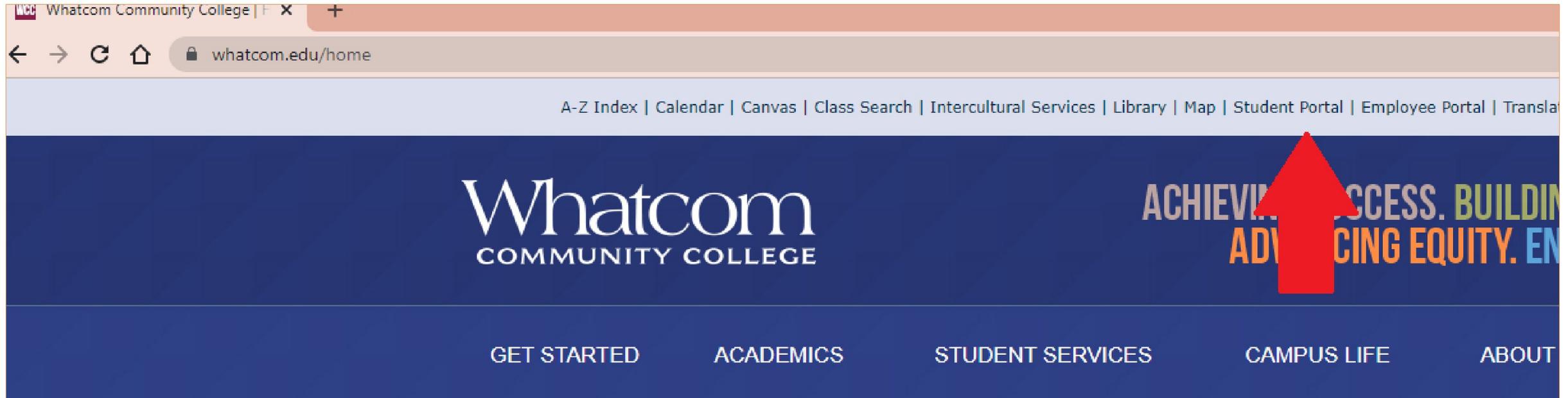


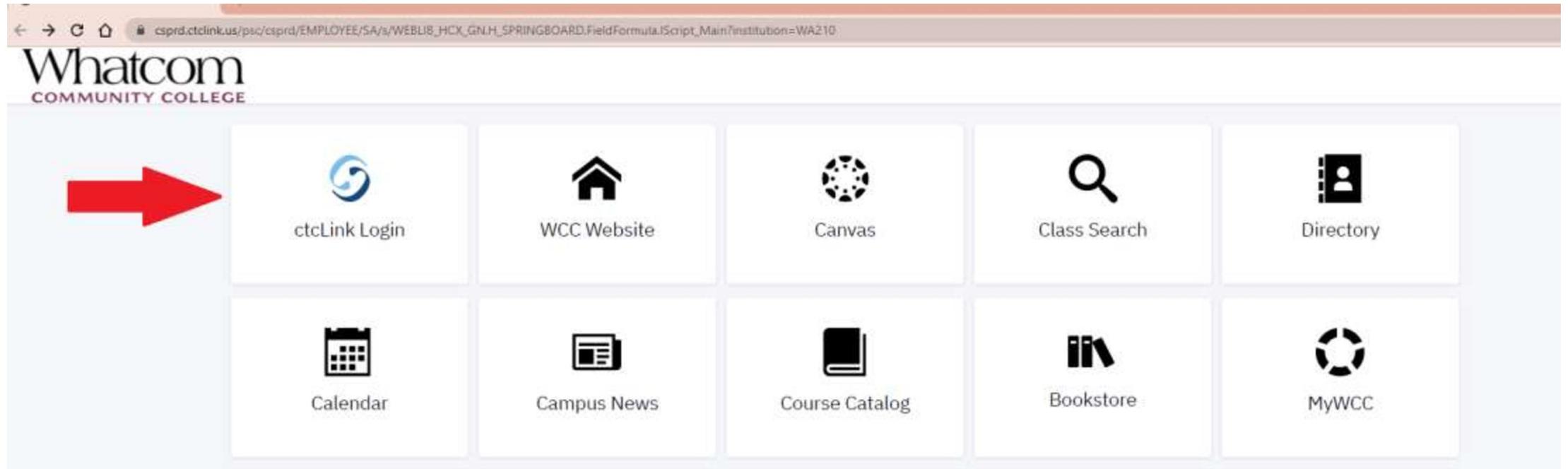
ctcLink

How to add yourself to a waitlist

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



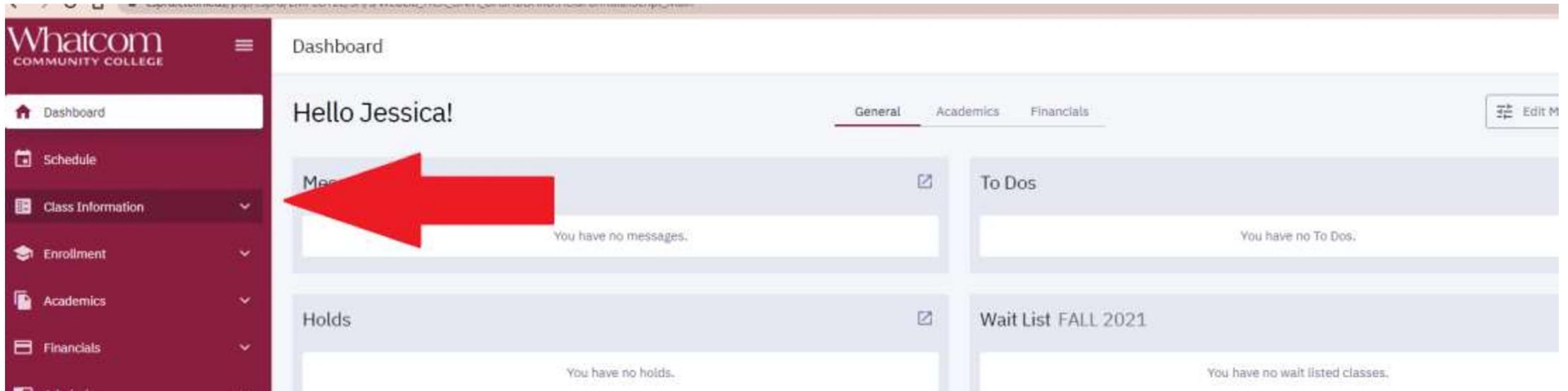
Step 2: Click on ctcLink logo and log-in.



The screenshot shows a web browser window with the URL `csprd.ctclink.us/psc/csprd/EMPLOYEE/SA/s/WEBUI8_HCX_GN.H_SPRINGBOARD.FieldFormula.IScript_Main?institution=WA210`. The page header features the "Whatcom COMMUNITY COLLEGE" logo. Below the header is a grid of ten service tiles. A red arrow points to the "ctcLink Login" tile in the top-left position. 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 shows the Whatcom Community College dashboard. On the left is a dark red navigation sidebar with the college logo at the top. Below the logo are several menu items: 'Dashboard' (with a home icon), 'Schedule' (with a calendar icon), 'Class Information' (with a book icon and a dropdown arrow), 'Enrollment' (with a graduation cap icon and a dropdown arrow), 'Academics' (with a document icon and a dropdown arrow), and 'Financials' (with a wallet icon and a dropdown arrow). The main content area is light blue and titled 'Dashboard'. It greets the user with 'Hello Jessica!' and has three tabs: 'General' (selected), 'Academics', and 'Financials'. There is an 'Edit M' button in the top right. The dashboard is divided into four panels: 'Messages' (with a checkmark icon and the text 'You have no messages.'), 'To Dos' (with the text 'You have no To Dos.'), 'Holds' (with a checkmark icon and the text 'You have no holds.'), and 'Wait List FALL 2021' (with the text 'You have no wait listed classes.'). A large red arrow points from the 'Class Information' menu item in the sidebar to the 'Messages' panel in the main content area.

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

The screenshot shows the 'Class Search' page on the Whatcom Community College website. The browser address bar displays 'cspdr.ctclink.us/psp/csprd/EMPLOYEE/SA/s/WEBLIB\_HCX\_CM.H\_CLASS\_SEARCH.FieldFormula.IScript\_Main'. The page features a dark red sidebar with navigation options: Dashboard, Schedule, Class Information (with a sub-menu), Class Search (checked), Browse Classes, and Course Catalog. The main content area is titled 'Class Search' and includes a prompt: 'Select all the required (\*) search criteria.' Below this are several search criteria fields: 'Term:' with a dropdown menu set to 'WINTER 2022', 'Acad Career' with a dropdown menu, 'Subject' with a dropdown menu, 'Catalog #' with a text input field, and 'Keyword' with a text input field. A 'More Filters' button with a red '1' indicator is also present. 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' title, and another points left to the 'Class Search' menu item in the sidebar.

# 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

The screenshot shows the 'Class Search' page on the Whatcom Community College website. The search criteria are: Term: SPRING 2022, Acad Career: Undergraduate, Subject: Anthropology. The results are displayed in two sections: Northwest Coast Ethnobotany | ANTH 150 and Psychological Anthropology | ANTH 225. A red arrow points to the first class entry in the first section.

**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	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 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 displays the Whatcom Community College Class Search interface. A modal dialog box titled "Enrollment options" is open, showing the course "ANTH 150: NW Coast Ethnobotany| OL1 - 36043". The dialog includes a "Permission Number" input field and a checked checkbox labeled "Wait list if class is full". A red circle highlights the checkbox, and a red arrow points from it to the "Save" button. Another red arrow points from the "Save" button to the "Save" button. The background shows search filters for Term (SPRING 2022), Acad Career (Undergraduate), and Subject (Anthropology). The left sidebar contains navigation options like Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, My Information, My Profile, and Public Links.

Whatcom  
COMMUNITY COLLEGE

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	INSTRUCTOR	STATUS
> OL1-LEC (36043)	-	1	Thomas Lloyd	W 6/10 D 0/25

Psychological Anthropology | ANTH 225

SECTION	TOPIC	SESSION	INSTRUCTOR	STATUS
> A-LEC (36046)	-	1	Lucinda Almy-Hamilton	O 20/25

Enrollment options

ANTH 150: NW Coast Ethnobotany| OL1 - 36043

Permission Number

Wait list if class is full

Cancel

Save

Enroll

Add to Cart

Add to Planner

Share

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

The screenshot displays the Whatcom Community College enrollment interface. A modal window titled "Enrollment Results" is centered on the screen, showing the following information:

- Enrollment Results**
- Enrollment results of 1 class(es) for the term SPRING 2022.
- CLASS**: 36043
- RESULTS**: Added to your schedule.
- Message: "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** button

The background interface shows the course details for "Northwest Coast Ethnobotany | ANTH 150". The course is currently full, with 0/25 seats open and 6/10 waitlist spots. The enrollment status is "Wait List".

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	6/10 0/25

**INFORMATION**

Class Number: 36043  
Class: Undergraduate  
Session: Regular Academic Session  
Units: 5 units  
Grading: Graded  
Description: Study of native plants in Northwest Coast ethnobotany, plant uses of plants for food, medicine (SSd)  
Class Attributes: Diversity  
Social science:  
Class Notes: This course is taught online. High speed internet are required.

**TEXTBOOKS**

Textbooks to be determined

**AVAILABILITY**

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

Buttons: Bookstore, Share, Add To Planner, Add To Cart, Enroll

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, and Academics. A red arrow points from the 'View Wait List' menu item to the right. The main dashboard area is titled 'Hello Whatcom Community!' and has tabs for 'General', 'Academics', and 'Financials'. It contains several widget panels: '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'. A red arrow points down to the 'Wait List WINTER 2022' widget.