

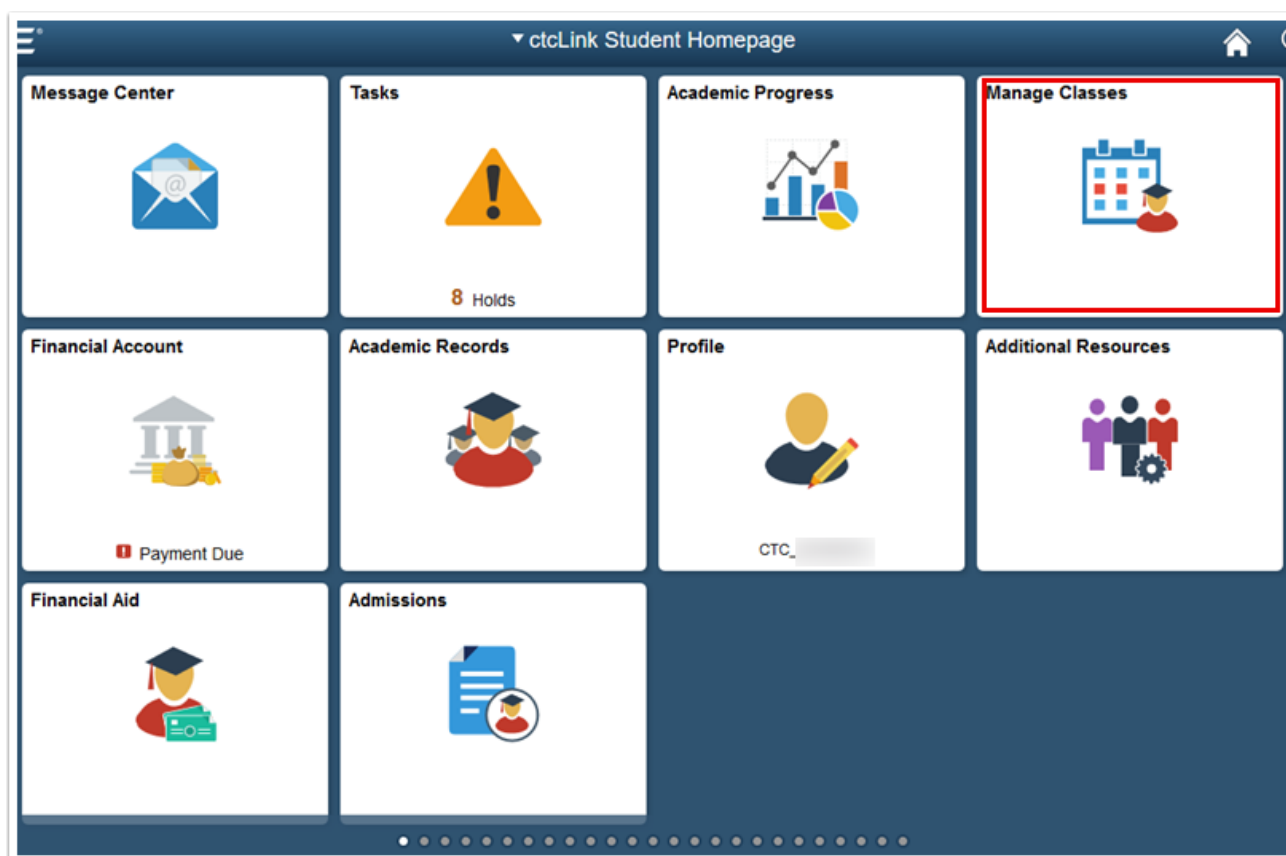
How to Enroll in Classes

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. Contact the Student Help Desk if you have problems with sign-in credentials, usernames, passwords or student ID numbers.

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
Class Search and Enroll		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.

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

10. 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**

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

Select a class option ⓘ Selected Filters 22 options

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
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. Click the **[X]** on the top right to close **Class Information**, returning you to the **Course Information** list.

X

Meeting Information	Enrollment Information	Class Details	Class Availability
ENGL& 101 English Composition I LEC - Section YCF1 - Class Nbr 12470			Status : Open
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; background-color: #f5f5f5;"> No Enrollment Requirements </div>			
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; background-color: #f5f5f5;"> No Class Notes </div>			
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; background-color: #f5f5f5;"> <div style="display: flex; justify-content: space-between;"> <div> Class Attributes 1 Class Attributes 2 </div> <div> Highline Defined Attributes 1 - Meets: Communications Requirement Highline Defined Attributes 2 - Meets: Communications Req Prof Tech </div> </div> </div>			

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

Class Search Results																																																																																									
Course Information																																																																																									
<div> <div>WINTER 2021 Highline College</div> <div> <div>View My Classes</div> <div>View My Exam Schedule</div> <div>Enrollment Dates</div> <div style="background-color: #ffff00;">Class Search and Enroll</div> <div>Enroll by My Requirements</div> <div>Shopping Cart</div> <div>Drop Classes</div> <div>Update Classes</div> <div>Swap Classes</div> <div>Browse Course Catalog</div> <div>Planner</div> </div> </div>																																																																																									
<div> <div>ENGL& 101</div> <div>English Composition I</div> <div>★ Add to favorite courses</div> <div>▶ Course Information</div> <div>▼ Class Selection</div> </div>																																																																																									
<div> <div>Select a class option</div> <table> <tr> <th>Option</th><th>Status</th><th>Session</th><th>Class</th><th>Meeting Dates</th><th>Days and Times</th><th>Room</th><th>Instructor</th><th>Seats</th><th></th></tr> <tr> <td>1</td><td>Open</td><td>Regular Academic Session</td><td>LEC - Section YCF1 - Class Nbr 12470</td><td>01/11/2021 - 03/26/2021</td><td>To be announced</td><td>Online</td><td>Staff</td><td>Open Seats 25 of 25</td><td style="border: 1px solid red; text-align: center;">></td></tr> <tr> <td>2</td><td>Open</td><td>Regular Academic Session</td><td>LEC - Section YCF2 - Class Nbr 12471</td><td>01/11/2021 - 03/26/2021</td><td>To be announced</td><td>Online</td><td>Staff</td><td>Open Seats 25 of 25</td><td style="text-align: center;">></td></tr> <tr> <td>3</td><td>Open</td><td>Regular Academic Session</td><td>LEC - Section YCF3 - Class Nbr 12472</td><td>01/11/2021 - 03/26/2021</td><td>To be announced</td><td>Online</td><td>Staff</td><td>Open Seats 25 of 25</td><td style="text-align: center;">></td></tr> <tr> <td>4</td><td>Open</td><td>Regular Academic Session</td><td>LEC - Section YCF4 - Class Nbr 12473</td><td>01/11/2021 - 03/26/2021</td><td>To be announced</td><td>Online</td><td>Staff</td><td>Open Seats 25 of 25</td><td style="text-align: center;">></td></tr> <tr> <td>5</td><td>Open</td><td>Regular Academic Session</td><td>LEC - Section YCF5 - Class Nbr 12474</td><td>01/11/2021 - 03/26/2021</td><td>To be announced</td><td>Online</td><td>Staff</td><td>Open Seats 25 of 25</td><td style="text-align: center;">></td></tr> <tr> <td>6</td><td>Open</td><td>Regular Academic Session</td><td>LEC - Section YCF6 - Class Nbr 12475</td><td>01/11/2021 - 03/26/2021</td><td>To be announced</td><td>Online</td><td>Staff</td><td>Open Seats 25 of 25</td><td style="text-align: center;">></td></tr> <tr> <td>7</td><td>Open</td><td>Regular Academic Session</td><td>LEC - Section YCF7 - Class Nbr 12476</td><td>01/11/2021 - 03/26/2021</td><td>To be announced</td><td>Online</td><td>Staff</td><td>Open Seats 25 of 25</td><td style="text-align: center;">></td></tr> </table> </div>										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	>	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	>
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	>																																																																																
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	>																																																																																

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.

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.

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

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

By Class

☒ Show Enrolled Classes ☐ Show Waitlisted Classes ☒ Show Dropped Classes

Printable Page

MATH 81 Introduction to Algebra

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	5.00	Graded		Academic	

Class	Start/End Dates	Days and Times	Room
LEC - Section YCF1 - Class Nbr 10225	01/11/2021 - 03/26/2021	Days: To be Announced Times: To be Announced	Online

[Enrollment Deadlines](#)

BSTEC 112 Professional Doc Formatting

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Dropped	3.00	Graded		Academic	

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

