Step 5: Fields of Interest and Find a Class

00:02

Hi, Amazon Associates. My name is Cheryk Manning and I am the advisor for Enrollment Concierge Services. And I am going to give you a little bit of a demonstration to find what classes that you need as well as how to look up classes required for your program. So if you wanted to click the link that will allow you to submit an enrollment request, this will help you get the information that you need to let me know what classes you want to take.

00:29

So what I'm going to do real quick is share my screen with you so you will be able to see what I see. Okay, so we're gonna start off at maricopa.edu. Okay, and then you're gonna hover your mouse over degrees and certificates, and click fields of interest, all of the programs that we offer will be under a field of interest.

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So today, we're going to pick on Computer and Information Technology, because that's a popular program, you'll see that they're sorted. But by getting an associate degree, get a certificate. So let's pick on Cisco, Cisco Networking, that's a very popular program, and it is Amazon-approved. So if you click on it, this will give you all the information about the programs, what you'll learn the amount of credits, the program code, the colleges that it's offered at. So if you scroll down, all the way down, you'll see that the courses that are required will be broken down towards the bottom of this screen.

01:31

So if I were a brand new student, I would need to start with CIS 105. So I'm going to give you a little bit of an example of how you would find that course. I'm also linking find the class in this email. This is a fantastic resource. Because I'm recording this before the spring schedule is released, you are going to see classes that are in progress. But this will give you an idea of what you need to do.

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So I'm going to type in CIS 105, right here into the search code. And I want to take this at Glendale, Glendale one is going to be my home college for this demonstration. But let's say I wanted to search for an online only class, I would come down here and I would click under delivery methods, you're gonna want to click on like, there we go. Click Search. So this will bring up the different course options that Glendale Community College would have. So the information that you're going to need for that request for enrollment is going to be the course code is here, number of credits is here. This is the section ID number. And this is very important. This is the number that will coincide with your class that you are going to be enrolled into if you submit that request to enroll form.

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Another thing that you can do here is click on Book Information for every class. So you'll be able to see right away, like what book or software would be required. You can also see it in the course notes here. This is where I get a lot of my information when I kind of give you a heads up about you know book costs, because you do still have to purchase them out of pocket. But on that first day of class, you should be able to submit for reimbursement for those textbooks. But you can see all of the information here.

03:14

Well, let's say that you didn't want to do an online class, let's say you wanted to see what your in person options are. So we'll just unselect online and hit search again. And this will bring up all of the CIS 105 classes running at Glendale. And so you can see like the dates and the times will be listed here. So you can kind of see if there's an online class that might be easy for you to fit in your work schedule if you prefer to do in person as opposed to online.

03:41

So I hope this is helpful to you if you still are unsure or if this is a process that you're just not comfortable with. Please go ahead and schedule an appointment. That link is also going to be in the email because I want to make sure that you do feel supported and I'm really excited to see you continue on in your program. Thanks so much. Have a great rest of the afternoon. And we will chat with you later.