

## 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.



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

	SOUTH SEATTLE COLLEGE	<	Browse Classes	
		Filter		 ~
PUBI	Log in	FALL 2023		201896792
冷	Website	ABE - Adult Basic Education		······ × 📀
2	New Students	ACCT& - Accounting (CCN)		Remember ctcLink ID
	Course Catalog	AME - American Ethnic Studies		🔒 Log In
٤	Browse Classes	AMT - Aviation Maintenance Tech		
Q	Class Search	ANTH& - Anthropology (CCN)		

- 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 2023) to expand the drop-down menu. Click on the term in which you want to enroll.





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.

	K BI	Browse Classes	SEATTLE CENTRAL	<	Browse Cla
Helio South Seattle Colle. Logout	Filter FALL 2023		SEATTLE CENTRAL COLLEGE	CFS - Child & Family Studies	
Q Messages O	ABE - Adult Basic Education		Log in	CHED - Community Health Education	
Tashboard	ACCT& - Accounting (CCN)	PUBL	JC LINKS		
🖅 Admissions 🕒	AME - American Ethnic Studies	资	Website	CHEM - Chemistry	
Financials 🕀	AMT - Aviation Maintenance Tech	iii iii iii iii iii iii iii iii iii ii	New Students	CHEM& - Chemistry (CCN)	
Schedule	ANTH& - Anthropology (CCN)	1	New Students		
Academics 🕀	ART - Art		Course Catalog	CHIN& - Chinese (CCN)	
Frollment 🕀	ART& - Art (CCN)				
My Information			Browse Classes	CIE - Central Intensive English	

- 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.

	<	ART - FALL 2022		Filter	Sections - FALL 2022
Hello South Seattle Colle. Logout	Classes	Hell	o South Seattle Colle Logout	Filter	
MY LINKS		MYL	INKS	Design Sections	
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🏠 Dashboard	102 - Design	(合)	Dashboard	Session: Regular Academic Session Days/Times: TBA Room: TBA	1
Admissions 🕀	103 - Design		Admissions 🔶	Instructor: Amiko Matsuo Section Type: Lecture	
Financials (+)	111 - Drawing	ំរាំ	Financials 🔶	Status: Open Combined Section	
Schedule	112 - Drawing		Schedule	ART 102-70AL (20406)	
Academics 🕀	113 - Drawing		Academics 🕒	Session: Regular Academic Session Days/Times: TBA	

- 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.

SOUTH SEATTL	F <	ART 102 - 70A		<		Add to Cart	0
SOUTH SEATTL	· ·	Units	SOUTH SEATTLE COLLEGE		ART 102 - Design		
Hello South Seattle Colle. Logo	out	Grading	Hello South Seattle Colle. Logout		Select classes to add - Related Class Sections		
MY LINKS		Description	MY LINKS		Selected		Section 70A Room TBA
Q Messages	0	Continuation of ART 101. Intro to three-dimensional space organization using the elements of design. Construction in sculptur Required for art majors.	Q Messages 📀		Select Laboratory section (Required):		
Dashboard		Enrollment Requirements Completi	Tashboard		Class Nbr: 20406 Section: 70AL Schedule:		
I Admissions	•		Admissions 🕀		Room: TBA Instructor: A. Matsuo		
Tinancials (	⊕∟	Class Attributes Individuals, Cultures & Societies re	Financials 📀	_	Status: Open		
Schedule	-	Class Actions	Schedule			Continue	
	Ð	Add to Planner Add to Cart Buy Books Share -	Academics 🕤		-		
	- ⊕	Class Details	re Forollment (+)				
My Information (	⊕_	Instructor(s)					

- 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.

	ATTLE	<	Shopping Cart	4	SOUTH SEATTLE COLLEGE	SPRING ZUZI
Helio South Seattle Colle- IVI LINKE	Logout © (*) (*)	Design ART 102 - 70A (4882) Wah list if class is fall No Permission Number Permission Number	Save	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	Hesito South Seattine Collec Lopout Inr Laters Mensages Deathoard In Admissions Admissions Schedule	Use the Shopping Carl to leave the system check for possible conflicts prior to enrolling.  Add by Class Number Class Number Class Number Filter Items.  Shopping Carl Classes
Academics F Enrollment My Information	<ul><li>⊙</li><li>⊙</li><li>⊙</li></ul>			<ul> <li>enter the permission number.</li> <li>Don't hesitate to reach out for help.</li> </ul>	Acsdemics     Construction     Advisor Information     Planner     Shopping Cart	Design APT U2-20-04 (4982) I U

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