How to Find College Courses:

Step 1: Go to Forsyth Tech's main webpage (www.forsythtech.edu)





Step 3: Next, scroll down to the empty, blue pull-down menu and select the semester for which you want to find classes

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Step 4: At this point, you can pull in "Subjects," "Course Levels," "Course Number," and "Course Section" as well as choosing specific days of the week you want to find courses. The more info you place in these sections, the more the software filters out unwanted information. If you leave all these items blank, you will get the entire course listing for the semester in question. Hit "Submit" after you have filled in all blocks.

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- Step 5: Now you see the list of courses that meet your selection criteria. Note in this example, you see a column called "Status": you can only select sections that show "Open" in that column. Note the course is in blue; if you click on this blue course title, you are taken to a chart that gives you specific course information, including any pre-requisites, complete meeting days/times, room locations, etc. You also may see the instructor's name as well as how many seats are available in that section.
- **VERY IMPORTANT:** Be sure to read the complete course description; it is in this full description that you will see all course meeting times which is especially important with a course that has a lab that may meet on different days at different times.

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What The Section Numbers Mean:

- Section numbers in the 100s and 200s are classes that meet between 7 a.m. and 4 p.m. (ex. ENG 111-101) Section numbers in the 500s meet after 5 p.m. (ex. ENG 111-501)
- Section numbers in the 700s are usually ITV classes, where part/all of the course is transmitted via TV (ex. ENG 111-701)
- Section numbers in the 800s are completely online; no facetime contact (ex. ENG 111-805)
- Section numbers in the 900s are hybrid classes: part of the course is online, part of the course is facetime (ex. ENG 111-900)

What the Section Letters Mean:

Section letter A or B means the course is an eight-week course: A is the first eight weeks of the semester and B is the second eight weeks. Because these courses meet only 8 weeks, they are more demanding because the normal 16 week semester's course content is delivered in half the time Section letters also indicate where a course is taught (no letter indicates Main Campus):

- N = Northwest Center
 S = Swisher Center
 OG = Oak Grove
 W = Woodruff Center
 T = Transportation Center
 Z = Stokes Center
 EC = Early College (closed to all other students)
 ECZ = Stokes Early College (closed to all other students)
 K = Atkins Program (closed to all other students)
- **Step 6:** Once you have determined which courses meet your needs, you should write in your course requests on the "Career and College Promise Parental Consent" form (found in the section "Earn College Credits While in High School" tab on the college's main webpage.

Be sure to write the complete course info: the course title, course number and course section number (ex. ENG 111-102N)

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Parent and Student Certification: A	I ections below must be completed neatly and legibly.
I have read and agree to the above expectations:	ease print)
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<u>List Approved Courses By</u> : (1) Course Number (2) Section Number and (3) Alternative Course and Section Number S(ud	lent's Age Student's Grade Level
Listing of Course: Alternative Course Stu	dent's Signature Date
Principal/Guidance Counselors' Approval Date Ed	ucational Partnerships' Approval Date
This form must be forwarded to Forsyth Tech prior to registration - Dr. Susa Permission Form Test Scores (CPT, SAT, ACT, or ASSET) Transcript	n Phelps' Office. <u>Check List for Admissions Processing</u> : Application Registration Card.
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Step 7: Submit this "Parental Consent" form to the Office of Educational Partnerships, Snyder Hall on Forsyth Tech's main campus