



A Quick Guide to Enrolling in a Class Using ctcLink

At Seattle Colleges you'll use ctcLink to access and update your student information, including viewing financial aid awards and class schedules, enrolling in classes, updating contact information, paying tuition, and many other tasks.

Several resources and step-by-step guides on how to use ctcLink are available for students. There is also a phone app to complement the web browser version. To learn more, go to the ctcLink Resources for Students web page at www.seattlecolleges.edu/ctclink/ctclink-students/ctclink-resources-students.

Getting Started

Access the class schedule from your college's main website:

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

1. In the main menu look under **Enrollment & Funding**. 2. Then select **Class Schedule**.

The image shows four screenshots of college websites (North Seattle College, Seattle Central College, and South Seattle College) demonstrating the 'Enrollment & Funding' menu. In each screenshot, the 'Class Schedule' option is highlighted with a red box and a red arrow pointing to it. The 'Class Schedule' link is located in the 'Enrollment & Funding' dropdown menu.

3. Click **Log in**. 4. Enter your ctcLink ID and password to log in.

The image shows two screenshots of the South Seattle College login page. The first screenshot highlights the 'Log in' button with a red box and a red arrow. The second screenshot shows the login form with the 'ctcLink ID' and 'password' fields highlighted with a red box and a red arrow. The 'Remember ctcLink ID' checkbox is also highlighted with a red box and a red arrow.

5. Scroll to the **PUBLIC LINKS** section and click **Browse Classes**. You can also enroll through **Class Search**.

6. Then click on the displayed term (FALL 2024) to expand the drop-down menu. Click on the term in which you want to enroll.

The image shows two screenshots of college dashboards. The left screenshot shows the 'Browse Classes' link in the 'PUBLIC LINKS' section highlighted with a red box and a red arrow. The right screenshot shows the term dropdown menu with 'FALL 2025' highlighted with a red box and a red arrow.

7. Click on the subject to see all offered classes. Use the arrow at top left to navigate back to the subject list.
 Note: Sometimes courses are listed as Common Course Numbered (CCN) classes. Search for both general and CCN classes as in the example below—Chemistry and Chemistry CCN.

8. Click on the course to see all offered sections. Use the arrow at top left to navigate back to the subject list.
 9. Review the options and click on the class section in which you want to enroll. Pay close attention to the **Section Type**. Click on **Lecture** sections to enroll.

10. Click the **Add to Cart** button under **Class Actions**.

11. You may be prompted to choose the Lab/Studio section. If so, check the option button and click **Continue**. If NOT prompted to choose a Lab/Studio section go to the next step.

12. Select if you want to be added to the **Waitlist** and/or enter a **Permission Number** if required. Click **Save**.

13. Check the option box next to the class (or classes) and then click **Enroll**.

14. You have now successfully enrolled in a class. Click **Okay** to exit.