



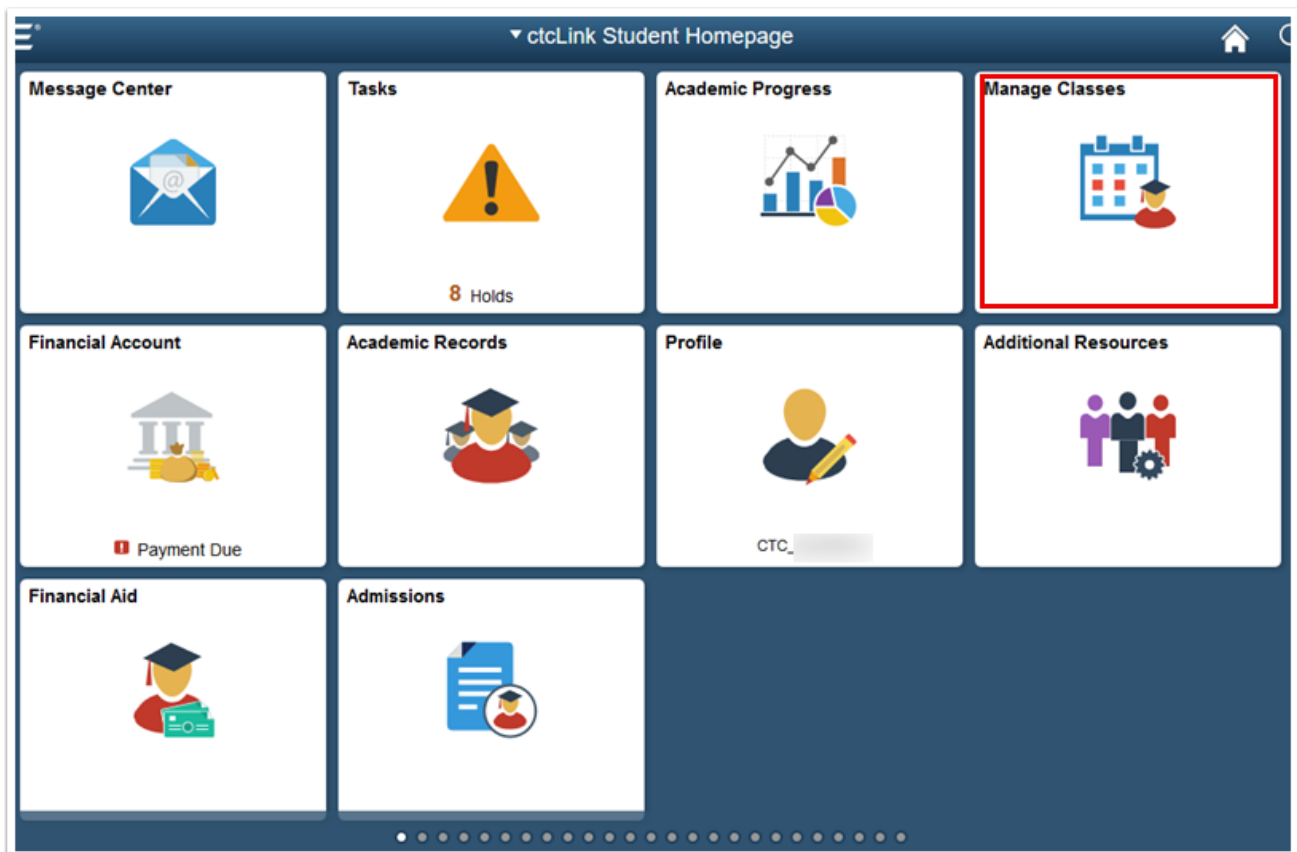
## How to Register for Classes

This guide will show you how to search for and enroll in classes. You will have the option of enrolling in a class or saving it to your Shopping Cart to enroll later. While the examples use Highline College, the process is the same to enroll in classes for Grays Harbor College.

### Directions

#### Part 1: Enroll by Class Search to Shopping Cart

1. Go to **Student Homepage**. Select the **Manage Classes** tile.



2. A menu will display on the left. Select the **Class Search and Enroll** link. If multiple terms are available, a list of colleges and terms will display.
3. Select the college and term for enrollment (if applicable).

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 Olympic College	
<b>Class Search and Enroll</b>	WINTER 2021 Pierce College	
Enroll by My Requirements	WINTER 2021 Seattle Central College	
Shopping Cart	WINTER 2021 South Seattle College	
Drop Classes	WINTER 2021 Spokane Falls Community College	
Update Classes	WINTER 2021 Tacoma Community College	
Swap Classes	WINTER 2021 Wenatchee Valley College	
Browse Course Catalog	WINTER 2021 Peninsula College	
Planner	WINTER 2021 Highline College	
	SPRING 2021	

4. The **Class Search and Enroll** page will display. You can search using the following options:
  - **Keyword:** Input words that may be found in the course and class descriptions, subject or class topics.
  - **Favorites:** Displays courses added to favorites from previous schedule searches.
  - **Recently Viewed:** Displays classes recently viewed in Class Search.
  - **Additional ways to search:** Allows users to search by subject, catalog number and/or instructor.
 We'll choose this method for this example.

5. Click the **Additional ways to search** link.

ctcLink Student Homepage		Class Search and Enroll
WINTER 2021 Highline College		Change
View My Classes	Search For Classes ⓘ	
View My Exam Schedule	Enter keyword e.g. course, subject, class, topic	
Enrollment Dates	<b>Additional ways to search</b>	
<b>Class Search and Enroll</b>	▶ Favorites ▶ Recently Viewed	
Enroll by My Requirements		
Shopping Cart		
Drop Classes		
Update Classes		
Swap Classes		
Browse Course Catalog		
Planner		

- Use the drop-down menus to search by **Available Subjects**, **Catalog Number** or **Instructor Last Name**.
- Click the **Search** button.

**Additional ways to search**

Available Subjects

Catalog Number  
 ▼

Instructor Last Name  
 ▼

- The **Class Search Results** page will display. Note: More filters are available in the left menu to help you limit results.
- Select the **right arrow** [>] at the end of the row to view all available class options.

← Class Search

Class Search Results

**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

**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

>

- The **Course Information** page will display. In the **Class** column, click the class link to view class details and information.

← Class Search Results

Course Information

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**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

Planner

**ENGL& 101**  
English Composition I  
★ [Add to favorite courses](#)  
**Course Information**  
**Class Selection**

Selected Filters 22 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	<span style="border: 1px solid red; padding: 2px;">LEC - Section YCF1 - Class Nbr 12470</span>	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 >
6	Open	Regular Academic Session	LEC - Section YCF6 - Class Nbr 12475	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
7	Open	Regular Academic Session	LEC - Section YCF7 - Class Nbr 12476	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >

11. The **Class Information** page will display.
12. Use the tabs to view additional details about the class.

13.

Class Information
✕

Meeting Information
Enrollment Information
Class Details
Class Availability

**ENGL& 101 English Composition I**

**LEC - Section YCF1 - Class Nbr 12470**

**Status : Open**

No Enrollment Requirements

No Class Notes

<b>Class Attributes 1</b>	Grays Harbor	Defined Attributes 1 - Meets: Communications Requirement
<b>Class Attributes 2</b>	Grays Harbor	Defined Attributes 2 - Meets: Communications Req Prof Tech

14. Select the **right arrow** [>] at the end of the row to enroll in that class section.

< Class Search Results
Course Information

**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
- Planner

**ENGL& 101**

English Composition I

★ [Add to favorite courses](#)

► [Course Information](#)

▼ [Class Selection](#)

[Selected Filters](#) 22 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	<a href="#">LEC - Section YCF1 - Class Nbr 12470</a>	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 <span style="border: 1px solid red; padding: 2px;">&gt;</span>
2	Open	Regular Academic Session	<a href="#">LEC - Section YCF2 - Class Nbr 12471</a>	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
3	Open	Regular Academic Session	<a href="#">LEC - Section YCF3 - Class Nbr 12472</a>	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
4	Open	Regular Academic Session	<a href="#">LEC - Section YCF4 - Class Nbr 12473</a>	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
5	Open	Regular Academic Session	<a href="#">LEC - Section YCF5 - Class Nbr 12474</a>	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
6	Open	Regular Academic Session	<a href="#">LEC - Section YCF6 - Class Nbr 12475</a>	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >
7	Open	Regular Academic Session	<a href="#">LEC - Section YCF7 - Class Nbr 12476</a>	01/11/2021 - 03/26/2021	To be announced	Online	Staff	Open Seats 25 of 25 >

15. The **Class Search and Enroll** guide will display, beginning with **Step 1: Review Class Selection**.

16. Click the **Next** button at the top right of the page.

The screenshot shows the 'Class Search and Enroll' interface. At the top, there is a header bar with 'Exit' on the left and a flag icon on the right. Below the header, the page title 'Class Search and Enroll' is centered. On the right side, there is a 'Next >' button. The left sidebar contains a list of 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 1 of 4: Review Class Selection' and includes the text 'You have selected' followed by 'ENGL& 101 English Composition I'. Below this, it says 'Option Status Open'. A table displays the selected class details:

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section ACF2 - Class Nbr 12859	Regular Academic Session	01/11/2021 - 03/26/2021	Monday Wednesday 8:00AM to 8:50AM	Open Seats 24 of 25

17. The **Step 2: Review Class Preferences** page will display.

18. Input waitlist preference or permission number (if applicable) and click the **Accept** button.

The screenshot shows the 'Class Search and Enroll' interface at Step 2 of 4: Review Class Preferences. The header bar is the same as in Step 1. The left sidebar shows the progress: 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' and includes the text 'ENGL& 101 English Composition I' and 'LEC - Section ACF2 - Class Nbr 12859 - Open'. Below this, there is a 'Permission Number' field with a red box around it. On the right side, there is a 'Previous' button and an 'Accept' button.

19. The **Step 3: Enroll or Add to Cart** page will display.

20. Here you have two options. Select **Enroll** to process the enrollment for the individual class or select **Add to Shopping Cart**, which will allow you to search for additional classes prior to enrollment.

21. Click the **Next** button at the top right of the page.

The screenshot shows the 'Class Search and Enroll' interface at Step 3 of 4: Enroll or Add to Cart. The header bar is the same as in previous steps. The left sidebar shows the progress: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Visited), and 4. Review and Submit (Not Started). The main content area is titled 'Step 3 of 4: Enroll or Add to Cart' and includes the text 'Do you wish to enroll or add the class to your Shopping Cart?'. Below this, there are two radio buttons: 'Enroll' and 'Add to Shopping Cart'. The 'Add to Shopping Cart' option is selected and highlighted with a red box. On the right side, there are 'Previous' and 'Next >' buttons.

22. The **Step 4: Review and Submit** page will display.

23. Click the **Submit** button.

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  
ENGL& 101 English Composition I

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section ACF2 - Class Nbr 12859	Regular Academic Session	01/11/2021 - 03/26/2021	Monday Wednesday 8:00AM to 8:50AM	Open Seats 24 of 25

Submit

24. A confirmation message box will display. Click **Yes** to confirm submission.

**Step 4 of 4: Review and Submit**  
You have selected to add to your shopping cart  
ENGL& 101 English Composition I

Class	Session	Meeting Dates	Days and Times
LEC - Section ACF2 - Class Nbr 12859		01/11/2021 - 03/26/2021	Monday Wednesday 8:00AM to 8:50AM

Are you sure you want to submit?

Yes No

25. A message bar at the top of the page will confirm the class has been added. Or, an error message will display. Typical errors include not meeting an enrollment requirement, a time conflict and full class.

< ctcLink Student Homepage

**Confirmation**

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

✓ ENGL& 101 - English Composition I  
Class has been added to your Shopping Cart.

Return to Keyword Search Page

26. Your classes have been added to your **Shopping Cart**.

27. If you want to add more classes, click the **Return to Keyword Search Page** link and go back to step 4.

28. If you are ready to enroll in your classes, go to part 2.

## Part 2: Enroll in Classes from Shopping Cart

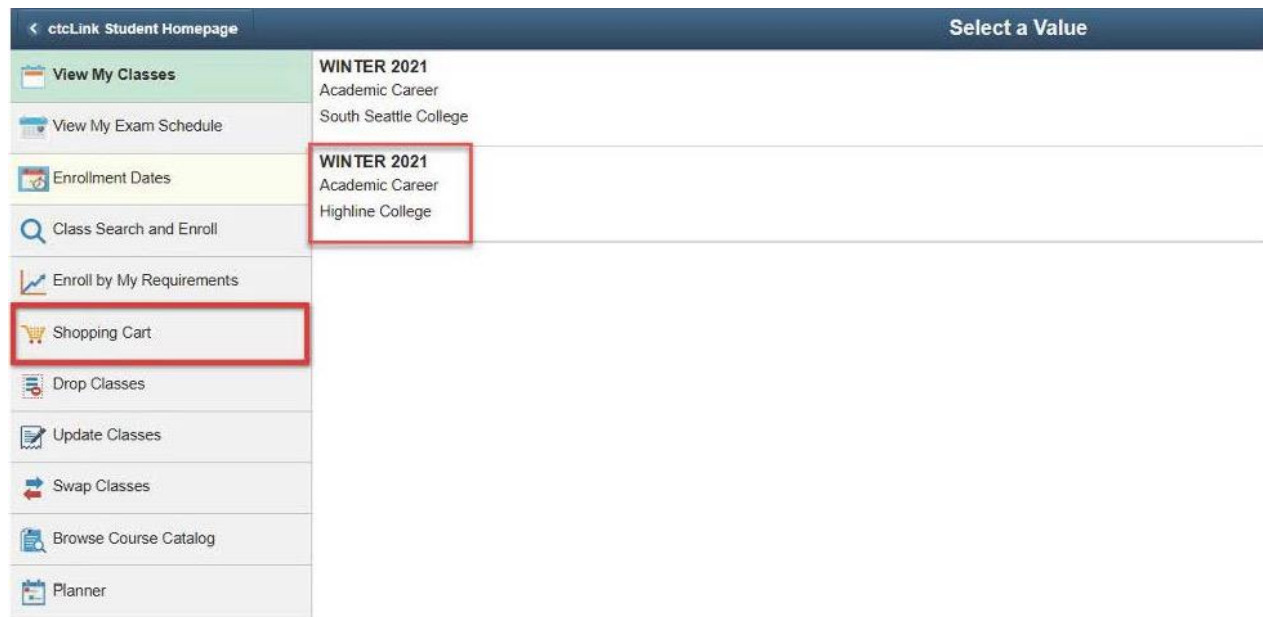
29. Go to **Student Homepage**. Select the **Manage Classes** tile.



30. The **View My Classes** page will display.

31. Select **Shopping Cart**.

32. Select a college and term for enrollment, if applicable.



33. The **Shopping Cart** page will display.

The screenshot shows the 'Shopping Cart' page in the ctcLink Student Homepage. The left sidebar contains a menu with the following items: 'View My Classes', 'View My Exam Schedule', 'Enrollment Dates', 'Class Search and Enroll', 'Enroll by My Requirements', 'Shopping Cart' (highlighted with a red box), and 'Drop Classes'. The main content area has a header with 'Shopping Cart' and navigation buttons: 'Enroll' (green), 'Delete', and 'Validate'. Below the header is a table titled 'Your Shopping Cart' with the following data:

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	LEC - Section ACF2 - Class Nbr 12859	ENGL& 101 English Composition I	Regular Academic Session	Monday Wednesday 8:00AM to 8:50AM	Zoom	L. White	5.00	Open Seats 24 of 25	<a href="#">Change Preferences</a>

34. Select the classes in your **Shopping Cart** in which you wish to enroll.

35. Click the **Enroll** button.

This screenshot is similar to the previous one, but the 'Enroll' button in the top right corner is now highlighted with a red box. Additionally, the 'Select' checkbox in the first row of the 'Your Shopping Cart' table is now checked.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	LEC - Section ACF2 - Class Nbr 12859	ENGL& 101 English Composition I	Regular Academic Session	Monday Wednesday 8:00AM to 8:50AM	Zoom	L. White	5.00	Open Seats 24 of 25	<a href="#">Change Preferences</a>

36. A confirmation message box will display.

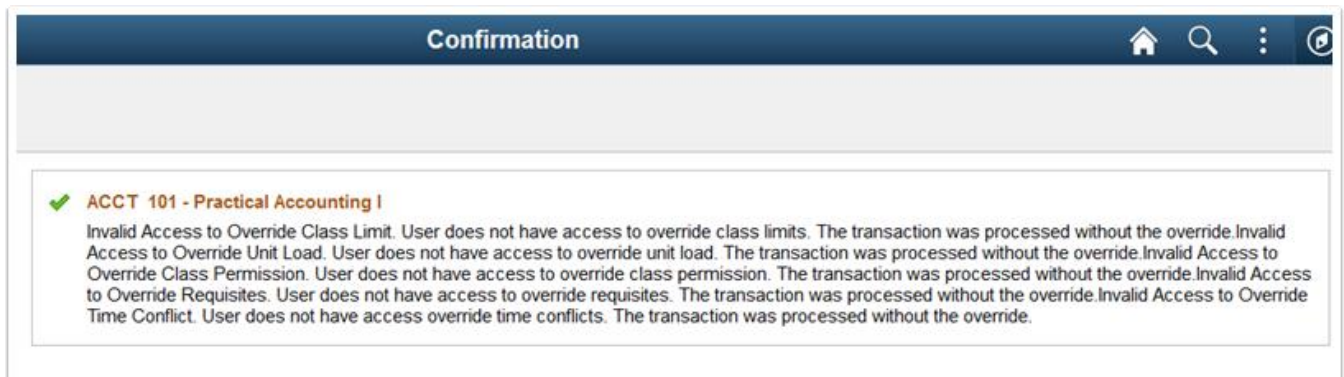
37. Click **Yes** to confirm enrollment.

This screenshot shows the 'Shopping Cart' page with a confirmation dialog box overlaid in the center. The dialog box contains the text 'Are you sure you want to enroll?' and two buttons: 'Yes' (highlighted with a red box) and 'No'. The background table is partially visible and dimmed.

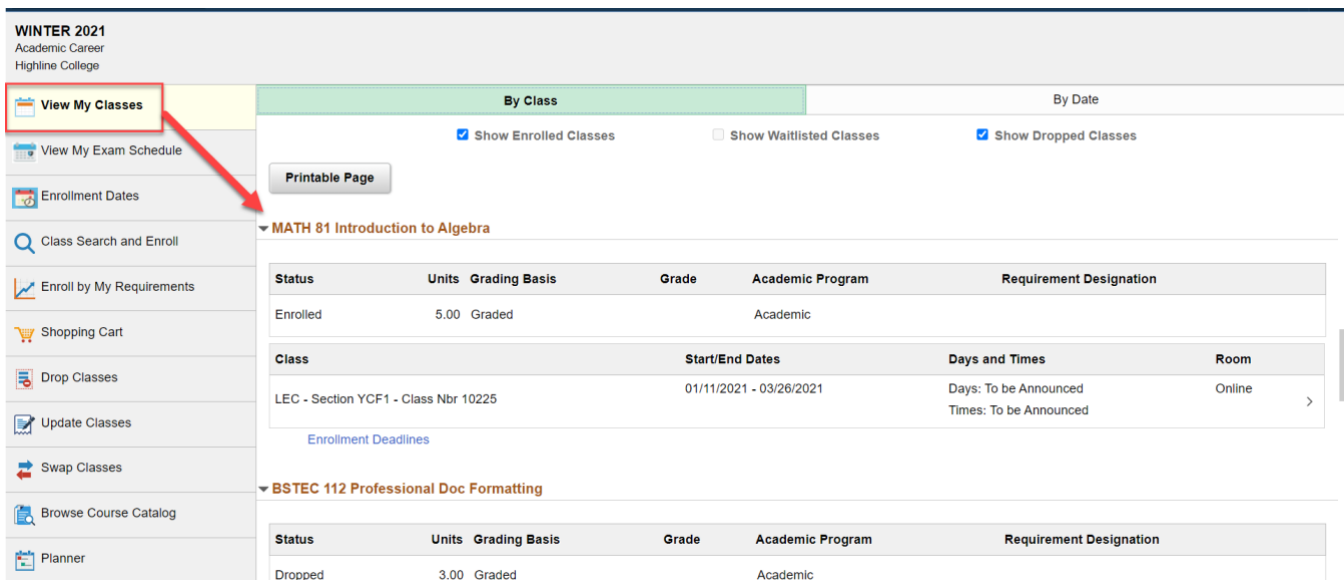
Select	Availability	Class	Description	Session	Days and Times
<input checked="" type="checkbox"/>	Open	LEC - Section ACF2 - Class Nbr 12859	ENGL& 101 English Composition I	Regular Academic Session	Monday Wednesday 8:00AM to 8:50AM



38. The message box will close and a **Confirmation** page will display. The page will either display enrollment success or errors. Typical errors include prerequisites, prior enrollment, class permission and enrollment hold.



39. Select **View My Classes** to verify your enrollment.



40. You are now enrolled in your classes and will be ready to pay tuition.