



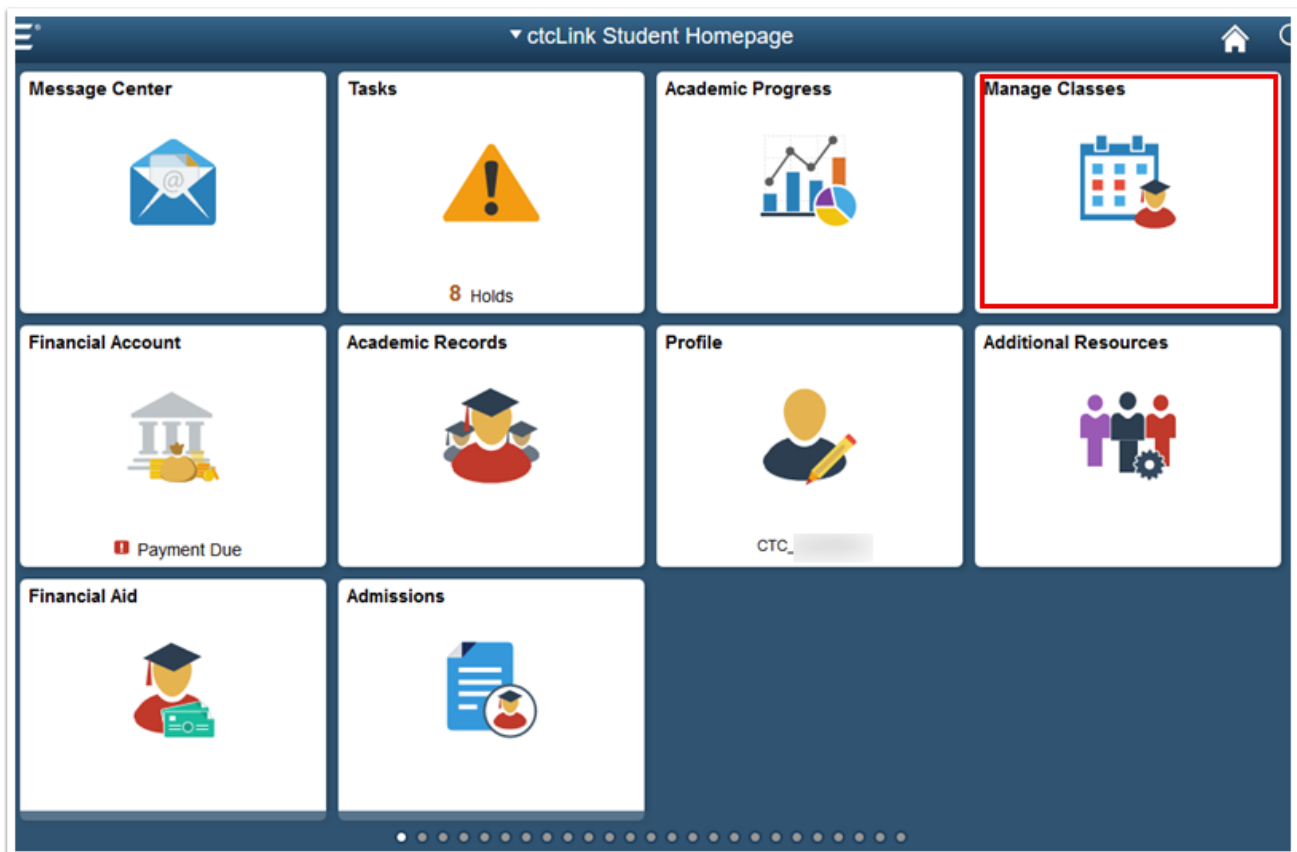
How to Enroll in Classes

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 [Highline ITS 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.



- 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.
- 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	

- 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.
- 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	Additional ways to search	
Class Search and Enroll	▶ Favorites	
Enroll by My Requirements	▶ Recently Viewed	
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

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

Class Information

Meeting InformationEnrollment InformationClass DetailsClass Availability

ENGL& 101 English Composition I
LEC - Section YCF1 - Class Nbr 12470 **Status : Open**

No Enrollment Requirements

No Class Notes

Class Attributes 1 Highline Defined Attributes 1 - Meets: Communications Requirement

Class Attributes 2 Highline 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 ResultsCourse 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 >
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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.

The screenshot shows the 'Class Search and Enroll' interface for WINTER 2021 at Highline College. The top navigation bar includes an 'Exit' button, the page title 'Class Search and Enroll', and a 'Next >' button. The left sidebar shows a progress indicator 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 1 of 4: Review Class Selection' and displays 'You have selected ENGL& 101 English Composition I' with an 'Option Status Open'. Below this is a table with columns for Class, Session, Meeting Dates, Days and Times, and Seats. The table contains one row: 'LEC - Section ACF2 - Class Nbr 12859', 'Regular Academic Session', '01/11/2021 - 03/26/2021', 'Monday Wednesday 8:00AM to 8:50AM', and '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 for WINTER 2021 at Highline College. The top navigation bar includes an 'Exit' button, the page title 'Class Search and Enroll', and a '< Previous' button. The left sidebar shows a progress indicator 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' and displays 'ENGL& 101 English Composition I' and 'LEC - Section ACF2 - Class Nbr 12859 - Open'. Below this is a 'Permission Number' field with a red box around it and an 'Accept' button with a red box around it.

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 for WINTER 2021 at Highline College. The top navigation bar includes an 'Exit' button, the page title 'Class Search and Enroll', and '< Previous' and 'Next >' buttons. The left sidebar shows a progress indicator with four steps: 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 displays 'Do you wish to enroll or add the class to your Shopping Cart?'. Below this are two radio button options: 'Enroll' and 'Add to Shopping Cart', with the 'Add to Shopping Cart' option selected and highlighted with a red box.

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

23. Click the **Submit** button.

The screenshot shows the 'Class Search and Enroll' interface. On the left, a sidebar lists four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Complete), and 4. Review and Submit (Visited). The main content area is titled 'Step 4 of 4: Review and Submit' and states 'You have selected to add to your shopping cart'. Below this, the class 'ENGL& 101 English Composition I' is listed in a table. A red box highlights the 'Submit' button in the top right corner.

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

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

The screenshot shows a confirmation dialog box overlaid on the 'Step 4 of 4: Review and Submit' page. The dialog box asks 'Are you sure you want to submit?' and has two buttons: 'Yes' (highlighted with a red box) and '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.

The screenshot shows the 'Confirmation' page. The top navigation bar includes 'ctcLink Student Homepage' and 'Confirmation'. The main content area displays 'WINTER 2021 Academic Career Highline College'. On the left, a sidebar lists navigation options: View My Classes, View My Exam Schedule, Enrollment Dates, Class Search and Enroll (highlighted), Enroll by My Requirements, Shopping Cart, and Drop Classes. On the right, a green checkmark indicates 'ENGL& 101 - English Composition I' has been added to the shopping cart. Below this, a link 'Return to Keyword Search Page' is visible.

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

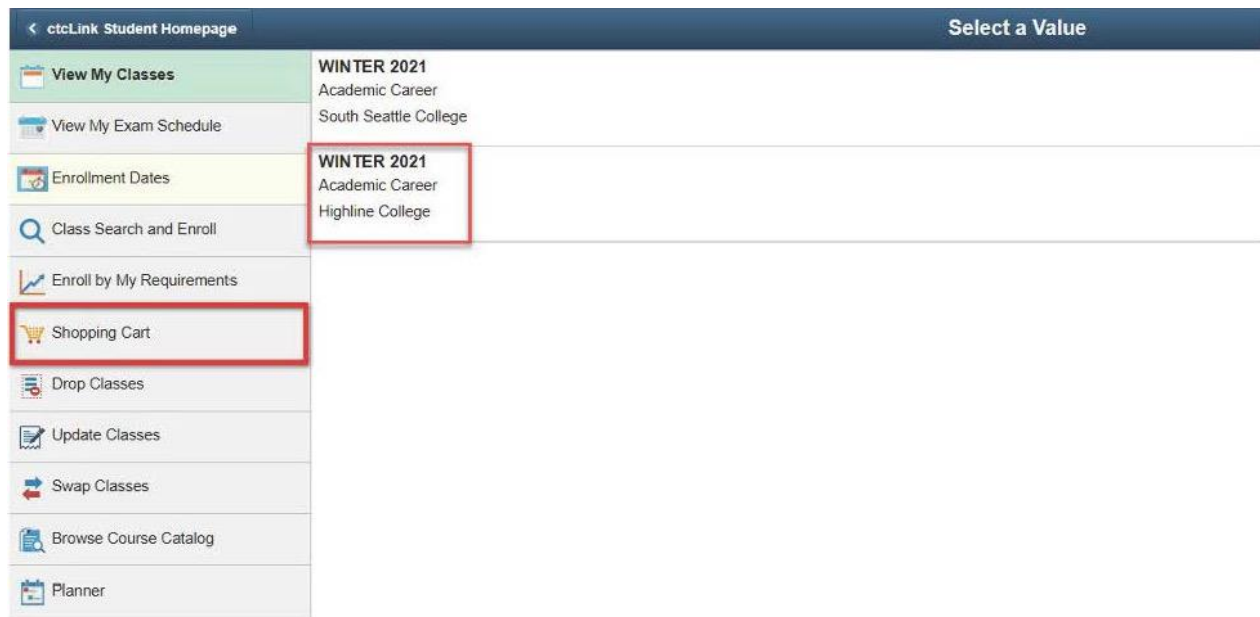
29. Go to **Student Homepage**. Select the **Manage Classes** tile.



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 page header includes 'ctcLink Student Homepage' and 'Shopping Cart'. The left sidebar contains navigation options: '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 shows 'Your Shopping Cart' with a table of classes. The table has columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. One class is listed: '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'. Buttons for 'Enroll', 'Delete', and 'Validate' are visible in the top right.

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 'Shopping Cart' menu item in the sidebar is now highlighted with a green background. In the main content area, the 'Enroll' button in the top right corner is highlighted with a red box. The table below it shows the same class, but the 'Select' checkbox is now checked.

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. 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 shows the 'Your Shopping Cart' table with the 'Select' checkbox checked for the class 'LEC - Section ACF2 - Class Nbr 12859'.

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.

Confirmation

✔ **ACCT 101 - Practical Accounting I**

Invalid Access to Override Class Limit. User does not have access to override class limits. The transaction was processed without the override. Invalid Access to Override Unit Load. User does not have access to override unit load. The transaction was processed without the override. Invalid Access to Override Class Permission. User does not have access to override class permission. The transaction was processed without the override. Invalid Access to Override Requisites. User does not have access to override requisites. The transaction was processed without the override. Invalid Access to Override Time Conflict. User does not have access override time conflicts. The transaction was processed without the override.

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

WINTER 2021
Academic Career
Highline College

View My Classes | By Class | By Date

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	

▼ **BSTEC 112 Professional Doc Formatting**

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

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

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

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

