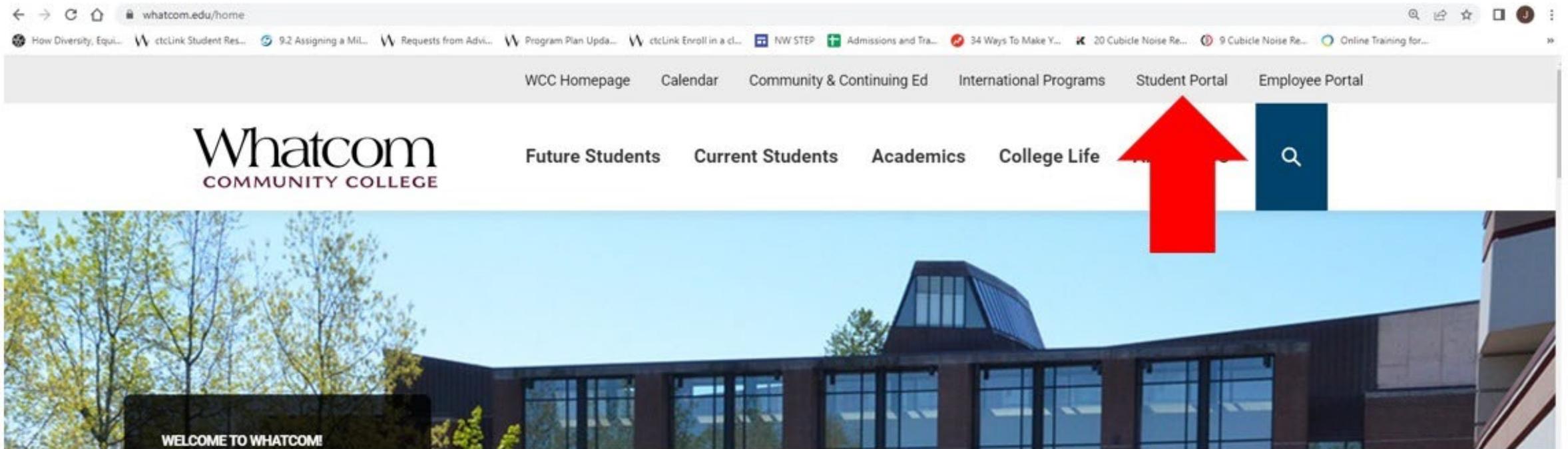


ctcLink

How to add yourself to a waitlist

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 **COMMUNITY COLLEGE** text. Below the header is a grid of ten service tiles:

- ctcLink Login**: Represented by a blue circular icon with a white swirl. A red arrow points to this tile.
- WCC Website**: Represented by a black house icon.
- Canvas**: Represented by a black circular icon with a grid of dots.
- Class Search**: Represented by a black magnifying glass icon.
- Directory**: Represented by a black icon of a book with a person silhouette.
- Calendar**: Represented by a black calendar icon.
- Campus News**: Represented by a black icon of a newspaper.
- Course Catalog**: Represented by a black icon of a book.
- Bookstore**: Represented by a black icon of a stack of books.
- MyWCC**: Represented by a black circular icon with a white swirl.

Step 3: Click on class information

The image shows a screenshot of the Whatcom Community College dashboard. On the left is a dark red navigation sidebar with the college logo and a menu containing: Dashboard, Schedule, Class Information (highlighted with a red arrow), Enrollment, Academics, and Financials. The main content area is titled 'Dashboard' and greets the user 'Hello Jessica!'. It features three tabs: 'General' (selected), 'Academics', and 'Financials'. Below the tabs are four informational cards: 'Messages' (with a red arrow pointing to it), 'To Dos', 'Holds', and 'Wait List FALL 2021'. Each card contains the text 'You have no [category]'. An 'Edit My Dashboard' button is visible in the top right corner.

Step 4: Click on class search and search for the class you want to take.

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`. The page title is "Class Search". On the left is a dark red navigation sidebar for "Whatcom COMMUNITY COLLEGE" with menu items: Dashboard, Schedule, Class Information (expanded), Class Search (checked), Browse Classes, and Course Catalog. The main content area has the heading "Class Search" and the instruction "Select all the required (*) search criteria." Below this are several search criteria fields: "Term:" with a dropdown menu showing "WINTER 2022", "Acad Career" with a dropdown menu, "Subject" with a dropdown menu, "Catalog #", and "Keyword". There is a "More Filters" button with a red "1" badge. At the bottom of the search criteria are two buttons: a dark red "Search" button and a grey "Reset Filters" button. Two red arrows are overlaid on the image: one points down to the "Class Search" heading, and another points left to the "Search" button.

Step 5: Check the class status

Class Search

Select all the required (*) search criteria.

Term: **SPRING 2022** Acad Career: **Undergraduate** Subject: **Anthropology** Catalog # Keyword More Filters **3**

Search Reset Filters

Show Open Classes Only

Northwest Coast Ethnobotany | ANTH 150

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> OL1-LEC (36043)	-	1	ARR	-	-	Online	04/05 - 06/17	Thomas Lloyd	7/10 0/25

Psychological Anthropology | ANTH 225

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> A-LEC (36046)	-	1	MoWe	1:30 pm	3:50 pm	Laidlaw Center 2...	04/05 - 06/17	Lucinda Almy-Ha...	20/25

This class is full with 3 students on the waitlist. Seven more students can be added to the waitlist.

This class is open with 20 seats available.

Step 6: Click on the class you want to take

csprd.ctclink.us/psprd/EMPLOYEE/PSFT_CS/s/WEBLIB_HCX_CM.H_CLASS_SEARCH.FieldFormula.IScript_Main?subject=ANTH&x_acad_career=UGRD

Whatcom
COMMUNITY COLLEGE

Dashboard
Schedule
Class Information
Class Search ✓
Browse Classes
Course Catalog

Enrollment
Academics
Financials
Admissions
My Information 7
My Profile
Public Links
Full Site

Class Search

Select all the required (*) search criteria.

Term: *
SPRING 2022

Acad Career:
Undergraduate

Subject:
Anthropology

Catalog #

Keyword

More Filters 3

Search

Reset Filters

Show Open Classes Only

Northwest Coast Ethnobotany | ANTH 150

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> OL1-LEC (36043)	-	1	ARR	-	-	Online	04/05 - 06/17	Thomas Lloyd	W 6/10 O 0/25

Psychological Anthropology | ANTH 225

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> A-LEC (36046)	-	1	MoWe	1:30 pm	3:50 pm	Laidlaw Center 218A - ...	04/05 - 06/17	Lucinda Almy-Hamilton	O 20/25



Step 7: Click on the 'enroll' button to add yourself to the waitlist.

Northwest Coast Ethnobotany | ANTH 150

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
OL1-LEC (36043)	-	1	ARR	-	-	Online	04/05 - 06/17	Thomas Lloyd	W 6/10 O 0/25

INFORMATION

Class Number: 36043
Career: Undergraduate
Session: Regular Academic Session
Units: 5 units
Grading: Graded
Description: Study of native plants in Northwest Coast Indian cultures. Includes sessions on plant biology, plant identification, and traditional Indian uses of plants for food, medicine, and materials. Field trips included. (SSd)
Class Attributes: Diversity
Social science
Class Notes: This course is taught online. Access to a computer and access to high-speed internet are required.

DETAILS

Instructor: Thomas Lloyd
Dates: 04/05/2022 - 06/17/2022
Meets: TBA
Instruction Mode: On-line
Room: Online
Location: Main Campus
Components: Lecture Required

TEXTBOOKS

Textbooks to be determined

[Bookstore](#)

AVAILABILITY

Status: Wait List
Seats Open: 0/25
Wait List Open: 6/10

[Share](#) [Add To Planner](#) [Add To Cart](#) [Enroll](#)



Step 8: Check the waitlist box and then click on 'save'.

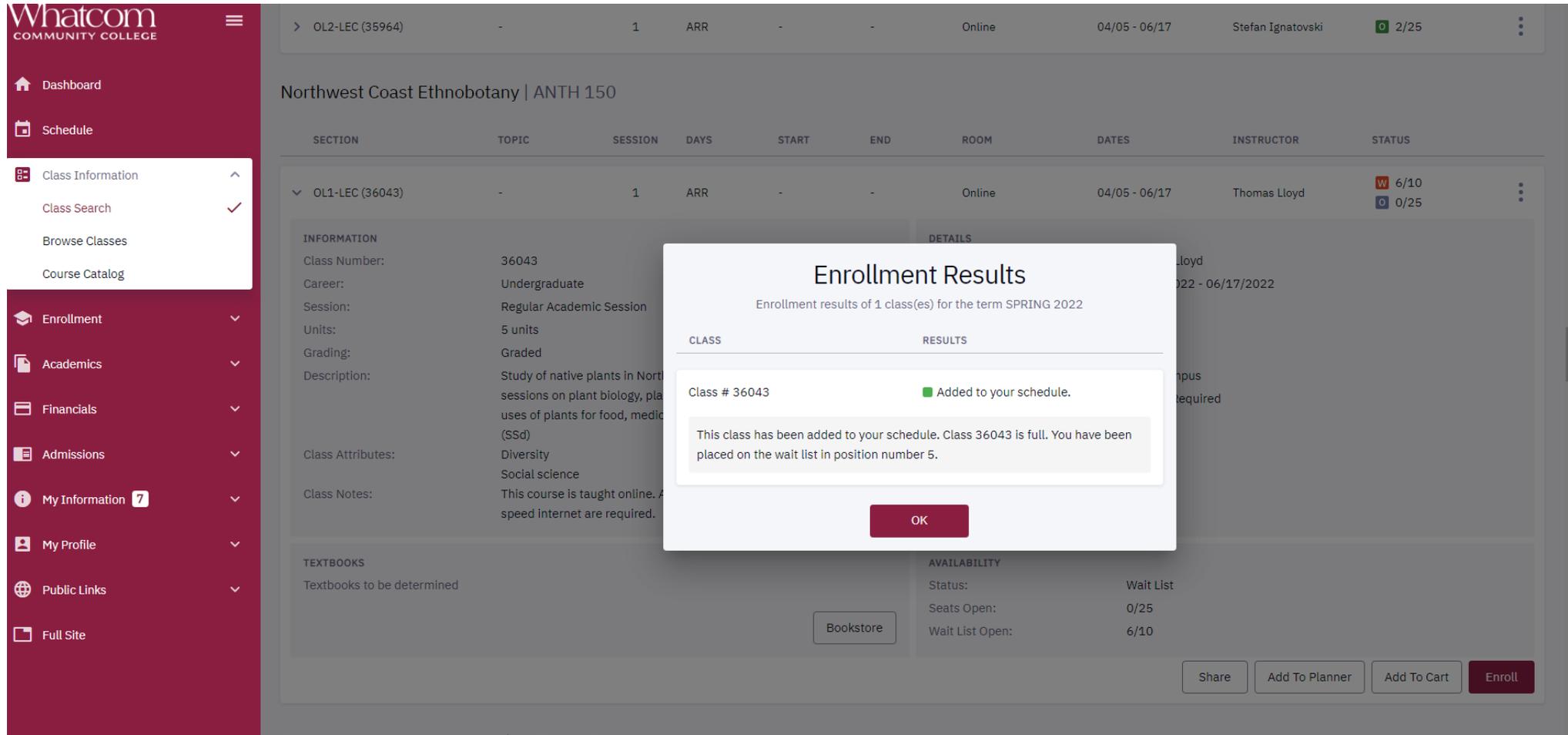
The screenshot shows the Whatcom Community College Class Search interface. The left sidebar contains navigation options: Dashboard, Schedule, Class Information (with a sub-menu for Class Search, Browse Classes, and Course Catalog), Enrollment, Academics, Financials, Admissions, My Information (7), My Profile, and Public Links. The main content area is titled "Class Search" and includes search filters for Term (SPRING 2022), Acad Career (Undergraduate), Subject (Anthropology), and Catalog #. A "Search" button and "Reset Filters" button are present. Below the filters, there is a checkbox for "Show Open Classes Only".

An "Enrollment options" dialog box is overlaid on the screen. It contains the following text and elements:

- Title: "Enrollment options"
- Course Name: "ANTH 150: NW Coast Ethnobotany| OL1 - 36043"
- Field: "Permission Number" (empty)
- Checkbox: "Wait list if class is full" (checked and circled in red)
- Buttons: "Cancel" and "Save" (highlighted with a red arrow)

The background shows a table of class listings. The first listing is for "Northwest Coast Ethnobotany | ANTH 150" with section "OL1-LEC (36043)" and instructor "Thomas Lloyd". The second listing is for "Psychological Anthropology | ANTH 225" with section "A-LEC (36046)" and instructor "Lucinda Almy-Hamilton".

Step 9: You'll know you've successfully been added to the waitlist when you see the message below



The screenshot shows the Whatcom Community College website interface. On the left is a navigation menu with options like Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, My Information, My Profile, Public Links, and Full Site. The main content area displays a table of classes for Northwest Coast Ethnobotany | ANTH 150. A modal window titled "Enrollment Results" is overlaid on the page, showing the following information:

Enrollment Results
Enrollment results of 1 class(es) for the term SPRING 2022

CLASS	RESULTS
Class # 36043	Added to your schedule.

This class has been added to your schedule. Class 36043 is full. You have been placed on the wait list in position number 5.

OK

Background details from the class listing table:

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
OL2-LEC (35964)	-	1	ARR	-	-	Online	04/05 - 06/17	Stefan Ignatovski	2/25
OL1-LEC (36043)	-	1	ARR	-	-	Online	04/05 - 06/17	Thomas Lloyd	W 6/10 O 0/25

Additional details for Class # 36043:

- INFORMATION:** Class Number: 36043, Career: Undergraduate, Session: Regular Academic Session, Units: 5 units, Grading: Graded, Description: Study of native plants in Northwest Coast Ethnobotany sessions on plant biology, plant uses of plants for food, medicine, and other purposes. (SSd)
- Class Attributes:** Diversity, Social science
- Class Notes:** This course is taught online. A high-speed internet are required.
- AVAILABILITY:** Status: Wait List, Seats Open: 0/25, Wait List Open: 6/10

Your waitlist status will be listed on the right-hand side of the dashboard. Or you can click on 'view wait list' from the vertical menu on the left.

The image shows a student dashboard interface. On the left is a vertical navigation menu with the following items: Dashboard, Schedule, Class Information, Enrollment, Enrollment Dates, Planner, Shopping Cart, Drop Classes, Swap Classes, View Wait List (highlighted with a red arrow), and Academics. The main dashboard area is titled 'Hello Whatcom Community!' and has tabs for 'General', 'Academics', and 'Financials'. It contains several widgets: 'Message Center' (no messages), 'Holds' (no holds), 'Student Exams WINTER 2022' (no exams), 'To Dos' (7 items: Apply for Financial Aid, New Student Orientation, English Placement, and a 'View 4 More' link), and 'Wait List WINTER 2022' (no wait-listed classes). A red arrow points to the 'View Wait List' menu item, and another red arrow points to the 'Wait List WINTER 2022' widget.