



Search for Classes and Enroll

Overview

Search for Classes and Enroll












This topic will give you an understanding of how search for classes and enroll in classes using your Manage Classes tile in your Student Homepage. At the end of this topic, you will be able to:

- Search for classes
- Use different filters to search for classes
- Enroll in classes

Search for Classes

On your Student Homepage select the Manage Classes tile, then select **Class Search and Enroll** on the left-hand navigation.

Here you can select your **Institution & Term** to search for classes. NOTE: This how-to-guide uses Highline College as the example in the screen shots.

ctcLink Student Homepage		Select a Value
 View My Classes	Terms prior to WINTER 2021	
 View My Exam Schedule	Terms on or after WINTER 2021	
 Enrollment Dates	WINTER 2021 South Seattle College	
 Class Search and Enroll	WINTER 2021 Spokane Falls Community College	
 Enroll by My Requirements	WINTER 2021 Tacoma Community College	
 Shopping Cart	WINTER 2021 Wenatchee Valley College	
 Drop Classes	WINTER 2021 Peninsula College	
 Update Classes	WINTER 2021 Highline College	
 Swap Classes	SPRING 2021 Cascadia College	
 Browse Course Catalog	SPRING 2021 Centralia College	
 Planner	SPRING 2021 Clatsop Community College	

At the top of the page you can enter a **keyword** to search for specific classes. Then select the **Search** button.

The screenshot shows the 'Class Search and Enroll' page on the ctcLink Student Homepage. The top navigation bar includes a back arrow, 'ctcLink Student Homepage', the page title 'Class Search and Enroll', and icons for home, search, menu, and profile. Below the navigation bar, the left sidebar contains links for 'View My Classes', 'View My Exam Schedule', 'Enrollment Dates', 'Class Search and Enroll' (highlighted), 'Enroll by My Requirements', 'Shopping Cart', and 'Drop Classes'. The main content area shows 'WINTER 2021 Highline College' with a 'Change' button. A 'Search For Classes' section features a search bar with 'English' entered and a red box around the search button. Below the search bar are links for 'Additional ways to search', 'Favorites', and 'Recently Viewed'.

On the left-hand side different filters will display for you to narrow your search results. These filters are:

- Subject
- Class Status (open classes)
- Course Career
- Number of Units (Credits)
- Location
- Instruction Mode
- Academic Session
- Class Meeting Days (Days of the week)
- Class Start Times
- Class End Times
- Class Components (Lecture/ Lab)
- Class Attribute

Then you can Select a **Course** and the class sections will display.

▼ Class Status

[Open Classes Only](#)

▼ Course Career

☐ Academic Career

▼ Subject

- ☐ ENGL / ENGL-English
- ☐ ENGL& / ENGL&-English
- ☐ HS / HS-High School

▼ Number of Units

- ☐ 5 Units
- ☐ 6 - 11 Units

▼ Location

- ☐ Main Campus
- ☐ Online

▼ Campus

- ☐ Main Campus

▼ Academic Session

- ☐ Open Entry/Open Exit
- ☐ Regular Academic Session

▼ Class Meeting Days

- ☐ M
- ☐ M, T
- ☐ M, T, W
- ☐ M, T, W, Th
- ☐ M, T, W, Th, F

View Search Results

3 Courses with keyword: English

ENGL 97

English Express
1 Class Option Available

ENGL& 101

English Composition I
22 Class Options Available

HS 36

High School English 4
1 Class Option Available

Select the **Class** hyperlink to view details.

← Class Search Results

Course Information

Home Search Favorites Menu

WINTER 2021
Highline College

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

ENGL& 101
English Composition I
★ Add to favorite courses

Course Information

Class Selection

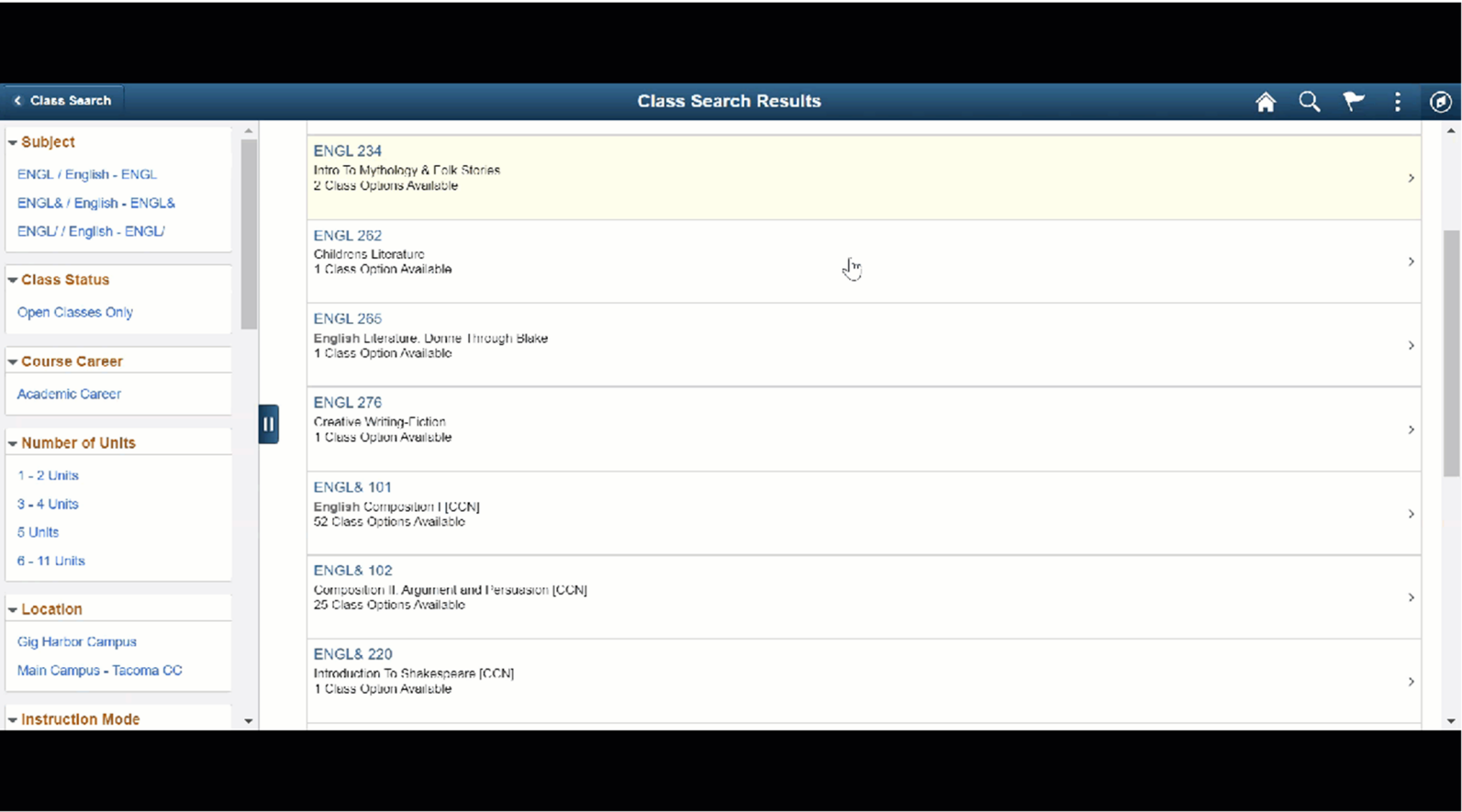
Select a class option ⓘ

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	LEC - Section YCF1 - Class Nbr 12470	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
2	Open	Regular Academic Session	LEC - Section YCF2 - Class Nbr 12471	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
3	Open	Regular Academic Session	LEC - Section YCF3 - Class Nbr 12472	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
4	Open	Regular Academic Session	LEC - Section YCF4 - Class Nbr 12473	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
5	Open	Regular Academic Session	LEC - Section YCF5 - Class Nbr 12474	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >

Selected Filters 22 options

The **Class Information** window will display. Review each of the five tabs:

- Class Details
- Meeting Information
- Enrollment Information
- Class Availability
- Textbook/Other Information



Select **X** to close the window and search for additional classes.

Enroll by Class Search to Shopping Cart

Now that you know how to search for classes, we will go over how to enroll in these classes.

Note: When you are searching for classes you can also use different filters based on the following search options:

- Input a **Keyword**:
 - Input words that may be found in the course and class descriptions, subject, or class topics.
- Select from **Favorites**:
 - Displays courses added to favorites from previous schedule searches.
- Select from **Recently Viewed**:
 - Displays classes recently viewed in Class Search
- Select **Additional Ways to Search**:
 - Allows users to search by subject, catalog number and/or instructor.

We'll choose the Additional Ways to Search method for this example.

The screenshot shows the 'ctcLink Student Homepage' with a 'Class Search and Enroll' section. On the left, there's a sidebar with links: 'View My Classes', 'View My Exam Schedule', 'Enrollment Dates', 'Class Search and Enroll' (highlighted in green), and 'Enroll by My Requirements'. The main area shows 'WINTER 2021 Highline College' with a 'Change' button. Below this is a 'Search For Classes' section with a text input field containing the placeholder 'Enter keyword e.g. course, subject, class, topic'. A red box highlights the 'Additional ways to search' link. Below this link are two expandable sections: 'Favorites' (expanded) and 'Recently Viewed' (collapsed).

When using **Additional ways to search** input **Available Subjects**, **Catalog Number**, or **Instructor Last Name** from the dropdowns and select the **Search** button to display the Course Detail page.

Note: Additional filters are available in the left menu to limit results after this high level search is performed.

Additional ways to search

Available Subjects

BIOL&-Biology (Common Course)

Catalog Number

contains value ▾

Instructor Last Name

contains word ▾

Search

Cancel

▼ Class Status

[Open Classes Only](#)

▼ Course Career

☐ Academic Career

▼ Subject

☐ BIOL& / BIOL&-Biology

▼ Number of Units

☐ 5 Units

▼ Location

☐ Main Campus☐ Online

▼ Campus

☐ Main Campus

▼ Academic Session

☐ Regular Academic Session

▼ Class Meeting Days

☐ M☐ M, T☐ M, T, W☐ M, T, W, Th

View Search Results

8 Courses with keyword: BIOL&

BIOL& 100Survey of Biology
3 Class Options Available**BIOL& 160**General Biology with Lab
5 Class Options Available**BIOL& 175**Human Biology with Lab
1 Class Option Available**BIOL& 211**Majors Cell
2 Class Options Available**BIOL& 212**Majors Animal
2 Class Options Available**BIOL& 241**Human Anatomy and Physiology I
5 Class Options Available**BIOL& 242**Human A & P II
6 Class Options Available

Select the **View Classes** arrow and the available class sections will display.

Class Search

Class Search Results

Class Status

Open Classes Only

Course Career

Academic Career

Subject

BIOL & / BIOL&-Biology

Number of Units

5 Units

Location

Main Campus

View Search Results

8 Courses with keyword: %

BIOL& 100

Survey of Biology

3 Class Options Available

>

BIOL& 160

General Biology with Lab

5 Class Options Available

>

BIOL& 175

Human Biology with Lab

1 Class Option Available

>

Select the hyperlink from the **Class** row to view class details and the class Information page will display.

WINTER 2021

Highline College

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

Browse Course Catalog

BIOL& 100

Survey of Biology

Add to favorite courses

Course Information

Class Selection

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
1	Open	Regular Academic Session	LEC - Section YCF1 - Class Nbr 8932 LAB - Section YCL1 - Class Nbr 8933	01/11/2021 - 03/26/2021	To be announced	Online	Open Seats 23 of 24
2	Open	Regular Academic Session	LEC - Section ACF1 - Class Nbr 8977 LAB - Section ACL1 - Class Nbr 8978	01/11/2021 - 03/26/2021	Time Conflict Time Conflict		Open Seats 23 of 24
3	Open	Regular Academic Session	LEC - Section ACF2 - Class Nbr 8985 LAB - Section ACL2 - Class Nbr 9083	01/11/2021 - 03/26/2021	Time Conflict Time Conflict		Open Seats 24 of 24

To enroll in a section select the **right arrow >** at the end of the row for that class section.

WINTER 2021
Highline College

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

Browse Course Catalog

BIOL& 100
Survey of Biology
★ [Add to favorite courses](#)
▶ **Course Information**
▼ **Class Selection**
Select a class option ⓘ

Selected Filters

3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
1	Open	Regular Academic Session	LEC - Section YCF1 - Class Nbr 8932 LAB - Section YCL1 - Class Nbr 8933	01/11/2021 - 03/26/2021	To be announced To be announced	Online Online	Open Seats 23 of 24 Open Seats 23 of 24
2	Open	Regular Academic Session	LEC - Section ACF1 - Class Nbr 8977 LAB - Section ACL1 - Class Nbr 8978	01/11/2021 - 03/26/2021	⚠ Time Conflict ⚠ Time Conflict		Open Seats 23 of 24 Open Seats 23 of 24
3	Open	Regular Academic Session	LEC - Section ACF2 - Class Nbr 8985 LAB - Section ACL2 - Class Nbr 9083	01/11/2021 - 03/26/2021	⚠ Time Conflict ⚠ Time Conflict		Open Seats 24 of 24 Open Seats 24 of 24

The **Class Search and Enroll** guide displays in **Step 1 Review Class Selection** on the left-hand side of the screen. Select the **Next** link at the top right of the page.

✕ Exit

Class Search and Enroll

Next >

WINTER 2021
Academic Career
Highline College

1 **Review Class Selection**
Visited

2 **Review Class Preferences**
Not Started

3 **Enroll or Add to Cart**
Not Started

4 **Review and Submit**
Not Started

Step 1 of 4: Review Class Selection
You have selected
BIOL& 100 [Survey of Biology](#)
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section YCF1 - Class Nbr 8932	Regular Academic Session	01/11/2021 - 03/26/2021	To be Announced	Open Seats 23 of 24
LAB - Section YCL1 - Class Nbr 8933	Regular Academic Session	01/11/2021 - 03/26/2021	To be Announced	Open Seats 23 of 24

Step 2 Review Class Preference page will display. Input **Wait List** preference or **Permission Number** (if applicable) and select the **Accept** button.

The screenshot shows a web interface titled "Class Search and Enroll". At the top left is an "Exit" button. Below the title bar, it says "WINTER 2021 Academic Career Highline College". On the left side, there is a vertical progress bar with four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), 3. Enroll or Add to Cart (Not Started), and 4. Review and Submit (Not Started). The main content area is titled "Step 2 of 4: Review Class Preferences". It displays the class "ACCT 101 Practical Accounting I" and "Lecture - Section HOG - Class Nbr 1963 - Open". There are two options: "Add to waitlist if class is full?" with a radio button set to "No", and "Permission Number" with an empty text input field. Both the "No" button and the "Permission Number" input field are highlighted with red rectangles. In the top right corner of the main content area, there is a green "Accept" button, also highlighted with a red rectangle.

Note: Grays Harbor Students students, if you need a permission number (formerly known as an entry code) for a class, you can request it from your instructor.

You **only** need to enter a permission number when:

- The class has a prerequisite or requires instructor approval, **and**
- Grays Harbor does not have a record that you have met the prerequisite.

To request a permission number, you must contact the instructor.

Step 3 Enroll or Add to Cart page displays.

Here you will have the ability to add the class to your Shopping Cart and search for additional classes prior to enrollment or to processing the enrollment for the individual course.

If you want to add this to your Shopping Cart and continue to search for additional classes, select **Add to Shopping Cart** and then the **Next** button.

If you are done searching for classes and are ready to enroll select **Enroll** then the **Next** button.

✕ Exit

Class Search and Enroll

🚩 ⋮

< Previous

Next >

WINTER 2021
Academic Career
Highline 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

Exit

Class Search and Enroll

Previous
Next

WINTER 2021
Academic Career
Highline 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

Step 4 Review and Submit page will display. Once you select the **Submit** button a submit confirmation page will display.

Exit

Class Search and Enroll

Previous

WINTER 2021
Academic Career
Highline College

1
Review Class Selection
Complete

2
Review Class Preferences
Complete

3
Enroll or Add to Cart
Complete

4
Review and Submit
Visited

Step 4 of 4: Review and Submit

You have selected to **add to your shopping cart**

BIOL& 100 Survey of Biology

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section YCF1 - Class Nbr 8932	Regular Academic Session	01/11/2021 - 03/26/2021	To be Announced	Open Seats 23 of 24
LAB - Section YCL1 - Class Nbr 8933	Regular Academic Session	01/11/2021 - 03/26/2021	To be Announced	Open Seats 23 of 24

Submit

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Complete

4 Review and Submit
Visited

Step 4 of 4: Review and Submit

You have selected to enroll in

BIOL& 100 Survey of Biology

Submit

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section YCF1 - Class Nbr 8932	Regular Academic Session	01/11/2021 - 03/26/2021	To be Announced	Open Seats 23 of 24
LAB - Section YCL1 - Class Nbr 8933	Regular Academic Session	01/11/2021 - 03/26/2021	To be Announced	Open Seats 23 of 24

Select the **Yes** option to confirm submission.

Note: A message bar at the top of the page appears to confirm the course has been added or errors will display.

Typical errors may be not meeting an enrollment requirement, a time conflict, full class, etc.

Step 4 of 4: Review and Submit

You have selected to add to your shopping cart

ACCT 101 Practical Accounting I

Option Status Open

Class

Lecture - Section HOG - Class Nbr

Meeting Dates

09/23/2019 - 12/13/2019

► Class Preferences


Are you sure you want to submit?


Yes


No


The updated **Confirmation** page will display or the system would display any error such as a time conflict or hold on the record.


WINTER 2021
Academic Career
Highline College


 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

 Browse Course Catalog

 Planner

 **BIOL& 100 - Survey of Biology**
Classes have been added to your Shopping Cart.

 [Return to Keyword Search Page](#)

Now you've successfully added classes from the class search to your Shopping Cart to Enroll in classes. Remember to click the "Mark as Done" box in the upper righthand corner of this page prior to clicking NEXT.