# 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.
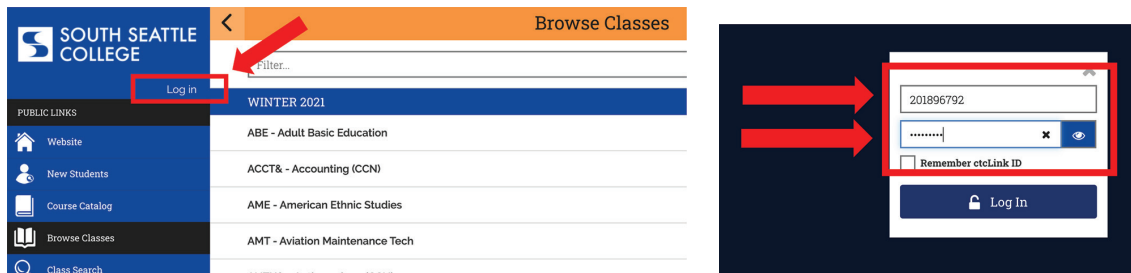
Getting Started

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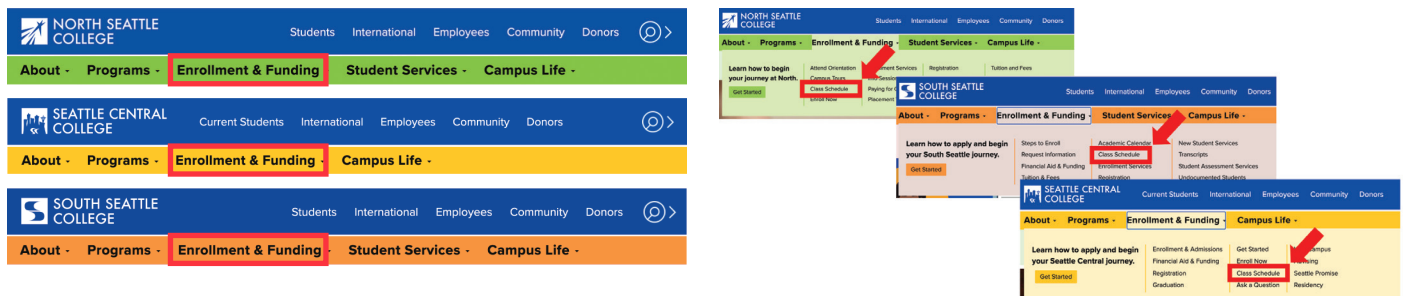
3. Click **Log in**. 4. Enter your ctcLink ID and password to log in.

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 (SPRING 2021) to expand the dropdown menu. Click on the term in which you want to enroll.


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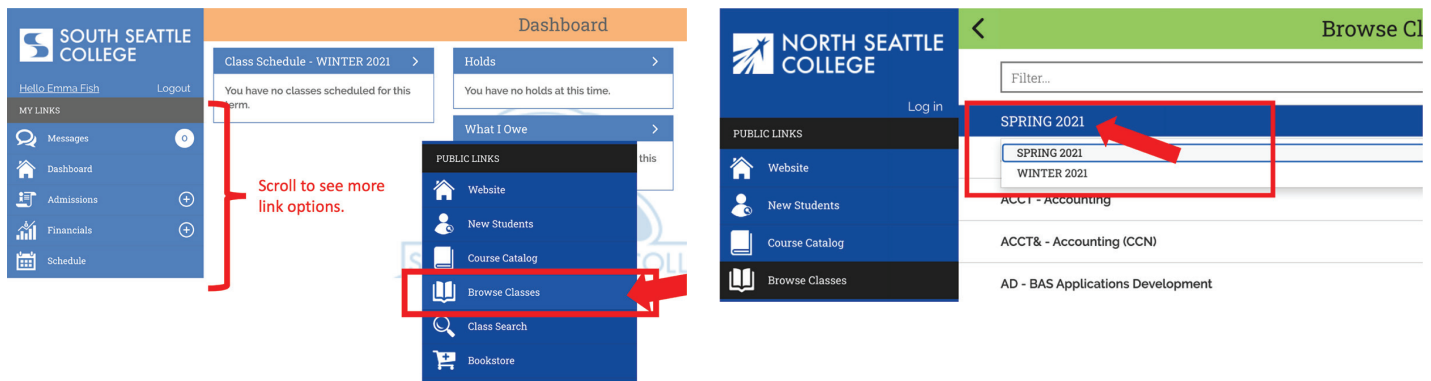
7. Click on the subject to see all offered classes. Use the arrow at top left to navigate back to the subject list.
   Note: Sometimes couses are listed as Common Course Numbered (CCN) classes. You will want to search for both general and CCN classes as in the example below—Chemistry and Chemistry CCN.
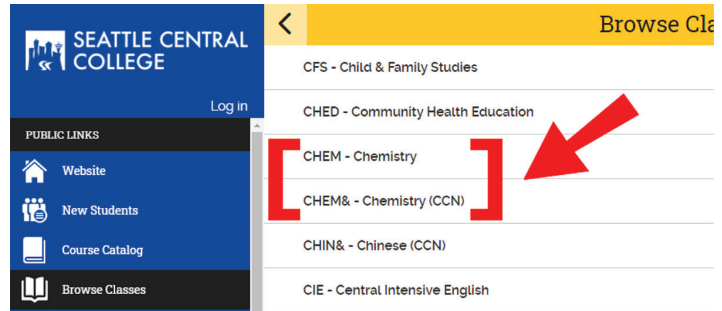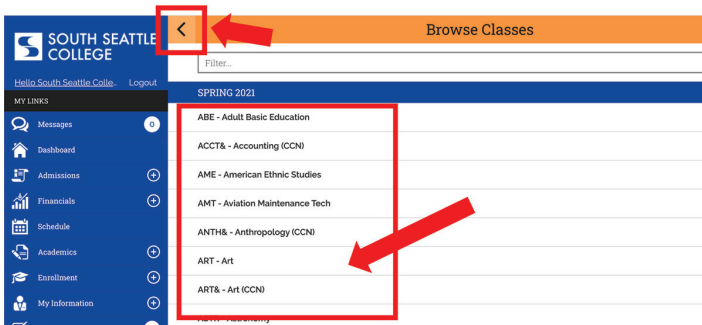

8. Click on the course to see all offered sections. Use the arrow at top left to navigate back to the subject list.
9. Review the options and click on the class section in which you want to enroll. Pay close attention to the **Section Type**. Click on **Lecture** sections to enroll.
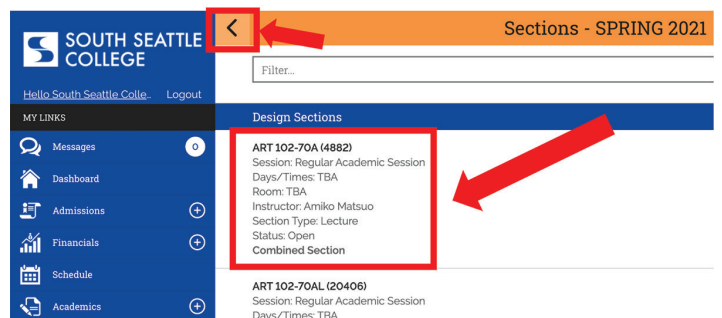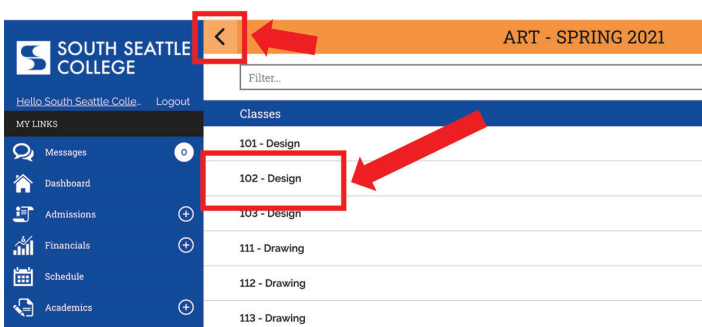

10. Click the **Add to Cart** button under **Class Actions**.
11. You may be prompted to choose the Lab/Studio section. If so, check the option button and click **Continue**. If NOT prompted to choose a Lab/Studio section go to the next step.
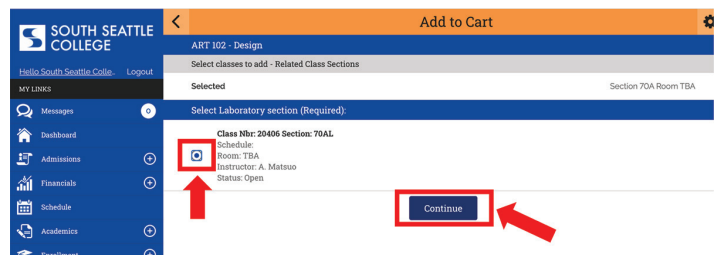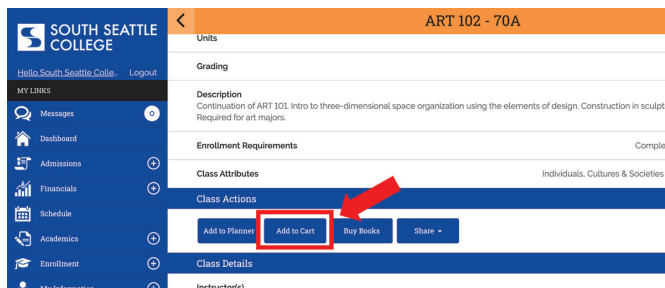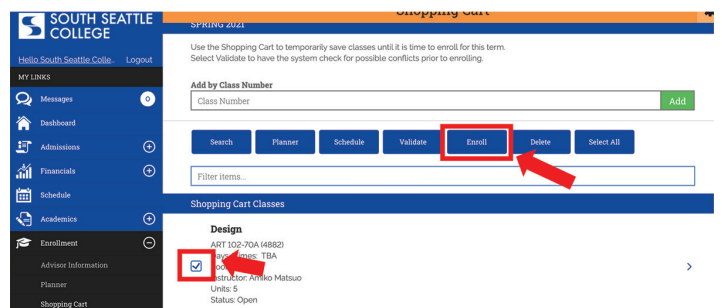

12. Select if you want to be added to the **Waitlist** and/or enter a **Permission Number** if required. Click **Save**.
13. Check the option box next to the class (or classes) and then click **Enroll**.
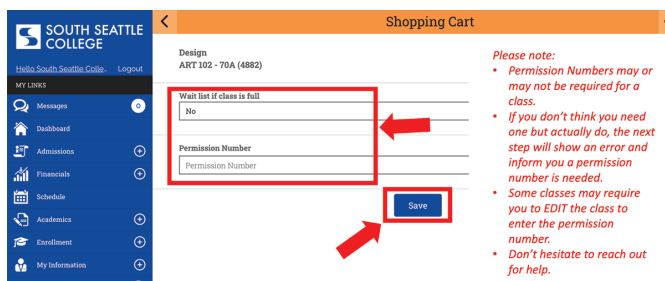
14. You have now successfully enrolled in a class. Click **Okay** to exit.