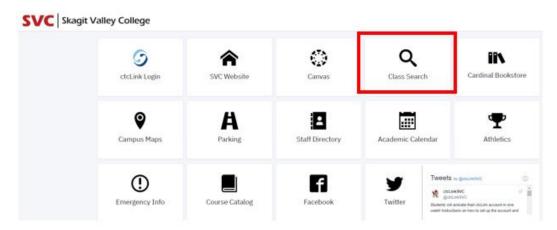


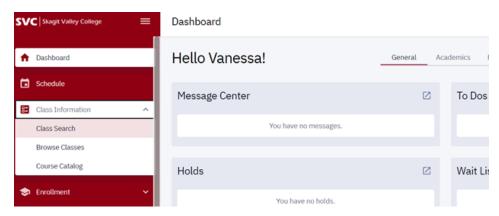
CTCLINK INFORMATION FOR SKAGIT VALLEY COLLEGE

Enroll in a Class (mobile-friendly)

1. Use a browser to navigate to the mobile friendly ctcLink website at https://wa040.ctclink.us or open the ctcLink mobile app.



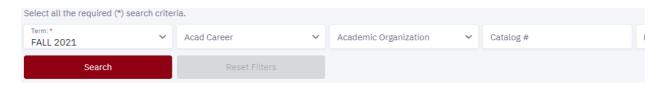
2. The Class Search page is the default view. To browse classes by course number or see the course catalog, click the Class Information icon in the left navigation bar. NOTE: You must be logged in to enroll in a class and add a class to your Shopping Cart or Planner. If you have applied or are a current student, please log in to your account before searching so you can search and enroll at the same time.



3. Use the options and filters to narrow your search. You must select a Term and you can click More Filters to expand the list of search criteria.

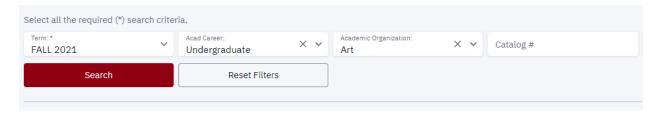
Glossary

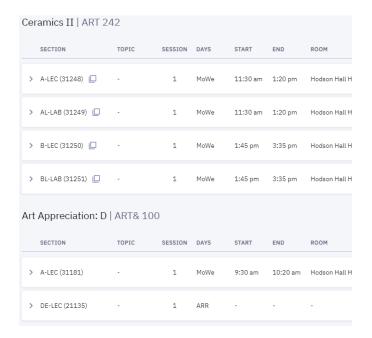
- Term: The quarter you would like to look for classes.
- Acad Career: Select **Undergraduate** for credit classes. <u>Click here for Community/Continuing</u> Education Classes.
- Academic Organization: Name of the subject you would like to search, formerly called "Department".
- Catalog #: Replaces what used to be called "Course Number/No/#".



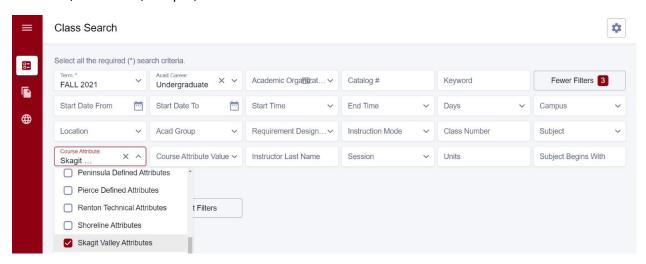
4. Use **Academic Organization** to view all classes that are associated with a department, for example selecting "Art" will return classes in ART and ART& (CCN). Note that all courses without the & will be listed first, then those with the & will be listed after, regardless of the catalog (course) number. Note in the example below, ART& 100 is listed AFTER ART 242 in the search results.

What are CCN courses? Common course numbered (CCN) courses allow for easier transfer between colleges and are noted by an "&" after the department name.

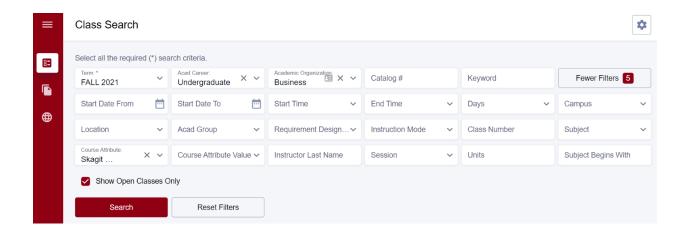




5. OPTIONAL: Click "More Filters" then choose Skagit Valley College from the "Course Attribute" dropdown menu. Select a Course Attribute Value to narrow to specific types of courses such as "Learning Community" or "Communication". You can also select any other search criteria such as time, start dates, campus, etc.

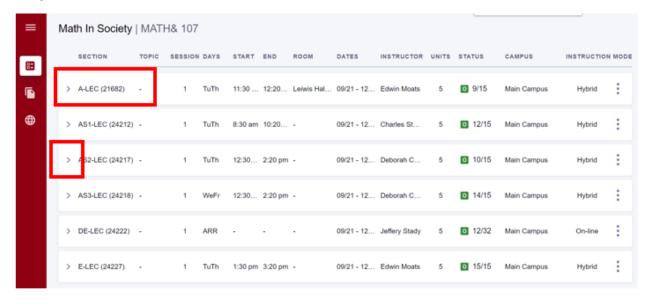


6. Once your filters are set, click **Search**.

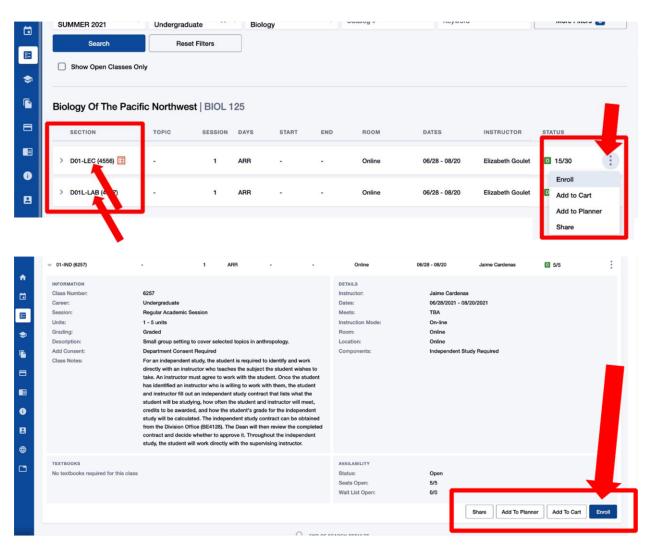


Check the Show Open Classes Only box to see ONLY OPEN CLASSES. Leave it unchecked to see open and closed (full) classes.

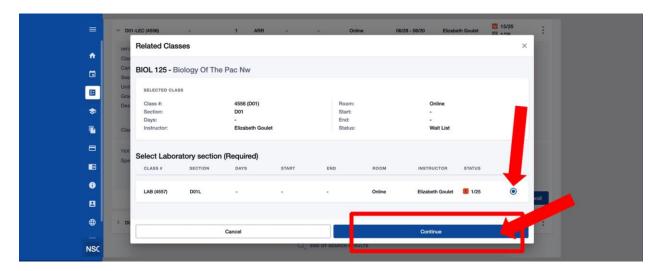
7. Review the course/class options. Pay attention to the Section name: LEC = Lecture and LAB = Laboratory/Studio. Click on the class section to see more information about it, including special registration instructions, class notes, and textbook information.



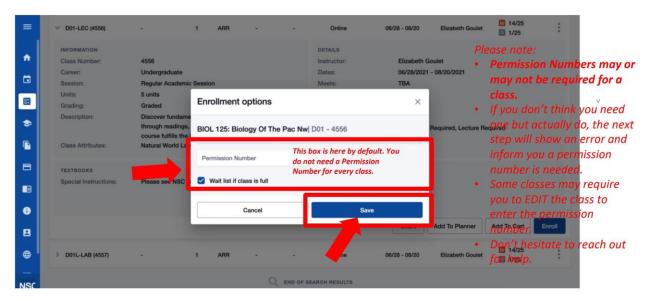
8. You can enroll or take other actions from the expanded view. You can also click the 3-dot menu on the right to take quick action.



- 9. To enroll now, click the **Enroll** button. To enroll later, click **Add To Cart**. You can also add it to your Planner or share it.
- 10. 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.



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



12. Review the Enrollment Results to confirm you've been added to the class. A green results box = Success! Red = Error. If you've been added to the Waitlist, you'll see your position number here. Click **OK** to exit out of this page.

