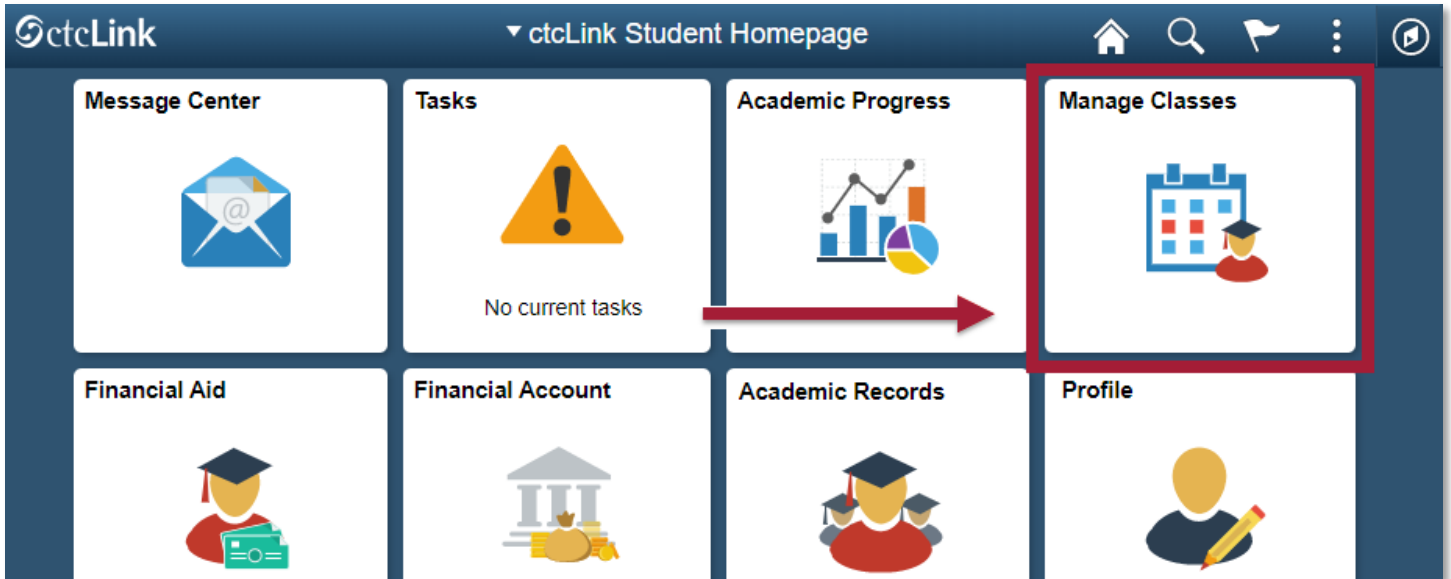


How to Enroll in Classes in ctcLink

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

Go to Manage Classes:

- From your [ctcLink Student Homepage](#), click the **Manage Classes** tile.



- First check what date and time you can start enrolling in classes for the next quarter. On the left hand menu, click the **Enrollment Dates** tab. Then you can select a **Term** and click **Continue**.



- After selecting a term, you will see a table of enrollment dates and times. The **Appointment Begins** column will show you the date and time for when you can begin enrolling in classes.

ctcLink Student Homepage Enrollment Appointments

View My Classes
View My Exam Schedule
Enrollment Dates
Class Search and Enroll
Enroll by My Requirements
Shopping Cart
Drop Classes
Update Classes
Swap Classes

Enrollment Dates

To view appointments and enrollment dates for : other term, select the term and select Change.

FALL 2020 | Academic Career | Pierce College Change Term

Enrollment Appointments

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	June 1, 2020 10:00AM	September 23, 2020 11:59PM	22.00	22.00	22.00	10.00
Dynamic Dated	June 1, 2020 10:00AM	September 23, 2020 11:59PM	22.00	22.00	22.00	10.00
Open Entry/Open Exit	June 1, 2020 10:00AM	September 23, 2020 11:59PM	22.00	22.00	22.00	10.00

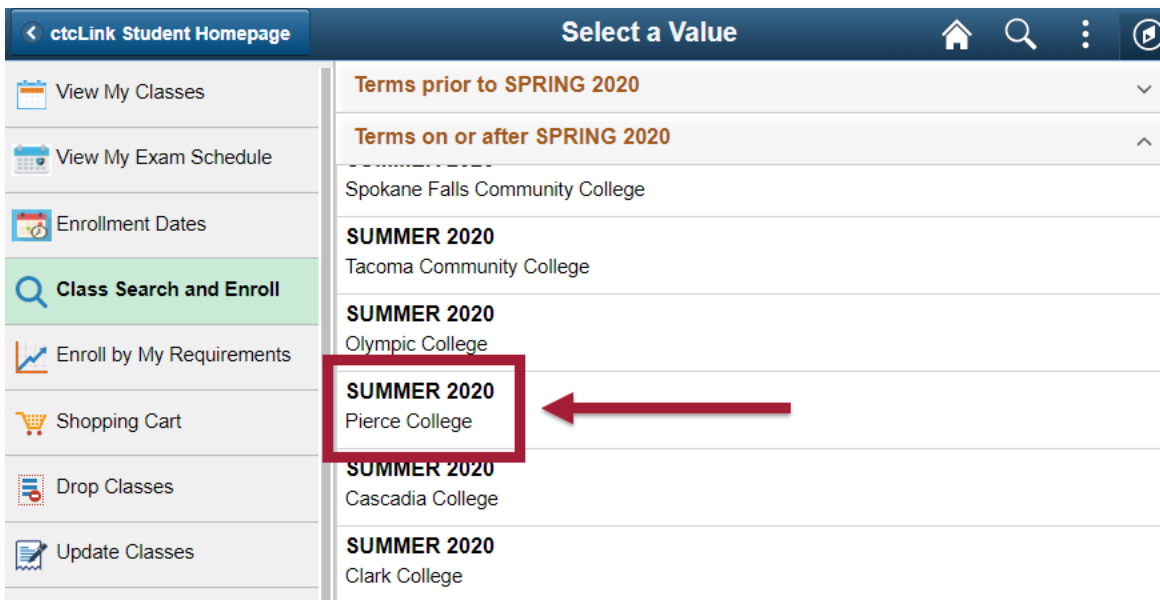
- Now that you know when you can register for classes, let's find the classes you're going to register for! To find classes to enroll in, click the **Class Search and Enroll** tab.

ctcLink Student Homepage View My Classes

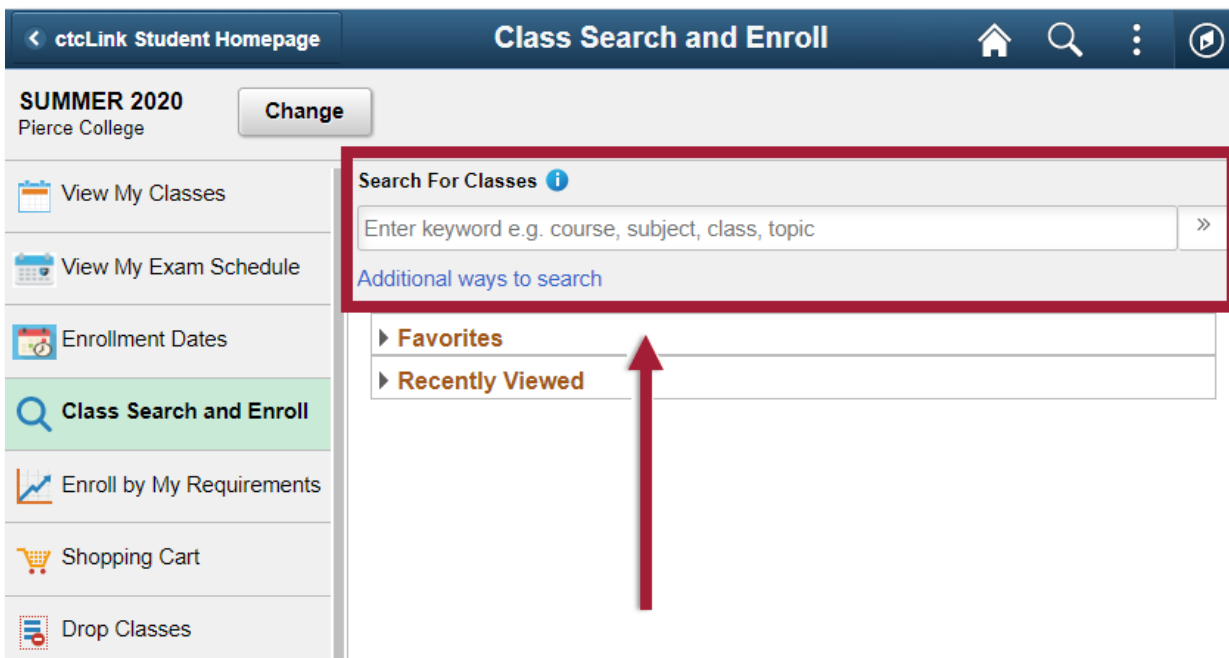
View My Classes
View My Exam Schedule
Enrollment Dates
Class Search and Enroll
Enroll by My Requirements
Shopping Cart
Drop Classes
Update Classes

You are not registered in any classes at this time

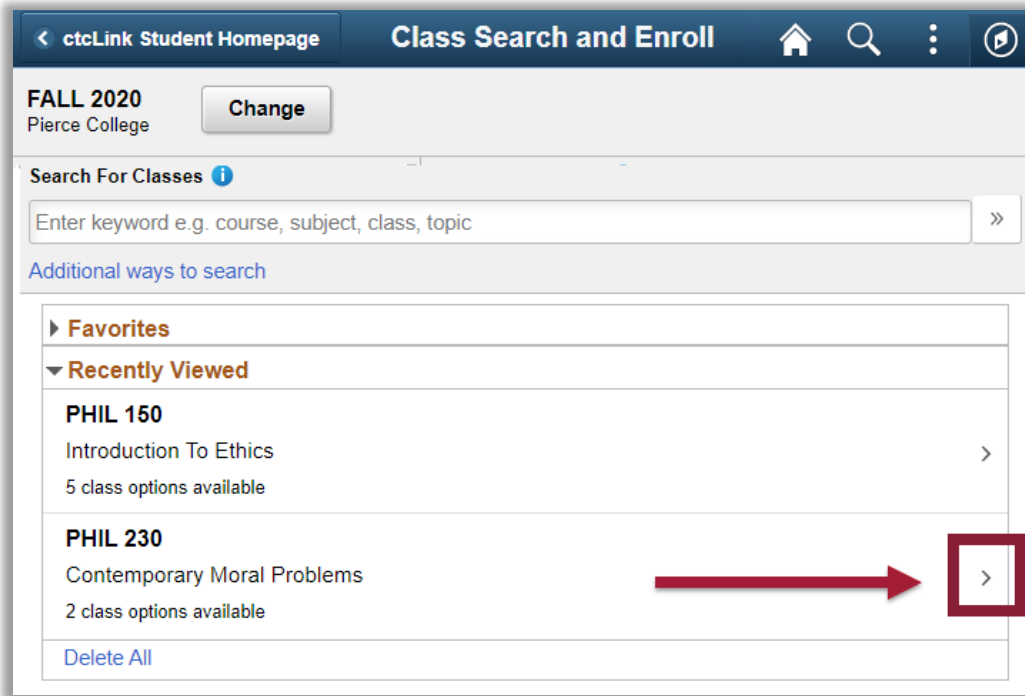
- Select the **Term and Institution**.



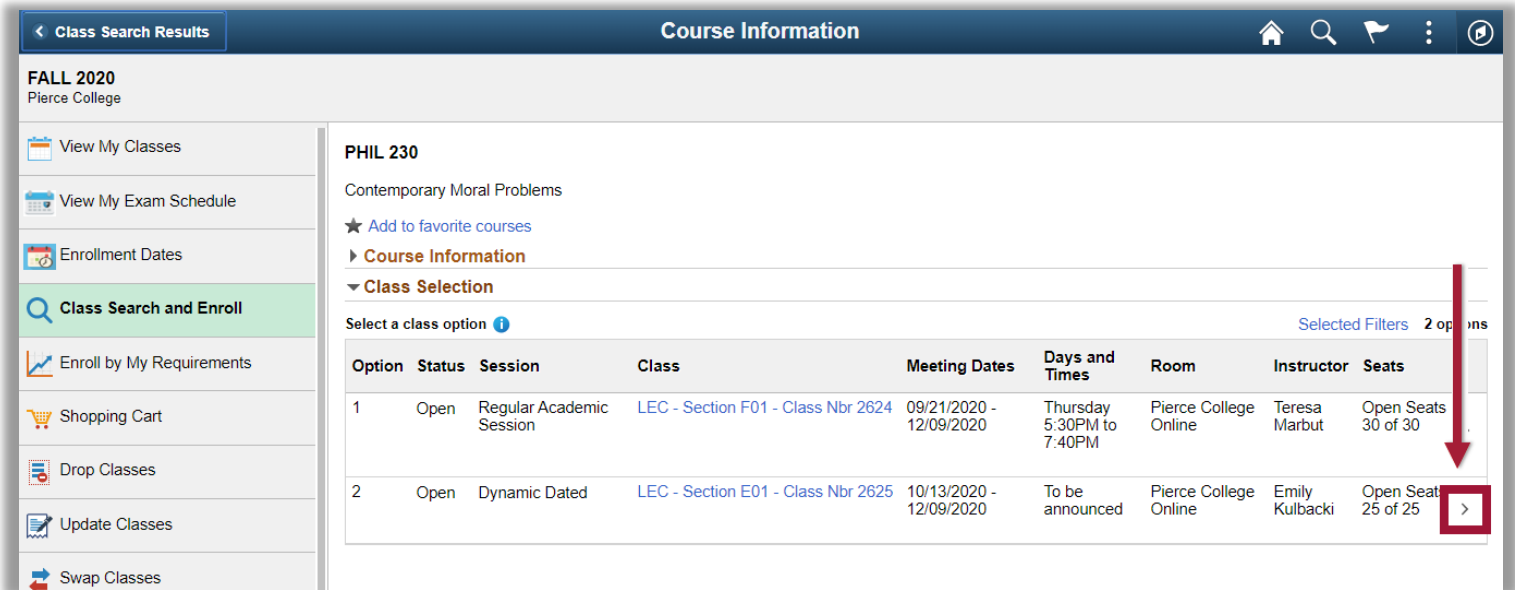
- Then use the search bar and “**Additional Ways to search**” filters to search for classes. A more detailed description on how to search for courses can be found on the “**How to Search for Classes in ctclink**” handout.



- When you find the course you are looking for, click the arrow next to the course to see additional information about the course.



- This page will show you a list of all the different class options. When you find a class that you would like to enroll in, click the **right hand arrow** next to the class.



The system will now guide you through the steps to add the class to your shopping cart. You can add classes to your Shopping Cart **before** your enrollment date! If it is past your enrollment date, then you can choose to either directly enroll in the class from here or add the class to your shopping cart.

- First check the details of your class selection. Make note of the class details, such as the number of units (aka credits) it's worth, the Instruction Mode (Online, Hybrid, In Person), the location, meeting times and dates, prerequisites, class seats and availability and more. You can find these details by clicking on the **class link**.

Class Search and Enroll

FALL 2020
Academic Career
Pierce College

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Review and Submit
Not Started

Step 1 of 3: Review Class Selection

You have selected

PHIL 230 Contemporary Moral Problems

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section E01 - Class Nbr 2625	Dynamic Dated	10/13/2020 - 12/09/2020	To be Announced	Open Seats 25 of 25

- When the class selection looks good to you, click **Next** to continue.

Class Search and Enroll

FALL 2020
Academic Career
Pierce College

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Review and Submit
Not Started

Step 1 of 3: Review Class Selection

You have selected

PHIL 230 Contemporary Moral Problems

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section E01 - Class Nbr 2625	Dynamic Dated	10/13/2020 - 12/09/2020	To be Announced	Open Seats 25 of 25

- You will see an option to “Add to waitlist if class is full.” Toggle this option to “Yes” if you would like the system to automatically add you to the class waitlist if the class does not have any open seats by the time you enroll for the class.

The screenshot shows the 'Class Search and Enroll' interface for Fall 2020 at Pierce College. The left sidebar indicates the current step is 'Review Class Preferences' (Step 2 of 3). The main content area displays 'PHIL 230 Contemporary Moral Problems' and 'LEC - Section E01 - Class Nbr 2625 - Open'. A red box highlights the 'Add to waitlist if class is full?' toggle, which is currently set to 'No'. A red arrow points from the text 'Add to waitlist if class is full?' to the toggle. Below this is a 'Permission Number' field with an information icon and an empty input box.

- If the class requires a permission number to enroll, enter the number you have received into the permission number field.

This screenshot is similar to the one above, but with a red box highlighting the 'Permission Number' field and its associated information icon. A red arrow points from the top of the page down to the 'Add to waitlist if class is full?' toggle, which is still set to 'No'. The 'Permission Number' field is empty.

➤ Then click **Accept**.

Class Search and Enroll

FALL 2020
Academic Career
Pierce College

1 **Review Class Selection**
Complete

2 **Review Class Preferences**
In Progress

3 **Review and Submit**
Not Started

Step 2 of 3: Review Class Preferences

PHIL 230 Contemporary Moral Problems
LEC - Section E01 - Class Nbr 2625 - Open

Add to waitlist if class is full? No

Permission Number

Accept

➤ If it is past your enrollment date/time, you will see the option to choose if you would like to **enroll** in the class, or if you would like to **add the class to your shopping cart** to enroll in later. If it is *before* your enrollment date/time, you will not see this screen as you will be automatically adding the class to your Shopping Cart.

Class Search and Enroll

FALL 2019
Academic Career
Tacoma Community College

1 **Review Class Selection**
Complete

2 **Review Class Preferences**
Complete

3 **Enroll or Add to Cart**
Visited

4 **Review and Submit**
Not Started

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

➤ Finally, review the details of the class and click **Submit!**

Class Search and Enroll

FALL 2020
Academic Career
Pierce College

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Review and Submit Visited

Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

PHIL 230 Contemporary Moral Problems

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section E01 - Class Nbr 2625	Dynamic Dated	10/13/2020 - 12/09/2020	To be Announced	Open Seats 25 of 25

▶ Class Preferences

Submit

Confirmation

FALL 2020
Academic Career
Pierce College

View My Classes

View My Exam Schedule

Enrollment Dates

Class Search and Enroll

Drop Classes

✓ PHIL 230 - Contemporary Moral Problems
Class has been added to your Shopping Cart.

Return to Keyword Search Page

➤ If you added the item to your shopping cart, you can view your cart by clicking the **Shopping Cart** tab on the left hand menu.

Shopping Cart

FALL 2020
Academic Career
Pierce College

View My Classes

View My Exam Schedule

Enrollment Dates

Class Search and Enroll

Enroll by My Requirements

Shopping Cart

Drop Classes

Delete

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	LEC - Section E01 - Class Nbr 2625	PHIL 230 Contemp Moral Problems	Dynamic Dated	To be Announced	Pierce College Online	E. Kulbacki	5.00	Open Seats 25 of 25	Change Preferences

- When it comes time for you to enroll, an “Enroll” button will appear on your Shopping Cart. Then you can select all the classes from your cart that you would like to enroll in, and then click the Enroll button to register for them.

The screenshot shows a 'Shopping Cart' interface. At the top right, there are navigation icons for home, search, and a menu. Below these are three buttons: 'Enroll' (highlighted with a red box), 'Delete', and 'Validate'. The main section is titled 'Your Shopping Cart' and contains a table with the following columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - Section HOG - Class Nbr 1963	ACCT 101 Practical Acct I	Regular Academic Session	To be Announced	To be Announced	Staff	5.00	Open Seats 10 of 10	Change Preferences
<input type="checkbox"/>	Open	Lecture - Section E1 - Class Nbr 1013	CMST& 101 Communication 101 [CCN]	Regular Academic Session	Monday to Friday 9:30AM to 10:20AM	To be Announced	Staff	5.00	Open Seats 14 of 15	Change Preferences
<input type="checkbox"/>	Open	Lecture - Section A1-O - Class Nbr 2238	ENGL& 101 English Comp 1 [CCN]	Regular Academic Session	Monday to Thursday 8:30AM to 9:20AM	To be Announced	A.	5.00	Open Seats 20 of 20	Change Preferences

- **That’s it!** Once you’ve enrolled in a class, you can go to the **View My Classes** tab to see all the classes you are currently enrolled in.

The screenshot shows the 'ctclink Student Homepage' navigation menu. The 'View My Classes' option is highlighted with a red box. A red arrow points upwards from the 'Enroll by My Requirements' option towards the 'View My Classes' option.

- < ctclink Student Homepage
- View My Classes
- View My Exam Schedule
- Enrollment Dates
- Class Search and Enroll
- Enroll by My Requirements