



Join a Preferred Class Waitlist

Already enrolled in a class but prefer to take a section that is already full.



SEATTLE COLLEGES
North • Central • South

This guide shows students how to use the **Swap** feature in the class schedule.

- It's for students who need/want to take a specific course, but their preferred class-section (day, time, modality) is already full.
- It shows how to add yourself to the Waitlist of the preferred class, while remaining enrolled in the second-best class option.
- Using Swap guarantees that
 - If the preferred class remains full, you've still got a spot in another class.
 - If the preferred class has an opening for your waitlist position, you'll be added to it and removed from your "second-best" class option.

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



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App

Step 1:

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

www.seattlecentral.edu | www.southseattle.edu | www.northseattle.edu

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

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

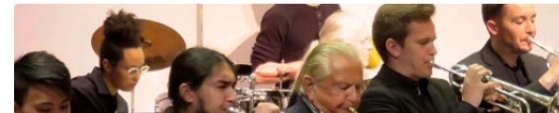
Latest from North Seattle



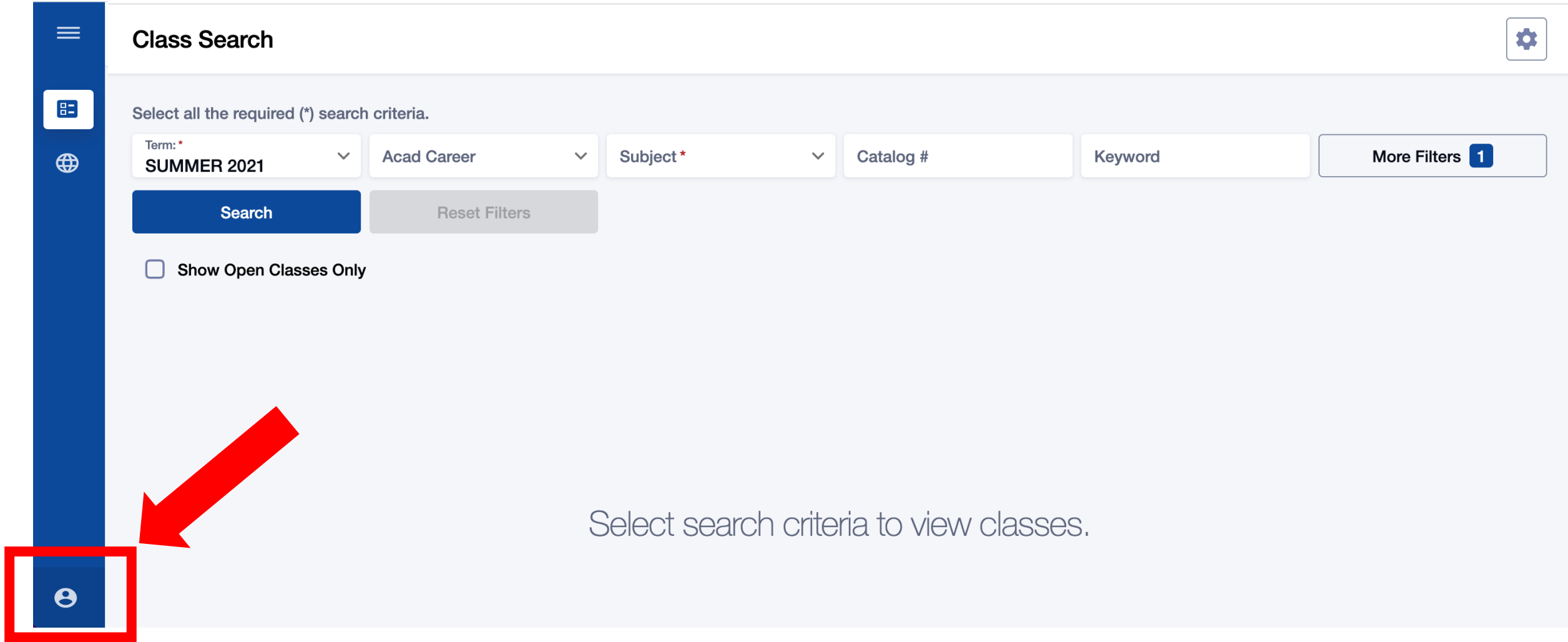
2021 Graduation and Juneteenth Celebration



Crawford Appointed President of North Seattle College



Step 2: Click the Class Schedule icon.



Class Search

Select all the required (*) search criteria.

Term: *
SUMMER 2021

Acad Career

Subject *

Catalog #

Keyword

More Filters 1

Search

Reset Filters

Show Open Classes Only

Select search criteria to view classes.

Step 3: Click the profile icon at the bottom left.

ctcLink

Washington State Community and Technical Colleges

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

Step 4: Enter your ctcLink ID and password. Then click **Sign In**.

Principles of Accounting I | ACCT& 201

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	OPEN/TOTAL	INSTRUCTION MODE
> 10L-LEC (28	1	ARR	-	-	Online	William Berry	01/02 - 03/20	5	W 3/10 O 0/30	On-line
> 20L-LEC (2831	1	ARR	-	-	Online	William Berry	01/02 - 03/20	5	W 3/10 O 0/30	On-line
✓ 3F2F-LEC (28318)	1	TuTh	10:30 am	12:50 pm	SC - BE - G...	Qing Kovarik	01/02 - 03/20	5	O 27/32	In Person

INFORMATION

Class Number: 28318

Career: Undergraduate

DETAILS

Instructor: Qing Kovarik

Dates: 01/02/2024 - 03/20/2024

Enroll in an open class-section of the course you need to take. It should be one that fits into your schedule; think of it as your *second-best* option. This step is critical.

Step 5: How to enroll? [Check out this helpful guide](#) or visit www.seattlecolleges.edu/ctclink/ctclink-students/ctclink-help-resources-students.

Principles of Accounting I | ACCT& 201

SECTION	SESSION
> 10L-LEC (28316)	1
> 20L-LEC (28317)	1
> 3F2F-LEC (28318)	1
> C01-LEC (20763)	OEE

Principles of Accounting II | ACCT& 202

SEATTLE CENTRAL COLLEGE

- Dashboard
- Schedule
- Class Information
- Enrollment**
 - Enrollment Dates
 - Planner
 - Shopping Cart
 - Swap Classes
- Academics

Principles of Accounting I | ACCT& 201

SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	OPEN/TOTAL	IN
1	ARR	-	-	Online	William Berry	01/02 - 03/20	5	W 3/10 O 0/30	On
1	ARR	-	-	Online	William Berry	01/02 - 03/20	5	W 3/10 O 0/30	On
1	TuTh	10:30 am	12:50 pm	SC - BE - G...	Qing Kovarik	01/02 - 03/20	5	O 27/32	In

28318
Undergraduate
Regular Academic Session
5 units
Guided

Defines basic accounting concepts, principles and procedures for recording business transactions and developing financial accounting reports. Recommended: ACCT 110 or sophomore standing (S).

DETAILS
Instructor: Qing Kovarik
Dates: 01/02/2024 - 03/20/2024
Meets: TuTh 10:30am - 12:50pm
Instruction Mode: In Person
Room: SC - BE - General Cls - BE4106
Topic: Arranged
Location: Main Campus - Broadway
Components: Lecture Required

Step 6: Click the **Enrollment** icon in the left navigation bar to expand the menu. Then click **Swap Classes**.

Swap Classes

Term: WINTER 2024

Select a class to swap

CLASS	DESCRIPTION	UNITS	
ACCT& 201 LEC-3F2F (28318)	Principles of Accounting I	5	Swap This Class ^

With class from Search

With class from Planner

With class from Shopping Cart

With class from Class Number

Click **Swap This Class** for the class you would like to “swap”.

Step 7: If you know the *Class Number* or have the class in your *Shopping Cart*, those options are easiest. If not, select **With class from Search**.

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

Show Open Classes Only

Principles of Accounting I | ACCT& 201

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	OPEN/TOTAL	INSTRUCTION MODE	
> 1OL-LEC (28316)	1	ARR	-	-	Online	William Berry	01/02 - 0...	5	4/10 0/30	On-line	Swap
> 2OL-LEC (28317)	1	ARR	-	-	Online	William Berry	01/02 - 0...	5	6/10 0/30	On-line	Swap
> 3F2F-LEC (283...	1	TuTh	10:30 am	12:50 pm	SC - BE -...	Qing Kovarik	01/02 - 0...	5	27/32	In Person	Swap
> C01-LEC (20763)	OEE	ARR	-	-	Self-Paced	William Berry	01/02 - 0...	5	33/35	Other	Swap

Step 8: Find the class you prefer to take and click Swap.

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

Swap Classes > Class Search

Enrollment options

ACCT& 201: Principles of Accounting II 20L - 28317

Permission Number

Wait list if class is full

Cancel Save

Step 9: Check the option box **Wait list if class is full**. Then click **Save**.

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

Swap Classes > ... > Swap confirmation

You are replacing this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
ACCT& 201-3F2F (28318)	Principles of Accounting I (Lecture)	Q. Kovarik	5	Enrolled

With this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
ACCT& 201-2OL (28317)	Principles of Accounting I (Lecture)	W. Berry	5	Wait List

Cancel Confirm

Step 10: Review your selection and click Confirm.

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

The image shows two views of the Seattle Central College enrollment system. On the left is the 'Schedule' view, and on the right is the 'Drop Classes' view. A red box highlights the 'Schedule' link in the left-hand navigation menu. Another red box highlights the 'Drop Classes' option in the 'Class Information' dropdown menu. Red arrows point to the 'Download (.ics)' button, the waitlist position icon (a calendar with a number) in the class list, and the 'Drop' button in the top right corner of the 'Drop Classes' view.

Schedule View:

CLASS	DESCRIPTION	INSTRUCTOR	START	END	DATES	ROOM	WAIT LIST POSITION	UNITS
ACCT& 201 20L-LEC (28317)	Principles of Accounting I	William Berry	-	-	01/02 - 03/20	Online	5	5

Tuesday:

CLASS	DESCRIPTION	INSTRUCTOR	START	END	DATES	ROOM	WAIT LIST POSITION	UNITS
ACCT& 201 3F2F-LEC (28318)	Principles of Accounting I	Qing Kovarik	10:30 am	12:50 pm	01/02 - 03/20	SC - BE - General Cls - BE4106	-	5

Thursday:

CLASS	DESCRIPTION	INSTRUCTOR	START	END	DATES	ROOM	WAIT LIST POSITION	UNITS
ACCT& 201 3F2F-LEC (28318)	Principles of Accounting I	Qing Kovarik	10:30 am	12:50 pm	01/02 - 03/20	SC - BE - General Cls - BE4106	-	5

Drop Classes View:

Term: WINTER 2024 Enrolled Units: 5

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
ACCT& 201 20L-LEC (28317)	Principles of Accounting I	ARR	-	-	Online	William Berry	5	5
ACCT& 201 3F2F-LEC (28318)	Principles of Accounting I	TuTh	10:30 am	12:50 pm	SC - BE - General Cls - BE4106	Qing Kovarik	5	5

Step 11: You can view the classes your enrolled in/waitlisted for in the **List View** of your **Schedule**, or by viewing them in the **Drop Classes** area of the **Enrollment** menu. In both areas, you can see your Waitlist position for the preferred class.

Step 12:

What happens next?

Students on the waitlist will be added to the class in the order of their waitlist position.

If there is an opening in the class for your waitlist position, you will automatically be enrolled in the preferred class section and removed from the original class section.

If there are not enough openings in the preferred class, you will remain enrolled in the original class section.