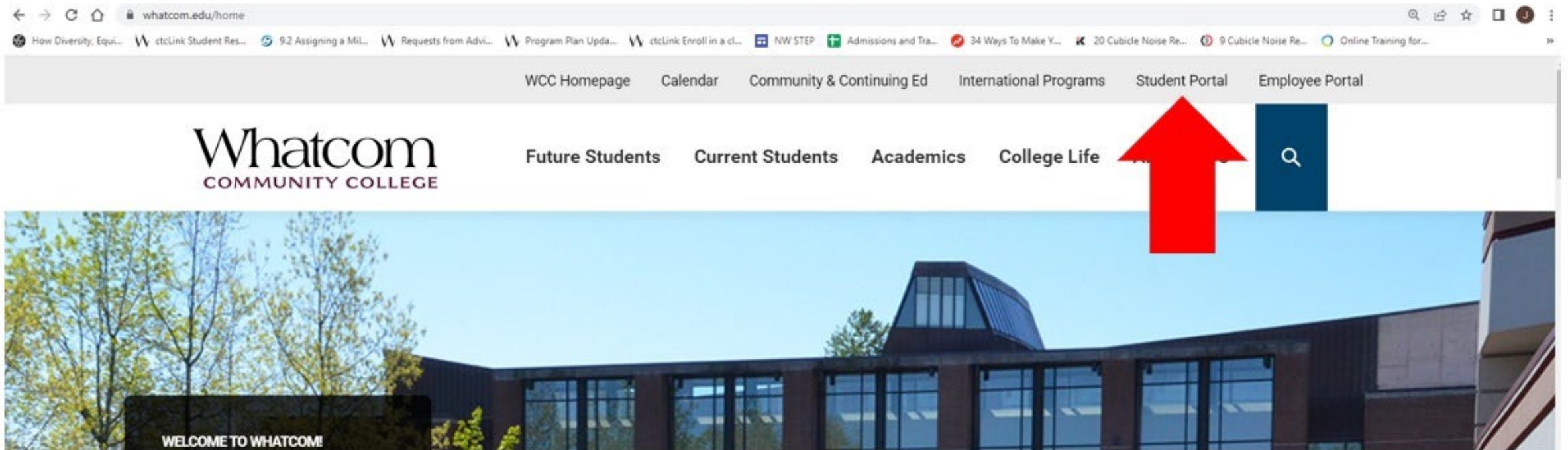


ctcLink











How to enroll in a class

Step 1: Open a browser and go to WCC homepage (whatcom.edu). Then, click on student portal



# Step 2: Click on ctcLink logo and log-in.

The screenshot shows a web browser window with the URL `csprd.ctclink.us/psc/csprd/EMPLOYEE/SA/s/WEBLIB_HCX_GN.H_SPRINGBOARD.FieldFormula.IScript_Main?institution=WA210`. The page header features the **Whatcom** logo and the text **COMMUNITY COLLEGE**. Below the header is a grid of ten service tiles arranged in two rows of five. A large red arrow points to the first tile in the top row, labeled **ctcLink Login**. The other tiles are: **WCC Website**, **Canvas**, **Class Search**, **Directory**, **Calendar**, **Campus News**, **Course Catalog**, **Bookstore**, and **MyWCC**.

 ctcLink Login	 WCC Website	 Canvas	 Class Search	 Directory
 Calendar	 Campus News	 Course Catalog	 Bookstore	 MyWCC

# Step 3: Click on class information

The screenshot displays the Whatcom Community College dashboard. On the left, a dark red sidebar contains a navigation menu with the following items: Dashboard, Schedule, Class Information (highlighted with a red arrow), Enrollment, Academics, and Financials. The main content area is titled 'Dashboard' and greets the user with 'Hello Jessica!'. It features three tabs: 'General' (selected), 'Academics', and 'Financials'. Below the tabs, there are four informational panels: 'Messages' (with a red arrow pointing to it), 'To Dos', 'Holds', and 'Wait List FALL 2021'. Each panel indicates that the user has no items in that category.

Whatcom  
COMMUNITY COLLEGE

Dashboard

Dashboard

Schedule

Class Information

Enrollment

Academics

Financials

Dashboard

Hello Jessica!

General Academics Financials

Messages

You have no messages.

To Dos

You have no To Dos.

Holds

You have no holds.

Wait List FALL 2021

You have no wait listed classes.

Step 4: Click on class search and make sure the appropriate term is selected.

Class Search

Whatcom  
COMMUNITY COLLEGE

Dashboard

Schedule

Class Information

Class Search ✓

Browse Classes

Course Catalog

Class Search

Select all the required (\*) search criteria.

Term:\*  
WINTER 2022

Acad Career

Subject

Catalog #

Keyword

More Filters 1

Search

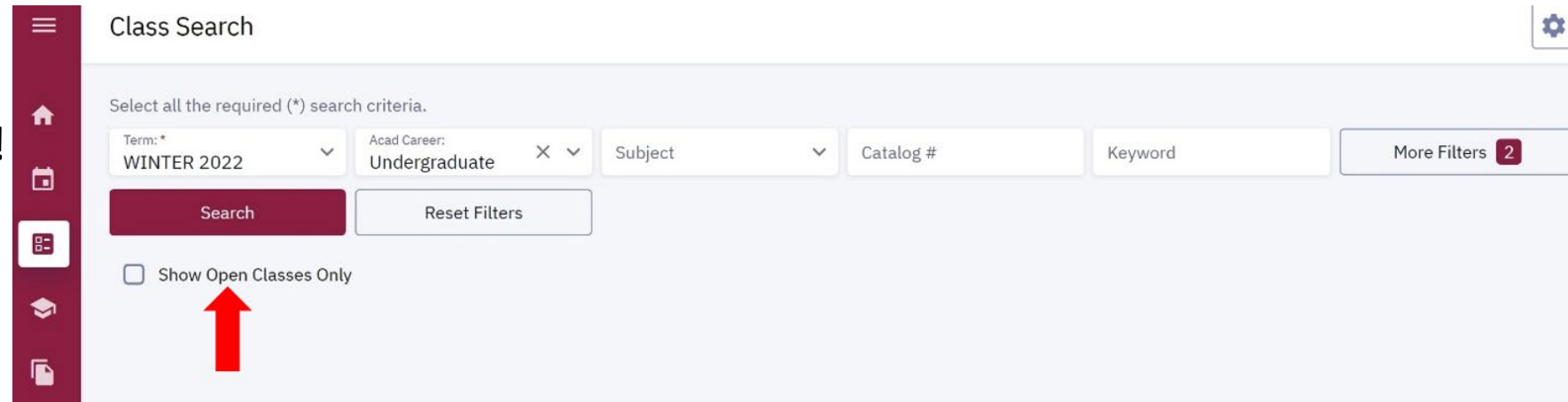
Reset Filters

# Step 5: Search for classes by subject or key word

Note: Common course numbered classes (CCN; classes have the & symbol) and non-common course numbering classes are listed separately in the subject filter. If you don't find the class you're looking for, make sure you're checking both CCN and non-CCN classes!

Once you've selected your criteria, click on Search.

Check the Show Open Classes Only box to see only open classes. Don't check this box if you'd like to see full classes.



The screenshot shows the 'Class Search' interface. On the left is a vertical navigation bar with icons for home, calendar, grid, graduation cap, and document. The main search area is titled 'Class Search' and includes a settings gear icon in the top right. Below the title, it says 'Select all the required (\*) search criteria.' There are five filter boxes: 'Term:' with a dropdown menu showing 'WINTER 2022', 'Acad Career:' with a dropdown menu showing 'Undergraduate' and a close button, 'Subject' with a dropdown arrow, 'Catalog #' with a dropdown arrow, and 'Keyword' with a dropdown arrow. To the right of these is a 'More Filters' button with a red '2' badge. Below the filters are two buttons: 'Search' (dark red) and 'Reset Filters' (light gray). At the bottom, there is a checkbox labeled 'Show Open Classes Only' with a red arrow pointing to it.

If you'd like more search criteria, click on more filters to narrow your search. See next slide for more information.

The screenshot displays the 'Class Search' interface for Whatcom Community College. The browser address bar shows the URL: `csprd.ctclink.us/psp/csprd/EMPLOYEE/SA/s/WEBLIB_HCX_CM.H_CLASS_SEARCH.FieldFormula.IScript_Main`. The page title is 'Class Search'. On the left, a navigation menu includes 'Dashboard', 'Schedule', 'Class Information' (with sub-items 'Class Search', 'Browse Classes', and 'Course Catalog'), 'Enrollment', and 'Academics'. The main content area features the instruction 'Select all the required (\*) search criteria.' Below this, there are five search criteria dropdowns: 'Term:' (set to 'WINTER 2022'), 'Acad Career', 'Subject', 'Catalog #', and 'Keyword'. To the right of these is a 'More Filters' button with a red '1' badge. Below the criteria are 'Search' and 'Reset Filters' buttons. A checkbox labeled 'Show Open Classes Only' is also present. A large red arrow points to the 'More Filters' button.

# Here are the various search criteria you can use

Class Search ⚙️

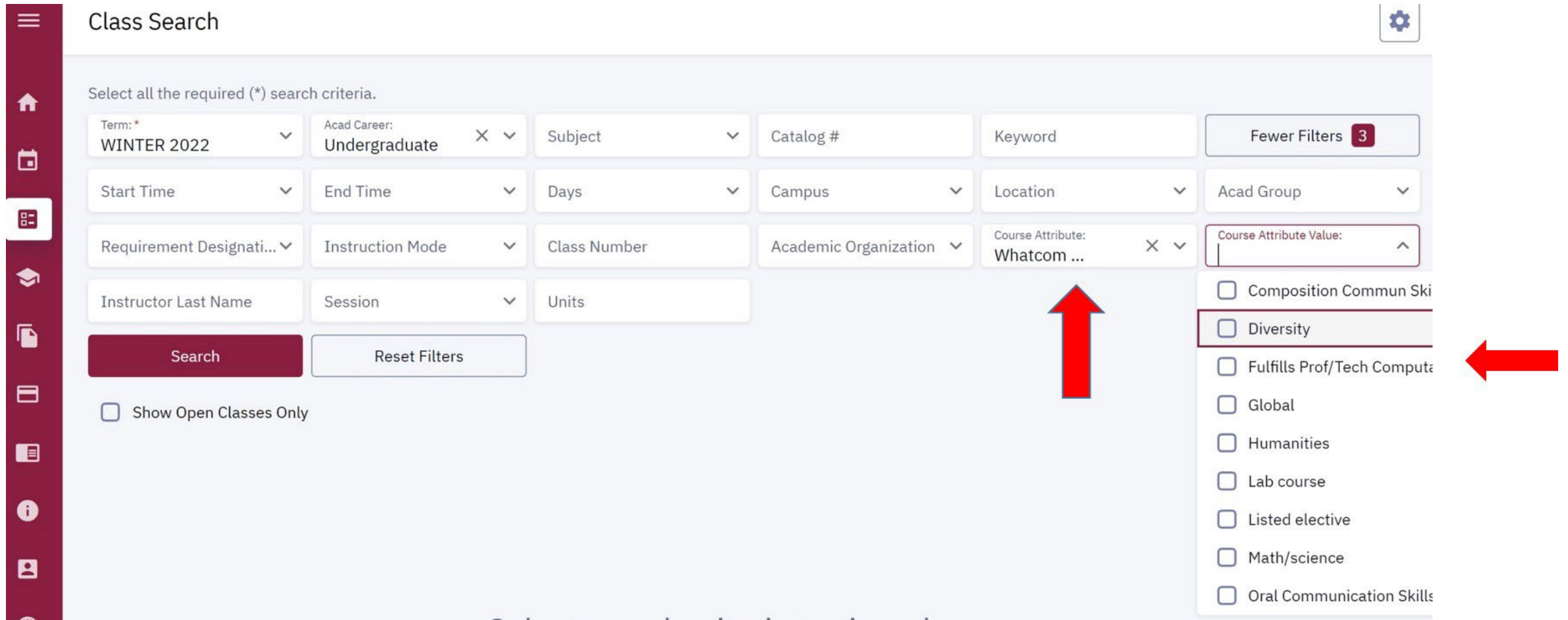
Select all the required (\*) search criteria.

Term: * WINTER 2022	Acad Career: Undergraduate	Subject	Catalog #	Keyword	Fewer Filters 3	
Start Time	End Time	Days	Campus	Location	Acad Group	
Requirement Designati...	Instruction Mode	Class Number	Academic Organization	Course Attribute: Whatcom ...	Course Attribute Value	
Instructor Last Name	Session	Units				

Show Open Classes Only



# Here's how to search for categories of classes.



The screenshot shows a 'Class Search' interface. On the left is a dark red sidebar with icons for home, calendar, grid, graduation cap, document, list, info, and profile. The main area is titled 'Class Search' and contains a search form. The form has a header 'Select all the required (\*) search criteria.' and a grid of filter boxes. The filters include: Term: \* (WINTER 2022), Acad Career: Undergraduate, Subject, Catalog #, Keyword, Fewer Filters (3), Start Time, End Time, Days, Campus, Location, Acad Group, Requirement Designati..., Instruction Mode, Class Number, Academic Organization, Course Attribute: Whatcom ..., Course Attribute Value, Instructor Last Name, Session, Units, and a 'Show Open Classes Only' checkbox. A 'Search' button and a 'Reset Filters' button are at the bottom left. On the right, a dropdown menu is open, showing a list of course attributes with checkboxes: Composition Commun Ski, Diversity, Fulfills Prof/Tech Comput, Global, Humanities, Lab course, Listed elective, Math/science, and Oral Communication Skills. A red arrow points up to the 'Course Attribute: Whatcom ...' filter, and another red arrow points left to the 'Diversity' option in the dropdown menu.

Class Search

Select all the required (\*) search criteria.

Term: \*  
WINTER 2022

Acad Career:  
Undergraduate

Subject

Catalog #

Keyword

Fewer Filters 3

Start Time

End Time

Days

Campus

Location

Acad Group

Requirement Designati...

Instruction Mode

Class Number

Academic Organization

Course Attribute:  
Whatcom ...

Course Attribute Value:

Instructor Last Name

Session

Units

Search

Reset Filters

Show Open Classes Only

- Composition Commun Ski
- Diversity
- Fulfills Prof/Tech Comput
- Global
- Humanities
- Lab course
- Listed elective
- Math/science
- Oral Communication Skills

Step 6: Your search results will be listed below.  
 HY=hybrid class; OL=online class; LEC=face-2-face  
 class

General Chemistry With Lab I | CHEM& 161

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> HY1-LEC (31586)	-	1	Tu	9:30 am	11:25 am	Kulshan Hall 109	01/10 - 03/25	Monique Brewer	O 8/24
			ARR	-	-	Online	01/10 - 03/25		
> HY1L-LAB (31587)	-	1	Th	9:30 am	11:25 am	Kulshan Hall 104 - Che...	01/10 - 03/25	Monique Brewer	O 8/24
> HY2-LEC (24837)	-	1	Tu	12:00 pm	1:55 pm	Kulshan Hall 225	01/10 - 03/25	Monique Brewer	O 3/12
			ARR	-	-	Online	01/10 - 03/25		
> HY2L-LAB (24838)	-	1	Th	12:00 pm	1:55 pm	Kulshan Hall 104 - Che...	01/10 - 03/25	Monique Brewer	O 3/12
> OL1-LEC (24835)	-	1	ARR	-	-	Online	01/10 - 03/25	Monique Brewer	W 8/10 O 0/24
> A-LEC (24839)	-	1	TuWeTh	8:30 am	9:50 am	Kulshan Hall 224	01/10 - 03/25	Paul Frazey	O 2/20
> AL-LAB (24840)	-	1	Mo	8:30 am	11:25 am	Kulshan Hall 104 - Che...	01/10 - 03/25	Paul Frazey	O 2/20

Lab and lecture sections of science classes will be listed separately. After enrolling in the lecture, you'll be automatically enrolled in the corresponding lab.

The screenshot shows the 'Class Search' page for Whatcom Community College. The page displays a list of classes for 'General Chemistry With Lab I | CHEM& 161'. The classes are listed in a table with columns for Section, Topic, Session, Days, Start, End, Room, Dates, Instructor, and Status. A red circle highlights the HY1-LEC (31586) and HY1-LAB (31587) sections.

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> OL1-LEC (24783)	-	1	ARR	-	-	Online	01/05 - 03/25	Jennifer Henderson	24/24
> OL1L-LAB (24784)	-	1	ARR	-	-	Online	01/05 - 03/25	Jennifer Henderson	24/24
General Chemistry With Lab I   CHEM& 161									
> HY1-LEC (31586)	-	1	Tu ARR	9:30 am	11:25 am	Kulshan Hall 109 Online	01/05 - 03/25 01/05 - 03/25	Monique Brewer	24/24
> HY1L-LAB (31587)	-	1	Th	9:30 am	11:25 am	Kulshan Hall 104 - Che...	01/05 - 03/25	Monique Brewer	24/24
> HY2-LEC (24837)	-	1	Tu ARR	12:00 pm	1:55 pm	Kulshan Hall 225 Online	01/05 - 03/25 01/05 - 03/25	Monique Brewer	24/24
> HY2L-LAB (24838)	-	1	Th	12:00 pm	1:55 pm	Kulshan Hall 104 - Che...	01/05 - 03/25	Monique Brewer	24/24
> OL1-LEC (24835)	-	1	ARR	-	-	Online	01/05 - 03/25	Monique Brewer	24/24
> OL1L-LAB (24836)	-	1	ARR	-	-	Online	01/05 - 03/25	Monique Brewer	24/24

Step 6: Pay attention to the status column. It will tell you if a class is open or full and how many seats are left.

The screenshot shows a web browser window with the URL `csprd.ctclink.us/psp/csprd/EMPLOYEE/SA/s/WEBLIB_HCX_CM.H_CLASS_SEARCH.FieldFormula.IScript_Main?subject=CHEM&&ox_acad_career=UGRD`. The page is titled "Class Search" and features a navigation sidebar on the left with the "Whatcom COMMUNITY COLLEGE" logo. The sidebar includes links for Dashboard, Schedule, Class Information (with sub-links for Class Search, Browse Classes, and Course Catalog), Enrollment, Academics, Financials, Admissions, My Information, My Profile, and Public Links. The main content area displays a table of class listings for "General Chemistry With Lab I | CHEM& 161". The table has columns for SECTION, TOPIC, SESSION, DAYS, START, END, ROOM, DATES, INSTRUCTOR, and STATUS. A red arrow points to the STATUS column, which shows "0 24/24" for all listed classes, indicating that all seats are full. The classes listed are:

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> OL1-LEC (24783)	-	1	ARR	-	-	Online	01/05 - 03/25	Jennifer Henderson	0 24/24
> OL1L-LAB (24784)	-	1	ARR	-	-	Online	01/05 - 03/25	Jennifer Henderson	0 24/24
General Chemistry With Lab I   CHEM& 161									
> HY1-LEC (31586)	-	1	Tu	9:30 am	11:25 am	Kulshan Hall 109	01/05 - 03/25	Monique Brewer	0 24/24
			ARR	-	-	Online	01/05 - 03/25		
> HY1L-LAB (31587)	-	1	Th	9:30 am	11:25 am	Kulshan Hall 104 - Che...	01/05 - 03/25	Monique Brewer	0 24/24
> HY2-LEC (24837)	-	1	Tu	12:00 pm	1:55 pm	Kulshan Hall 225	01/05 - 03/25	Monique Brewer	0 24/24
			ARR	-	-	Online	01/05 - 03/25		
> HY2L-LAB (24838)	-	1	Th	12:00 pm	1:55 pm	Kulshan Hall 104 - Che...	01/05 - 03/25	Monique Brewer	0 24/24
> OL1-LEC (24835)	-	1	ARR	-	-	Online	01/05 - 03/25	Monique Brewer	0 24/24
> OL1L-LAB (24836)	-	1	ARR	-	-	Online	01/05 - 03/25	Monique Brewer	0 24/24

# Step 7: Once you've searched for a subject, click on the right arrow next to the class for more information

Whatcom  
COMMUNITY COLLEGE

Dashboard  
Schedule  
Class Information  
Class Search  
Browse Classes  
Course Catalog

Enrollment  
Academics  
Financials  
Admissions  
My Information  
My Profile

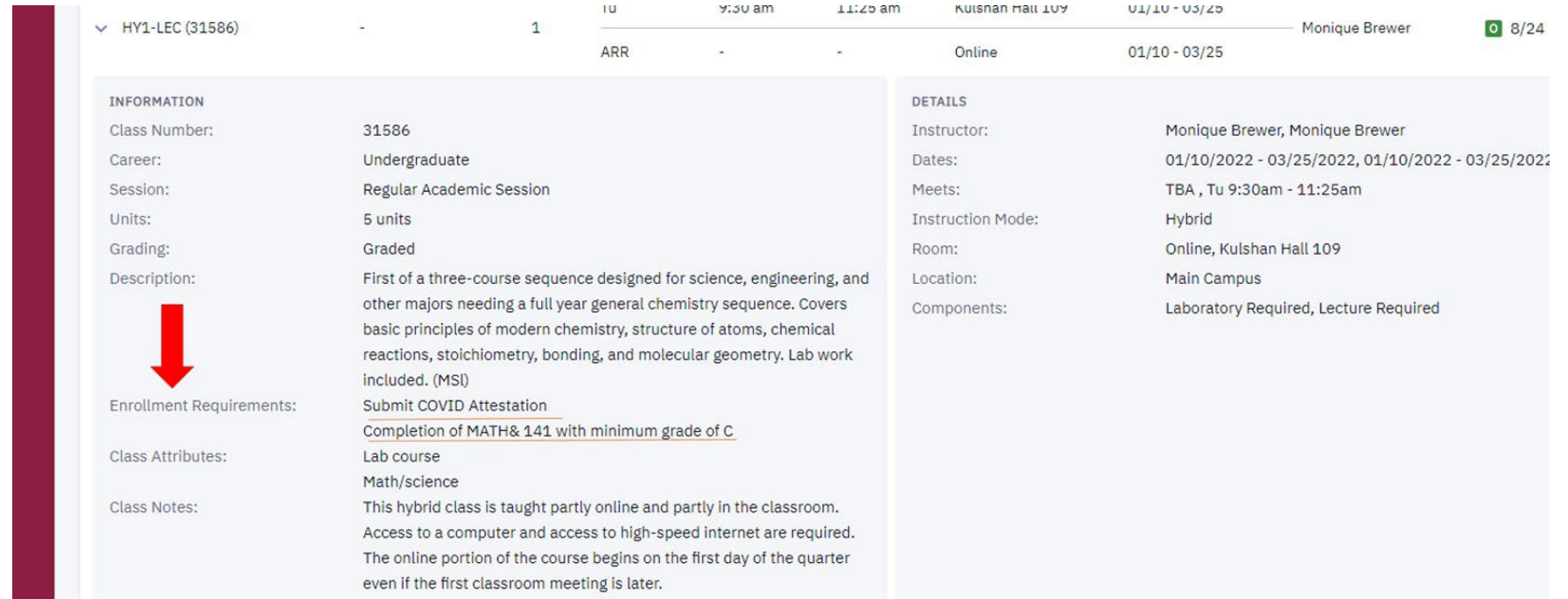
Class Search

csprd.ctclink.us/psp/csprd/EMPLOYEE/SA/s/WEBLIB\_HCX\_CM.H\_CLASS\_SEARCH.FieldFormula.IScript\_Main?subject=CHEM&tx\_acad\_career=UGRD

>	OL1-LEC (24783)	-	1	ARR	-	-	Online	01/05 - 03/25	Jennifer Henderson	24/24	⋮
>	OL1L-LAB (24784)	-	1	ARR	-	-	Online	01/05 - 03/25	Jennifer Henderson	24/24	⋮
General Chemistry With Lab I   CHEM& 161											
	SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS	
>	HY1-LEC (31586)	-	1	Tu	9:30 am	11:25 am	Kulshan Hall 109	01/05 - 03/25	Monique Brewer	24/24	⋮
				ARR	-	-	Online	01/05 - 03/25			
>	HY1L-LAB (31587)	-	1	Th	9:30 am	11:25 am	Kulshan Hall 104 - Che...	01/05 - 03/25	Monique Brewer	24/24	⋮
>	HY2-LEC (24837)	-	1	Tu	12:00 pm	1:55 pm	Kulshan Hall 225	01/05 - 03/25	Monique Brewer	24/24	⋮
				ARR	-	-	Online	01/05 - 03/25			
>	HY2L-LAB (24838)	-	1	Th	12:00 pm	1:55 pm	Kulshan Hall 104 - Che...	01/05 - 03/25	Monique Brewer	24/24	⋮
>	OL1-LEC (24835)	-	1	ARR	-	-	Online	01/05 - 03/25	Monique Brewer	24/24	⋮

# Once clicking on the arrow, this is the type of information you'll see

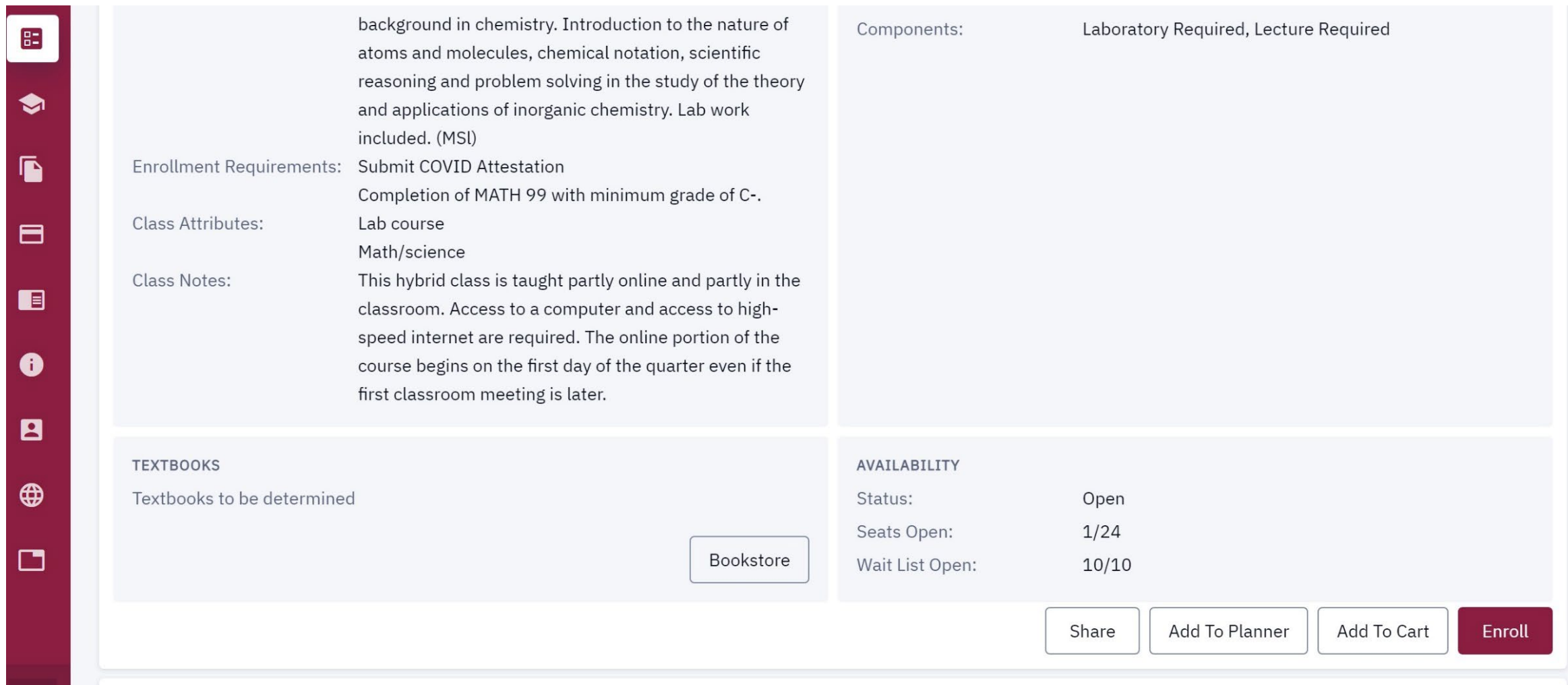
Tip: Review the enrollment requirements to make sure you're eligible to take the class.



The screenshot displays a course page for HY1-LEC (31586). At the top, a header row contains course details: 'HY1-LEC (31586)', '1', 'TU', '9:30 am', '11:25 am', 'Kulshan Hall 109', '01/10 - 03/25', 'Monique Brewer', and '8/24'. Below this, a table lists enrollment requirements. A red arrow points to the 'Enrollment Requirements' row, which includes 'Submit COVID Attestation' and 'Completion of MATH& 141 with minimum grade of C'. Other rows include 'Class Attributes' (Lab course, Math/science) and 'Class Notes' (This hybrid class is taught partly online and partly in the classroom. Access to a computer and access to high-speed internet are required. The online portion of the course begins on the first day of the quarter even if the first classroom meeting is later.).

INFORMATION	DETAILS
Class Number:	31586
Career:	Undergraduate
Session:	Regular Academic Session
Units:	5 units
Grading:	Graded
Description:	First of a three-course sequence designed for science, engineering, and other majors needing a full year general chemistry sequence. Covers basic principles of modern chemistry, structure of atoms, chemical reactions, stoichiometry, bonding, and molecular geometry. Lab work included. (MSI)
Enrollment Requirements:	Submit COVID Attestation Completion of MATH& 141 with minimum grade of C
Class Attributes:	Lab course Math/science
Class Notes:	This hybrid class is taught partly online and partly in the classroom. Access to a computer and access to high-speed internet are required. The online portion of the course begins on the first day of the quarter even if the first classroom meeting is later.

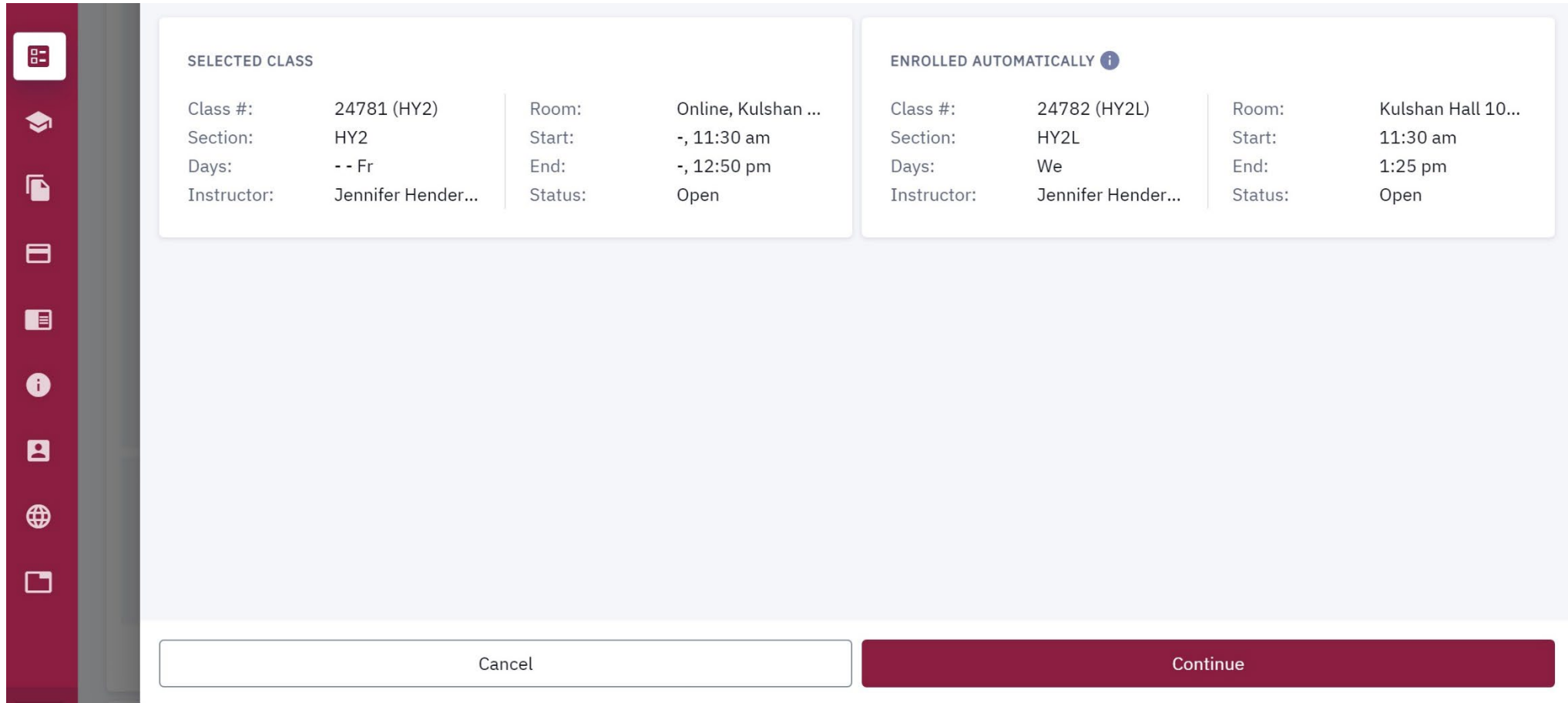
# Step 7: Click “enroll” button on the bottom right.



The screenshot shows a course page with a dark red sidebar on the left containing icons for home, education, documents, calendar, list, information, profile, globe, and folder. The main content area is divided into several sections:

- Description:** background in chemistry. Introduction to the nature of atoms and molecules, chemical notation, scientific reasoning and problem solving in the study of the theory and applications of inorganic chemistry. Lab work included. (MSI)
- Enrollment Requirements:** Submit COVID Attestation
- Class Attributes:** Completion of MATH 99 with minimum grade of C-. Lab course
- Class Notes:** Math/science
- Class Notes:** This hybrid class is taught partly online and partly in the classroom. Access to a computer and access to high-speed internet are required. The online portion of the course begins on the first day of the quarter even if the first classroom meeting is later.
- Components:** Laboratory Required, Lecture Required
- TEXTBOOKS:** Textbooks to be determined
- Bookstore:** A button labeled "Bookstore" is located below the textbooks section.
- AVAILABILITY:**
  - Status: Open
  - Seats Open: 1/24
  - Wait List Open: 10/10
- Buttons:** At the bottom right, there are four buttons: "Share", "Add To Planner", "Add To Cart", and "Enroll". The "Enroll" button is highlighted in dark red.

# Click on “continue”



The screenshot shows a user interface for selecting a class. On the left is a vertical navigation bar with icons for home, documents, calendar, list, info, profile, globe, and a folder. The main content area is divided into two panels. The left panel, titled 'SELECTED CLASS', displays details for class 24781 (HY2), which is online, starts at 11:30 am, and is currently open. The right panel, titled 'ENROLLED AUTOMATICALLY' with an information icon, shows details for class 24782 (HY2L), which is in Kulshan Hall 10... and also starts at 11:30 am. At the bottom, there are two buttons: a white 'Cancel' button and a dark red 'Continue' button.

SELECTED CLASS			
Class #:	24781 (HY2)	Room:	Online, Kulshan ...
Section:	HY2	Start:	-, 11:30 am
Days:	-- Fr	End:	-, 12:50 pm
Instructor:	Jennifer Hender...	Status:	Open

ENROLLED AUTOMATICALLY <span>?</span>			
Class #:	24782 (HY2L)	Room:	Kulshan Hall 10...
Section:	HY2L	Start:	11:30 am
Days:	We	End:	1:25 pm
Instructor:	Jennifer Hender...	Status:	Open

Cancel Continue



Leave the permission number blank and click on “save”.

The screenshot shows a course page with a sidebar on the left containing icons for calendar, course details, home, documents, folders, lists, information, profile, globe, and a document. The main content area is divided into sections: Grading (Graded), Description (Introductory course open to students without previous background in chemistry...), Enrollment Requirements (Submit COVID A... Completion of M...), Class Attributes (Lab course Math/science), Class Notes (This hybrid class... classroom. Acce... speed internet a... course begins o... first classroom n...), TEXTBOOKS (Textbooks to be determined), and AVAILABILITY (Status: Open, Seats Open: 1/24, Wait List Open: 10/10). A 'Bookstore' button is located at the bottom center. An 'Enrollment options' dialog box is overlaid in the center, featuring a close button (X) in the top right corner, the course title 'CHEM& 121: Intro to Chemistry| HY2 - 24781', a text input field labeled 'Permission Number', and two buttons at the bottom: 'Cancel' and 'Save'.

Grading:	Graded	Room:	Online, Kulshan Hall 109
Description:	Introductory course open to students without previous background in chemistry. Introduction to the nature of atoms and molecules, chemical notation, scientific reasoning and problem solving in the study of the theory and applications included. (MSI)	Location:	Main Campus
Enrollment Requirements:	Submit COVID A... Completion of M...	Components:	Laboratory Required, Lecture Required
Class Attributes:	Lab course Math/science		
Class Notes:	This hybrid class... classroom. Acce... speed internet a... course begins o... first classroom n...		
TEXTBOOKS	Textbooks to be determined	AVAILABILITY	
		Status:	Open
		Seats Open:	1/24
		Wait List Open:	10/10

You'll know you've successfully enrolled in the class when you see this message:

**Class has been added to your  
schedule**