, or class topics.

List Courses by Subject
Click *Additional ways to search* to view a list of subjects offered during the term you have selected.
Click on a Course to see Details
Typing College into the search box or selecting College Success from the drop-down menu displays all courses that match the search criteria, in this case COLL101. Click on the hyperlink in the course listing to reveal information by section.

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. When searching the class schedule, you can use the filters on the left-hand navigation pane to limit results to a specific instruction mode. Initiate a search and then scroll all the way down the page to see the Instruction Mode filter.

Where Does My Course Meet?
For classes that meet on campus the Room listing in the class schedule will show a specific room. It may also say “To be announced” if the course has not yet been assigned to a room.

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: Courses may have multiple components, so do check each listed component.
In the example below, the last section meets online, while the first 3 sections meet on campus in a room that has yet to be assigned.

ACCT 201
Principles of Accounting I

When Does My Course Meet?

A quick way to tell if a course component meets at a specific time is whether it has days and times listed in the class schedule.

- If days/times are listed, you can expect the class to meet during those hours.
- If the days/times indicate *TBA* or *To be announced*, that component does *not* have scheduled meeting times. Courses can have multiple components, so check them all! (See also [Course Components](#))
How Do I find Detailed Information about My Course?

Click the hyperlink in the class listing to reveal further details.

The Enrollment Information tab contains Class Notes and Class Attributes. Class Notes may contain other important information, including details on required technology for test proctoring.

Below is an example showing an online, synchronous COLL101 section.
Click the *Meeting Information* tab to view the days and times that the course meets.

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 heading and the Lab is indicated by the LAB heading. The lecture and lab each have days/time listed for class sessions, indicating both have schedule class meetings. The lecture lists the room as an *online class*, but the lab indicates the Room as *CC1-331, General Science Lab*, indicating that labs meet on campus.
Click on the hyperlink for the lecture or lab listing in the class schedule and selecting *Class Details* to show the instruction mode for the course. Check all components to be sure you know the meeting pattern for the course overall.

![Course Information](image)

**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.

- [Spring 2021 Lab Meetings](#)
- [Summer 2021 Lab Meetings](#)
- [Fall 2021 Lab Meetings](#)

**Does My Course Require Test Proctoring or Technology?**

The *Class Notes* section under the *Enrollment Information* tab indicates if a course requires proctored exams using Honorlock. Honorlock may require downloading free software for identification verification or facial recognition. See the example below.
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 now 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. For further information about Honorlock see Cascadia’s page on Honorlock Student FAQs.

If you wish to opt out of using Honorlock, Cascadia now 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.