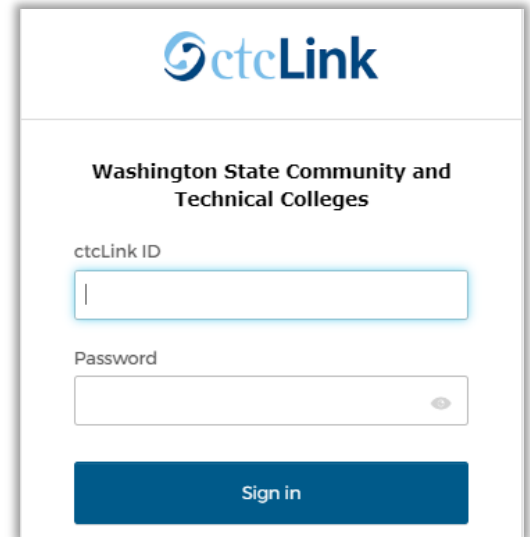
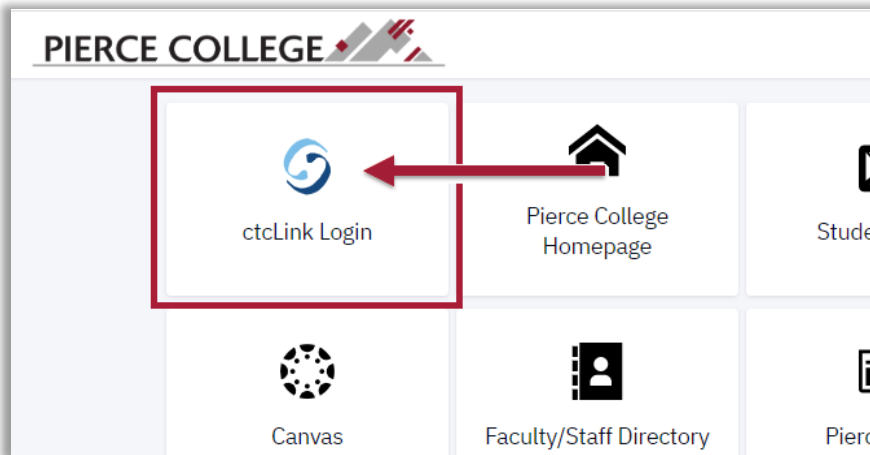


How to Enroll in Classes

This guide will show you how to enroll in classes or how to add classes to your shopping cart.

Log in to ctcLink

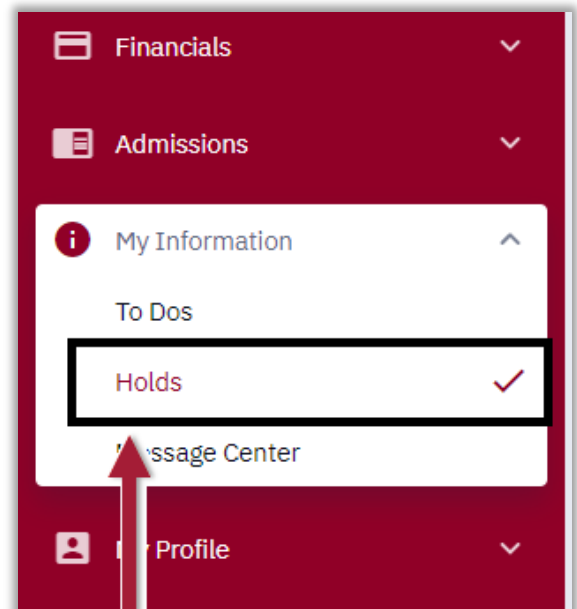
From the [ctcLink Mobile Homepage](#), click the **ctcLink Login** tile. Log in using your ctcLink ID and password.



Check for Holds to Registration

First, let's check for any holds that may prevent you from being able to register for classes.

Click on the **My Information** tab on the left hand column, then click on the **Holds** option on the drop down menu.



If you have a hold on this page, you may not be able to register for classes until the hold is resolved. Click on the hold item to view more details. There will be instructions that will tell you steps to take in order to get the hold released.

Holds

1 HOLD

Academic Standing Reflection >

Reason: Acad Stand Reflect Paper due
Department: FS DEAN STU SUCCESS

Academic Standing Reflection

DETAILS
Reason: Acad Stand Reflect Paper due

INSTRUCTIONS
You are on academic alert at Pierce College and must complete your reflection before you can register for your next term. Please check your preferred email or Starfish for reflection instructions or email academicstandards@pierce.ctc.edu for more information on how to resolve this matter and enroll at Pierce College.

Review your Enrollment Dates

Next let's check what date you can start enrolling in classes for the next quarter.

Click on the **Enrollment** tab on the left hand column, then click on the **Enrollment Dates** option in the drop down menu.

Schedule

Class Information

Enrollment

Enrollment Dates ✓

Planner

Shopping Cart

Drop Classes

On the Enrollment Dates page, you can see the earliest date you can start registering for classes for the upcoming term. Prior to this date, you can add classes to your **Shopping Cart**, but you cannot enroll in classes until your enrollment date.

Expand a term to get more information

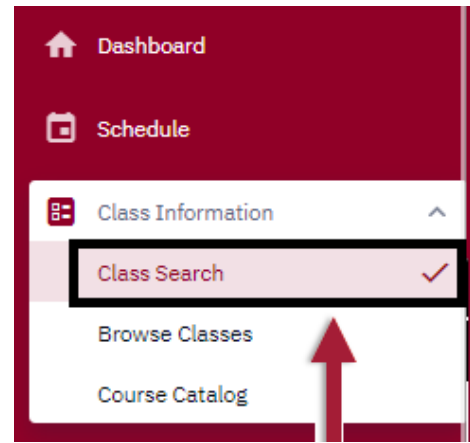
TERM	CAREER
FALL 2022	Undergraduate

OPEN ENROLLMENT DATES BY SESSION

SESSION	BEGINS ON	LAST DATE TO ENROLL
Regular Academic Session	May 23, 2022	December 14, 2022
Dynamic Dated	May 23, 2022	December 14, 2022
Open Entry/Open Exit	May 23, 2022	December 14, 2022

Go to the Class Search page

Now let's search for classes to enroll in. You can reach the Class Search page by clicking the **Class Information** tab on the left hand column and clicking **Class Search** from the drop down menu.



From the **Class Search** page, use the filters provided to search for classes. You are required to select a **term**, and there are additional filters that you can use to find a class. Additional filters can be unhidden by clicking the “More Filters” button.

A screenshot of the 'Class Search' page. At the top, it says 'Class Search' with a gear icon on the right. Below that, it says 'Select all the required (*) search criteria.' There are five filter fields: 'Term:' with a dropdown menu showing 'WINTER 2023', 'Subject:' with a dropdown menu showing 'English&', 'Catalog #' with a text input showing '101', 'Instruction Mode' with a dropdown menu, and 'Subject Begins With' with a text input. To the right of these fields is a 'More Filters' button with a red box around it and a red arrow pointing to it. Below the filters are 'Search' and 'Reset Filters' buttons.

Use the available filters to narrow your search. For example, you can use the **Subject** and **Catalog #** fields to search for the ENGLISH& 101 class. You can also use the **Show Open Classes Only** checkbox to show classes with open seats. Another useful filter is the Keyword filter, which you can use to search for a word within the class title or description.

A screenshot of the 'Class Search' page with more filters expanded. The 'More Filters' button is now labeled 'Fewer Filters 3'. The expanded filters include: 'Instructor Last Name', 'Location', 'Days', 'Start Date From' (with a calendar icon), 'Start Date To' (with a calendar icon), 'Start Time', 'End Time', 'Class Number', 'Units', 'Keyword', 'Session', and 'Course Attribute'. There is also a 'Course Attribute Value' dropdown menu. At the bottom, there is a checked checkbox for 'Show Open Classes Only' and 'Search' and 'Reset Filters' buttons.

After clicking **Search** you will see a list of classes. Click on a row to expand the class details. Once you have found a class that you would like to enroll in, click on the **Enroll** button at the bottom right corner of the class. If it is before your enrollment date, you can click **Add to Cart** to add classes to your Shopping Cart. Then you can enroll in classes from your Shopping Cart later. Adding a class to your Shopping Cart does not guarantee a seat in the class.

English Composition I | ENGL& 101

SECTION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	STATUS	INSTRUCTION MODE
> 015-LEC	ARR	-	-	Pierce College Onl...		09/26 - 12/14	5	1/24	On-line
▼ 016-LEC	ARR	-	-	Pierce College Onl...		09/26 - 12/14	5	1/24	On-line

INFORMATION

Class Number: 12345
Career: Undergraduate
Session: Regular Academic Session
Units: 5 units
Grading: Graded
Description: A composition course focusing on writing academic essays, developing rhetorical knowledge and critical reading skills, and applying effectively the principles of college writing.
Enrollment Requirements: Placement or ENGL 99 with a grade of 2.0 or better. College level reading ability.
Class Attributes: Open Educational Resources:No Textbook to Purchase

DETAILS

Instructor: Instructor Name
Dates: 09/26/2022 - 12/14/2022
Meets: TBA
Instruction Mode: On-line
Room: Pierce College Online
Topic: -
Location: Puyallup Campus
Components: Lecture Required

TEXTBOOKS

Special Instructions: The required instructional materials are provided online at no cost during the course. A printed version and some supplementary course materials may be available for purchase in the bookstore.

Bookstore

AVAILABILITY

Status: Open
Seats Open: 1/24
Wait List Open: 5/5

Share Add To Planner Add To Cart **Enroll**

After clicking **Enroll** or **Add to Cart**, a pop up window will appear. Click **Save**. Most classes will contain a field to enter a permission number, but do not require a number. If the class does require a permission number to enroll, enter the number you have received from your advisor or instructor into the field before saving.

Enrollment options

ENGL& 101: English Composition I | 001 - 12345

Permission Number

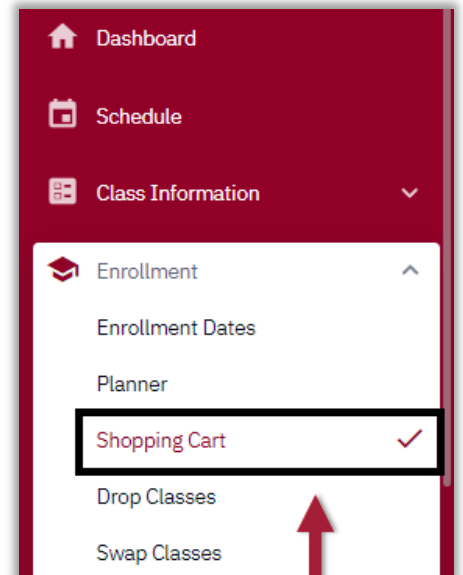
Cancel Save

Now you have enrolled in a class or added the class to your shopping cart.

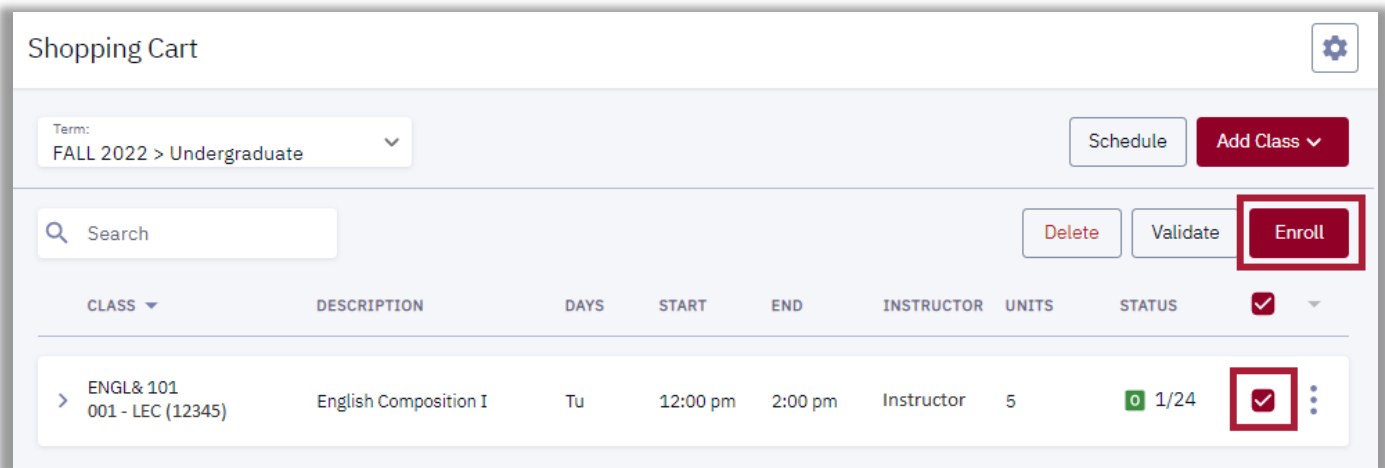
Enroll from Shopping Cart

If you added classes to your Shopping Cart, you can enroll in those classes on the Shopping Cart page.

You can reach the Shopping Cart page by clicking the **Enrollment** tab on the left hand column and clicking **Shopping Cart** option from the drop down menu.



When it comes time for you to enroll, an **Enroll** button will appear in your Shopping Cart. Select all the classes from your cart that you would like to enroll in, and then click the **Enroll** button to register for them.



That's it! Now you should be able to enroll in classes.