



## Enroll in a Class (mobile friendly)

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You may need to scroll to see all information.*



**SEATTLE COLLEGES**  
Central • North • South

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SEATTLE CENTRAL  
COLLEGE

Current Students

International

Employees

Community

Donors



About - Programs - Enrollment & Funding - Campus Life -



NORTH SEATTLE  
COLLEGE

Students

International

Employees

Community

Donors



About - Programs - Enrollment & Funding - Student Services - Campus Life -



SOUTH SEATTLE  
COLLEGE

Students

International

Employees

Community

Donors



About - Programs - Enrollment & Funding - Student Services - Campus Life -

## Step 1:

Open a browser and go to your campus website.  
Click on **Students** or **Current Students**.

[www.seattlecentral.edu](http://www.seattlecentral.edu) | [www.southseattle.edu](http://www.southseattle.edu) | [www.northseattle.edu](http://www.northseattle.edu)

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# Students



A grid of application icons for students. The icons are arranged in three rows and four columns. The first row contains ctcLink, Canvas, Starfish, and MyNorth. The second row contains MySeattleColleges Login, Office 365, Library, and Calendar. The third row contains Class Schedule, Student Handbook, and Virtual Assistance. The Class Schedule icon is highlighted with a red box and a red arrow pointing to it.

ctcLink

Canvas

Starfish

MyNorth

MySeattleColleges Login

Office 365

Library

Calendar

Class Schedule

Student Handbook

Virtual Assistance

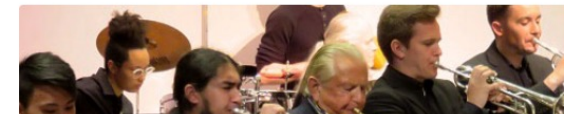
## Latest from North Seattle



2021 Graduation and Juneteenth Celebration



Crawford Appointed President of North Seattle College



**Step 2:** Click the Class Schedule icon.



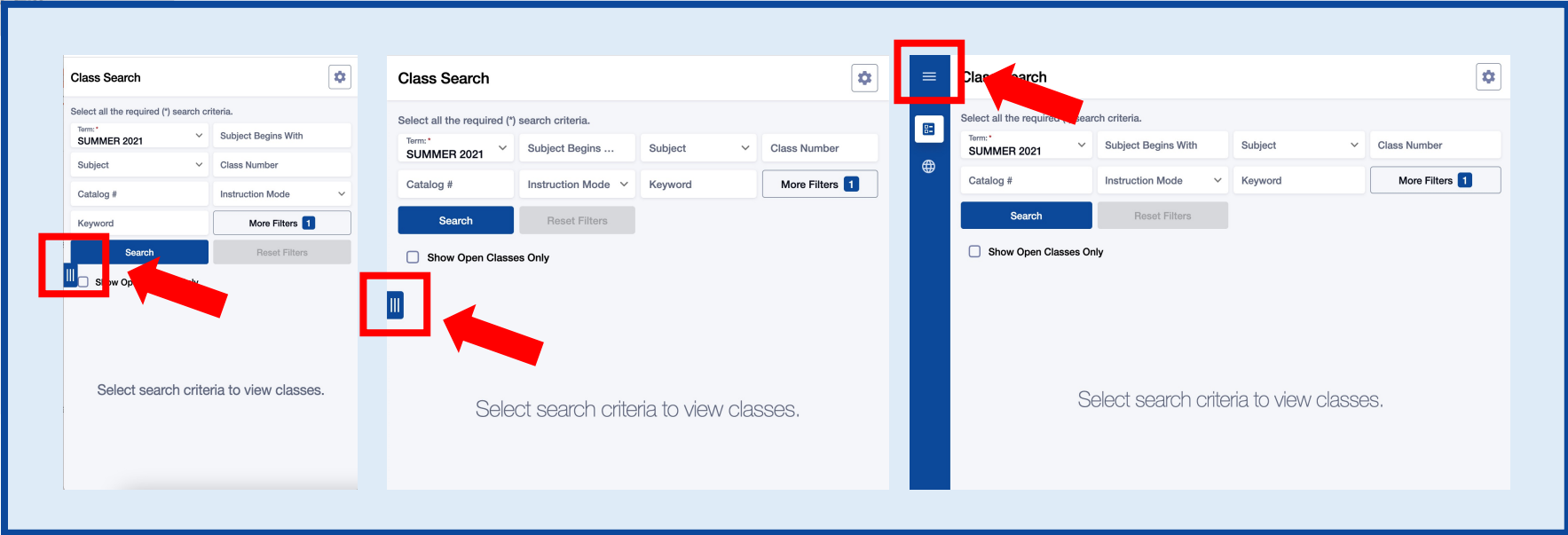
*Menu icon is always on the left.*

Select all the required (\*) search criteria.

Term: \* SUMMER 2021 Acad Career Subject \* Catalog # Keyword More Filters 1

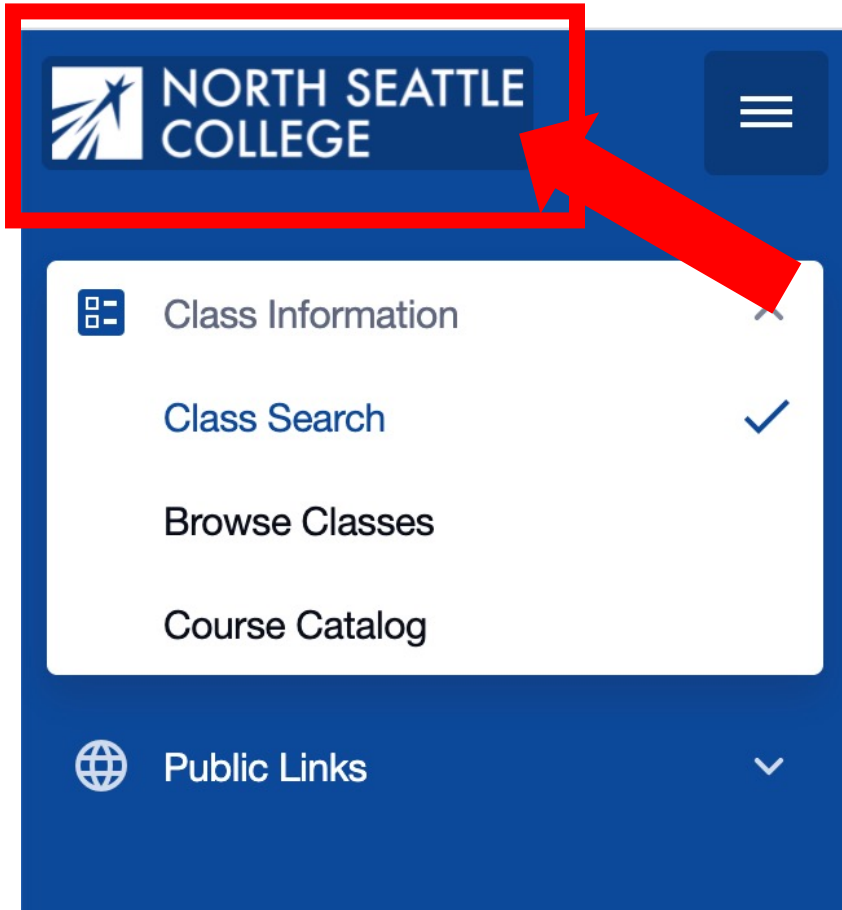
Search

Show Open Classes Only

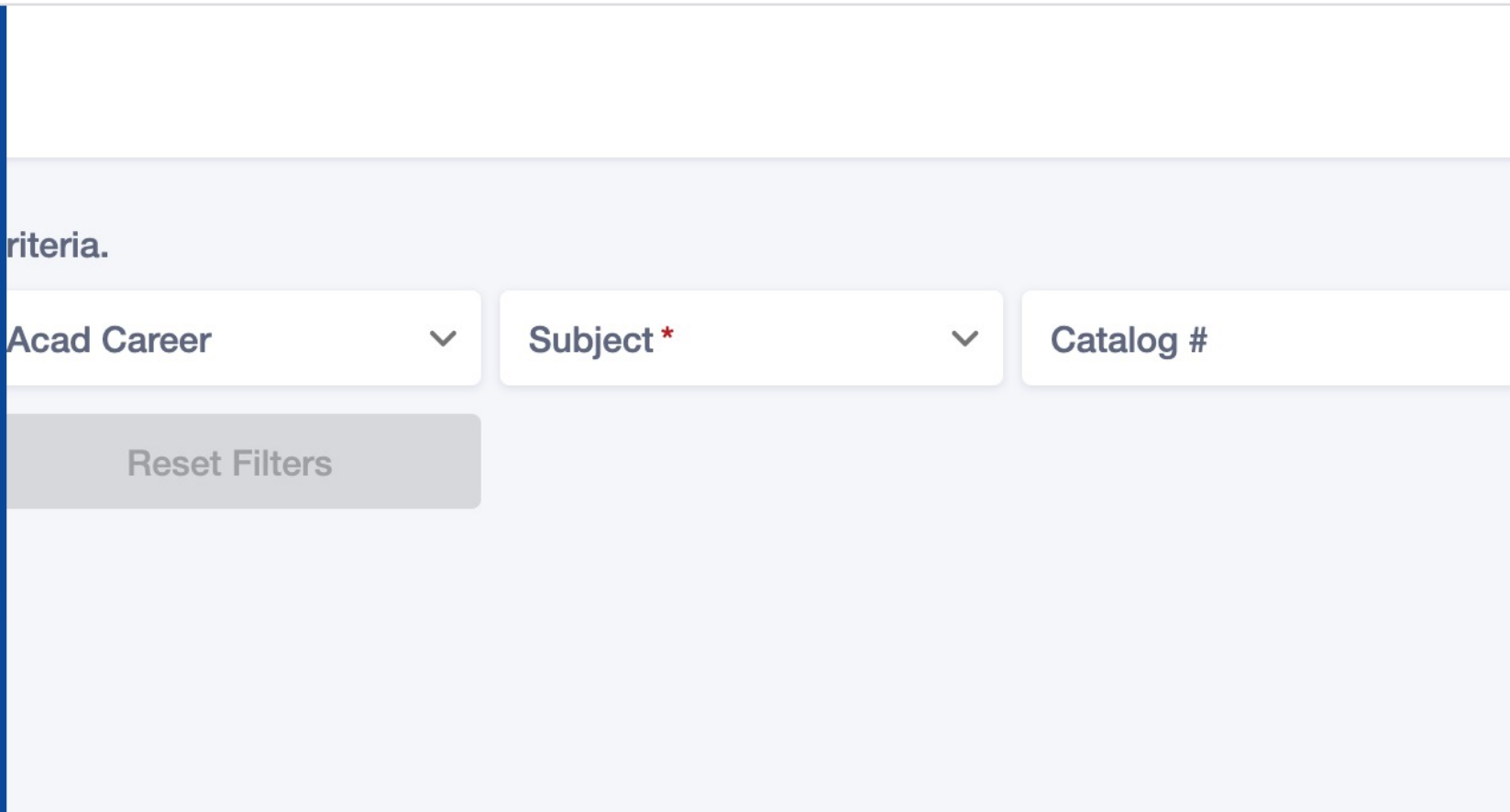


**Step 3:** Click the 3-line menu (hamburger button) on the left.

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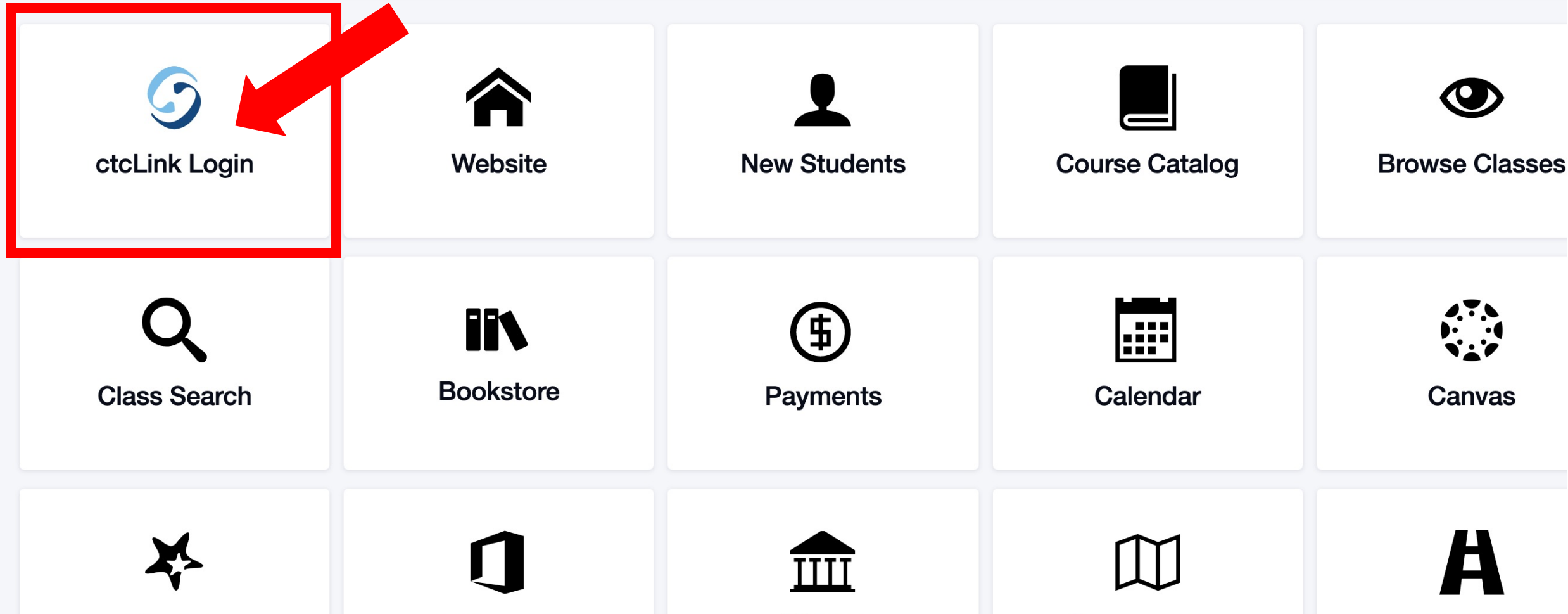
The image shows a screenshot of the North Seattle College website header. The header is dark blue and contains the college logo on the left, which consists of a stylized white starburst icon and the text "NORTH SEATTLE COLLEGE". To the right of the logo is a white hamburger menu icon. Below the logo and menu icon is a white dropdown menu with a blue border. The menu items are "Class Information" (with a grid icon and a downward arrow), "Class Search" (with a checkmark icon), "Browse Classes", and "Course Catalog". At the bottom of the menu is a "Public Links" section with a globe icon and a downward arrow. A red rectangular box highlights the logo and the text "NORTH SEATTLE COLLEGE". A red arrow points from the bottom right corner of this box towards the "Class Search" menu item.



The image shows a screenshot of the search filters section of the website. It features a light gray background. At the top, there is a section labeled "Criteria." followed by a search input field. Below this are three filter buttons: "Acad Career" with a downward arrow, "Subject\*" with a downward arrow, and "Catalog #". Below these buttons is a gray button labeled "Reset Filters".

**Step 4:** Click the college logo.

*Page displays differently depending on the size of the screen. You may need to scroll to see all information.*



**Step 5:** Click ctcLink Login.

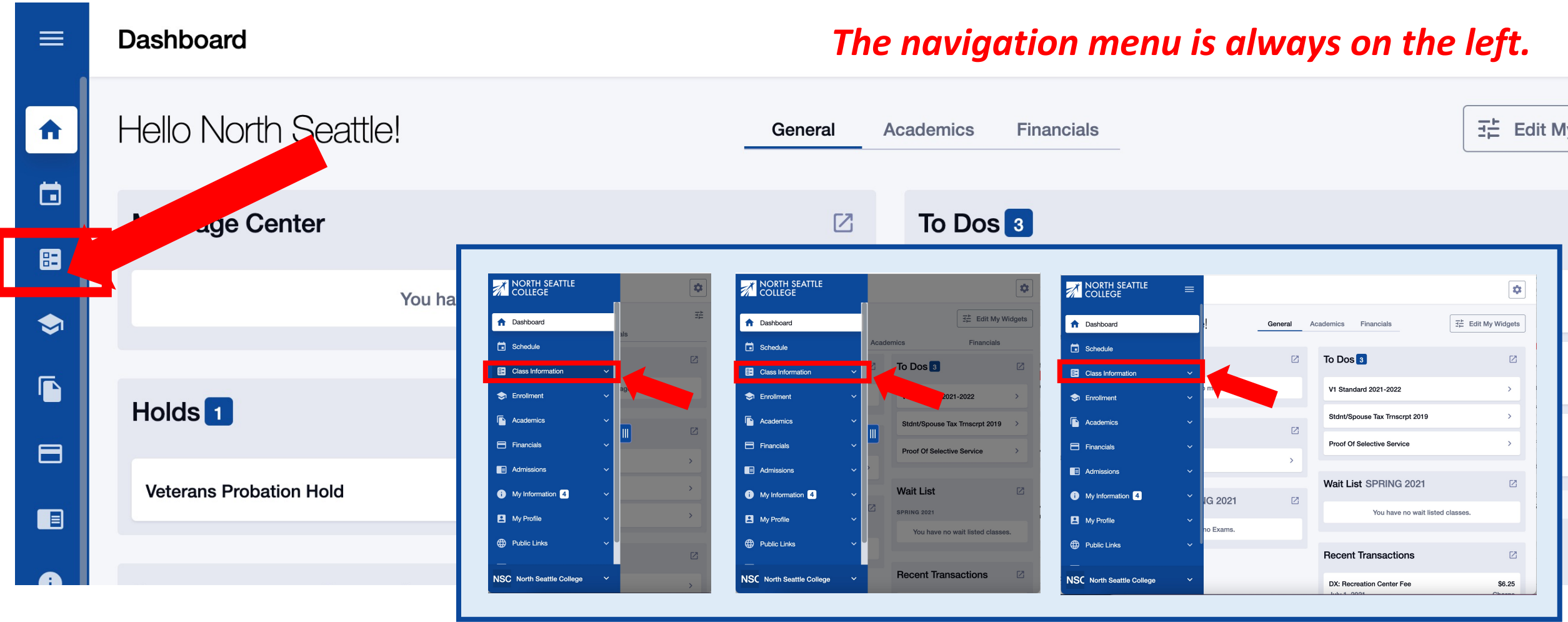
The screenshot shows the ctcLink login interface for Washington State Community and Technical Colleges. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The main form area has a red box around the "ctcLink ID" input field. Below the input field is a "Remember me" checkbox. A large red arrow points to the "Next" button. At the bottom of the form are links for "Password Help", "How to Enable Screen Reader Mode", and "Activate Your Account".

The screenshot shows the ctcLink login interface for Washington State Community and Technical Colleges. At the top is the ctcLink logo. Below it is a circular icon with a lock and "\*\*\*\*". The text "Enter Your Password" is centered. The main form area has a red box around the "Password" input field. A large red arrow points to the "Verify" button. At the bottom of the form are links for "How to Enable Screen Reader Mode", "Activate Your Account", and "Back to sign in".

- Step 6:** Log in to your account.
- a) Enter your ctcLink ID and click **Next**.
  - b) Enter your ctcLink password and click **Verify**.



*The navigation menu is always on the left.*



**Step 7:** Click the **Class Information** icon in the left navigation bar to expand the menu. You can expand the menu at any time using the menu icon.



Page displays differently depending on the size of the screen. You may need to scroll to see all information.

The screenshot shows the North Seattle College student portal. The left sidebar is dark blue with white text and icons. The main content area is light blue with a white header for navigation tabs. A red box highlights the 'Class Search' link in the sidebar, with a red arrow pointing to it. The 'To Dos' section on the right lists three items: 'V1 Standard 2021-2022', 'Stdnt/Spouse Tax Trnsript 2019', and 'Proof Of Selective Service'.

Click **Class Search** to search for a class by *Subject*, *Keyword*, *Instructor Last Name*, *Time*, *Days*, *Instruction Mode*, and many other criteria.

**Step 8:** Use **Browse Classes** to see all classes by *Term* and *Subject*.

*Page displays differently depending on the size of the screen. You may need to scroll to see all information.*

The screenshot shows a 'Class Search' interface. At the top left is a blue sidebar with navigation icons. The main area has a search bar with the following criteria: Term: \* SUMMER 2021, Acad. C... Graduate, Subject: \* Biology (CCN), Catalog #, and Keyword. A 'Search' button is highlighted with a red box and a red arrow pointing to it. Below the search bar is a 'Reset Filters' button. Underneath, there is a checkbox labeled 'Show Open Classes Only' which is currently unchecked. A red arrow points to this checkbox. To the right of the checkbox, there is a 'More Filters' button with a blue badge containing the number '3'. A red arrow also points from the top of the search bar area towards the 'Show Open Classes Only' checkbox.

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**.  
Leave it unchecked to see open and closed (full) classes.*

Use the options and additional filters to narrow your search. Then click **Search**.

**Step 9:** Check the **Show Open Classes Only** box to see only Open Classes. Don't check this box if you want to add yourself to the Waitlist of a full class.

*Page displays differently depending on the size of the screen. You may need to scroll to see all information.*





SUMMER 2021

Search Reset Filters

Show Open Classes Only

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Biology Of The Pacific Northwest | BIOL 125

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> D01-LEC (4556) 	-	1	ARR	-	-	Online	06/28 - 08/20	Elizabeth Goulet	 15/30 
> D01L-LAB (4557)	-	1	ARR	-	-	Online	06/28 - 08/20	Elizabeth Goulet	

Enroll  
Add to Cart  
Add to Planner  
Share

Review the course/class options. Pay attention to the **Section** name: **LEC** = Lecture and **LAB** = Laboratory/Studio. Click on the class section to see more information about it, including special registration instructions, class notes, and textbook information. You can enroll or take other actions from the expanded view.

**Step 10:** You can also click the **3-dot menu** on the right to take quick action.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.

The screenshot shows a course page for V1-LEC (2277). The page is divided into several sections:

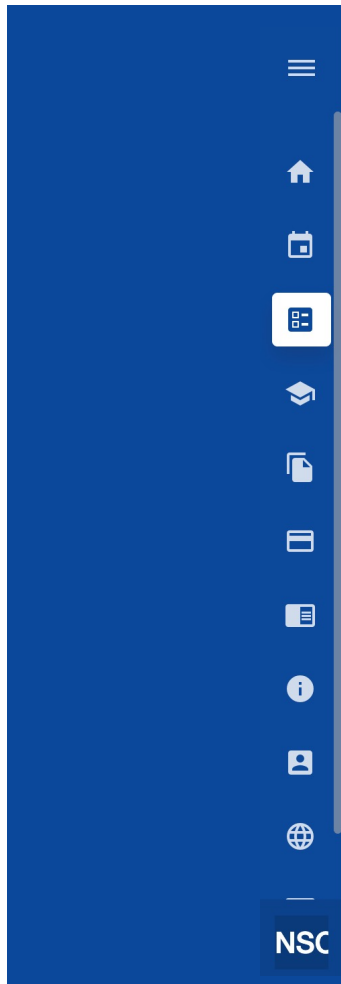
- INFORMATION:** Class Number: 2277, Career: Undergraduate, Session: Regular Academic Session, Units: 5 units, Grading: Graded, Description: English 101 is a college-level writing course that emphasizes academic writing and major strategies of reading and writing analytically. Writing assignments focus on engaging with and responding to a variety of texts. Instruction encourages students to develop, through revision and reflection,...
- Enrollment Requirements:** This section of ENGL& 101 requires enrollment in ENGL 99 (class number 2273). Add both classes to your shopping cart before submitting the enrollment transaction. ENGL 098 with gpa of 2.0 or higher or placement.
- DETAILS:** Instructor: Justina Rompogren, Dates: 06/28/2021 - 08/19/2021, Meets: Tu 10:50am - 12:20pm, Instruction Mode: Optional - F2F or OL, Room: Virtual, Location: Virtual, Components: Lecture Required
- TEXTBOOKS:** Special Instructions: SEE NSC BOOKSTORE FOR INFORMATION
- AVAILABILITY:** Status: Open, Seats Open: 15/25, Wait List Open: 15/15

At the bottom right, there are four buttons: Share, Add To Planner, Add To Cart, and Enroll. The Enroll button is highlighted with a red box.

## Step 11:

Review the *Enrollment Requirements*. Some classes require you to enroll in two courses at the same time. If so, put both classes in your *Shopping Cart* (click **Add to Cart**) and go to Step 15. To enroll now, click **Enroll** and go to the next slide.

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**Related Classes** ✕

**BIOL 125 - Biology Of The Pac Nw**

**SELECTED CLASS**

Class #:	4556 (D01)	Room:	Online
Section:	D01	Start:	-
Days:	-	End:	-
Instructor:	Elizabeth Goulet	Status:	Wait List

**Select Laboratory section (Required)**

CLASS #	SECTION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS	
LAB (4557)	D01L	-	-	-	Online	Elizabeth Goulet	! 1/25	<input checked="" type="radio"/>

You may be prompted to choose the Lab/Studio section. If so, check the option button next to your preferred Lab/Studio section and click **Continue**.

**Step 12:** If NOT prompted to choose a Lab/Studio section, go to **Step 13**.

*Page displays differently depending on the size of the screen. You may need to scroll to see all information.*

INFORMATION

Class Number: 4556

Career: Undergraduate

Session: Regular Academic Session

Units: 5 units

Grading: Graded

Description: Discover fundame through readings, course fulfills the

Class Attributes: Natural World La

TEXTBOOKS

Special Instructions: Please see NSC

DETAILS

Instructor: Elizabeth Goulet

Dates: 06/28/2021 - 08/20/2021

Meets: TBA

**Enrollment options**

BIOL 125: Biology Of The Pac Nw| D01 - 4556

Permission Number

Wait list if class is full

Cancel Save

D01L-LAB (4557) - 1 ARR - - ne 06/28 - 08/20 Elizabeth

END OF SEARCH RESULTS

*Please note:*

- **Permission Numbers may or may not be required for a class.**
- *If you don't think you need one but actually do, the next step will show an error and inform you a permission number is needed.*
- *Some classes may require you to EDIT the class to enter the permission number.*
- *Don't hesitate to reach out for help.*

**Step 13:** Select if you want to be added to the **Waitlist** and/or enter a **Permission Number** if required. Then click **Save**.

graduate  
ar Academic  
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ver fundam  
gh readings  
e fulfills the  
al World La  
e see NSC

Instructor: Elizabeth Goulet  
Dates: 06/28/2021 - 08/20/2021  
Master: TBA

## Enrollment Results

Enrollment results of 1 class(es) for the term SUMMER 2021

CLASS	RESULTS
Class # 4556	<span style="color: green;">■</span> Added to your schedule.

This class has been added to your schedule. Class 4556 is full. You have been placed on the wait list in position number 12.

OK

Class # 4805 ■ Error

Unable to add this class - requisites have not been met. MATH 098 with a 2.0 or better.

Class # 6973 ■ Added to your schedule.

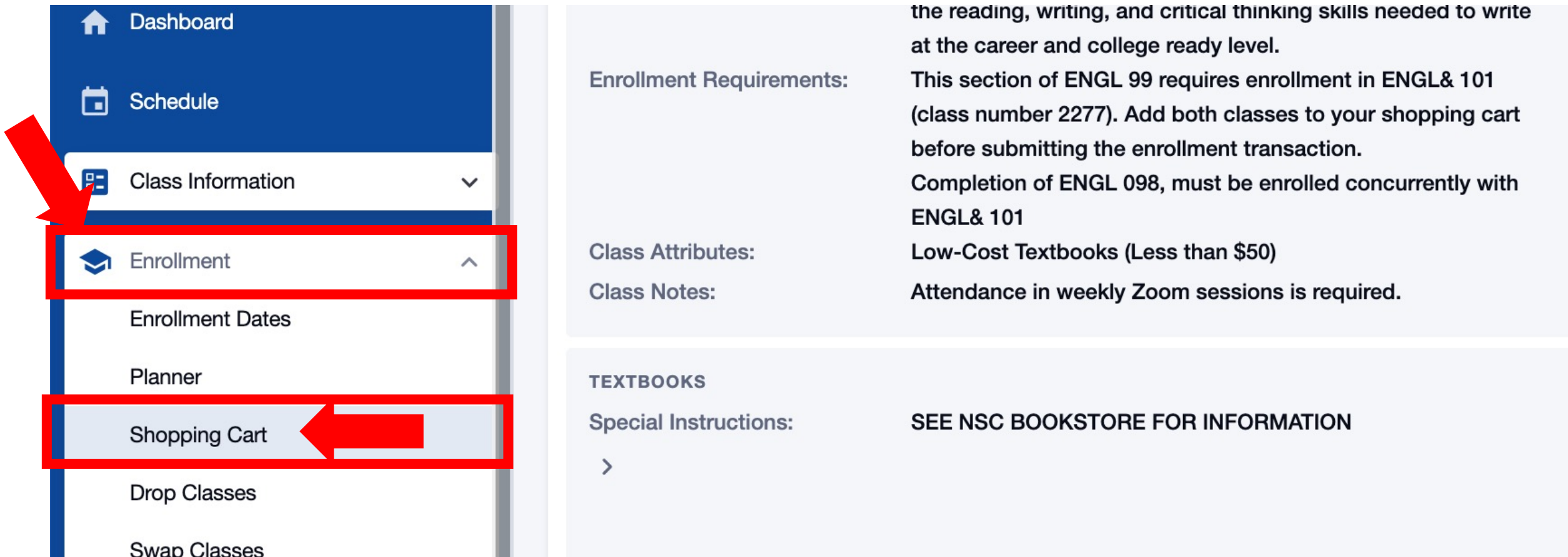
This class has been added to your schedule.

Review the **Enrollment Results** to confirm you've been added to the class. A green results box = Success! Red = Error.

**Step 14:** If you've been added to the **Waitlist**, you'll see your position number here. Click **OK** to exit out of this page.



*Page displays differently depending on the size of the screen. You may need to scroll to see all information.*



The image shows a screenshot of a course page. On the left is a navigation bar with a blue header and white background items. The items are: Dashboard (with a home icon), Schedule (with a calendar icon), Class Information (with a document icon and a dropdown arrow), Enrollment (with a graduation cap icon and an up arrow, highlighted with a red box), Enrollment Dates, Planner, Shopping Cart (with a cart icon, highlighted with a red box and a red arrow pointing left), Drop Classes, and Swap Classes. A red arrow also points to the Enrollment dropdown menu. The main content area on the right is divided into sections: Enrollment Requirements (with text about ENGL 99, ENGL& 101, and ENGL 098), Class Attributes (Low-Cost Textbooks), Class Notes (Attendance in weekly Zoom sessions), TEXTBOOKS (SEE NSC BOOKSTORE FOR INFORMATION), and Special Instructions (SEE NSC BOOKSTORE FOR INFORMATION).

Dashboard

Schedule

Class Information

Enrollment

Enrollment Dates

Planner

Shopping Cart

Drop Classes

Swap Classes

Enrollment Requirements: the reading, writing, and critical thinking skills needed to write at the career and college ready level. This section of ENGL 99 requires enrollment in ENGL& 101 (class number 2277). Add both classes to your shopping cart before submitting the enrollment transaction. Completion of ENGL 098, must be enrolled concurrently with ENGL& 101

Class Attributes: Low-Cost Textbooks (Less than \$50)

Class Notes: Attendance in weekly Zoom sessions is required.

TEXTBOOKS

Special Instructions: SEE NSC BOOKSTORE FOR INFORMATION

**Step 15:** To enroll in classes in your Shopping Cart, select Shopping Cart from the Enrollment dropdown in the left navigation bar.

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**NORTH SEATTLE COLLEGE**

Shopping Cart

Term: SUMMER 2021

Schedule Add Class

Delete Validate Enroll

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	ENROLL
> ACCT& 201 D1-LEC (8096)	Principles Of Accounting I	-	-	-	Staff	5	C 35/35	<input type="checkbox"/>
> CHEM& 139 V02-LEC (4805)	General Chemistry Prep	We	9:30 am	10:20 am	Kalyn Owens	5	O 15/30	<input type="checkbox"/>
> ENGL 99 V1-LEC (2273)	Support For Engl& 101	Tu	9:10 am	10:40 am	Justina Rompo...	5	O 16/25	<input checked="" type="checkbox"/>
> ENGL& 101 V1-LEC (2277)	English Composition I	Tu	10:50 am	12:20 pm	Justina Rompo...	5	O 15/25	<input checked="" type="checkbox"/>
> ENGL& 101 D2-LEC (2283)	English Composition I	ARR	-	-	Cathryn Cabral	5	O 3/25	<input type="checkbox"/>

**Step 16:** Check the boxes for the classes in which you want to enroll. Then click Enroll.

*Page displays differently depending on the size of the screen. You may need to scroll to see all information.*

The screenshot shows a user interface for managing classes. On the left is a blue navigation sidebar with categories like 'Class Information', 'Enrollment', 'Academics', 'Financials', 'Admissions', and 'My Information'. The main area displays a list of classes with details like course number, name, and status. A white modal window titled 'Enrollment Results' is centered on the screen, showing 'Enrollment results of 2 class(es) for the term SUMMER 2021'. It contains a table with columns 'CLASS' and 'RESULTS'. Two rows are visible, both showing a green status and a success message. A red arrow points to a blue 'OK' button at the bottom of the modal.

CLASS	RESULTS
Class # 2211	Added to your schedule. This class has been added to your schedule.
Class # 2215	Added to your schedule. This class has been added to your schedule.

Review the **Enrollment Results** to confirm you've been added to the class. A green results box = Success! Red = Error.

**Step 17:** If you've been added to the **Waitlist**, you'll see your position number here. Click OK to exit out of this page.