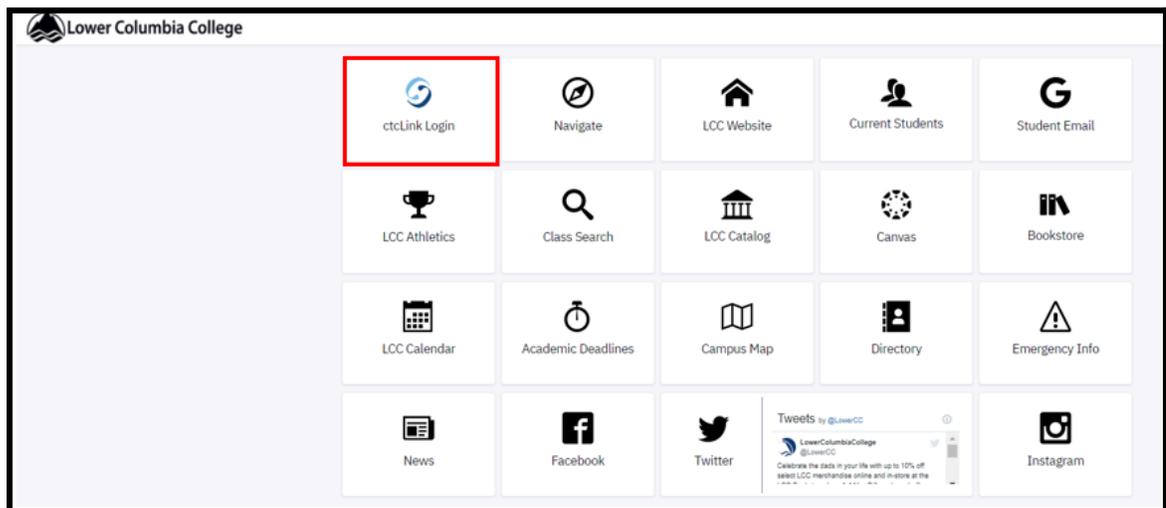


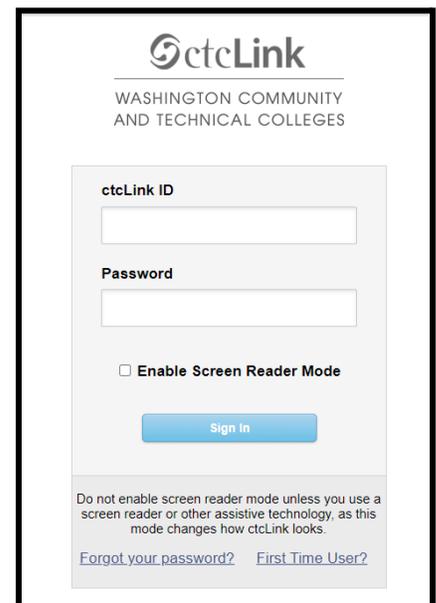
ctcLink Mobile Application - Enroll in Classes

1. Select the ctcLink Login tile, either from the **mobile app** or the web version available at m.ctclink.us.



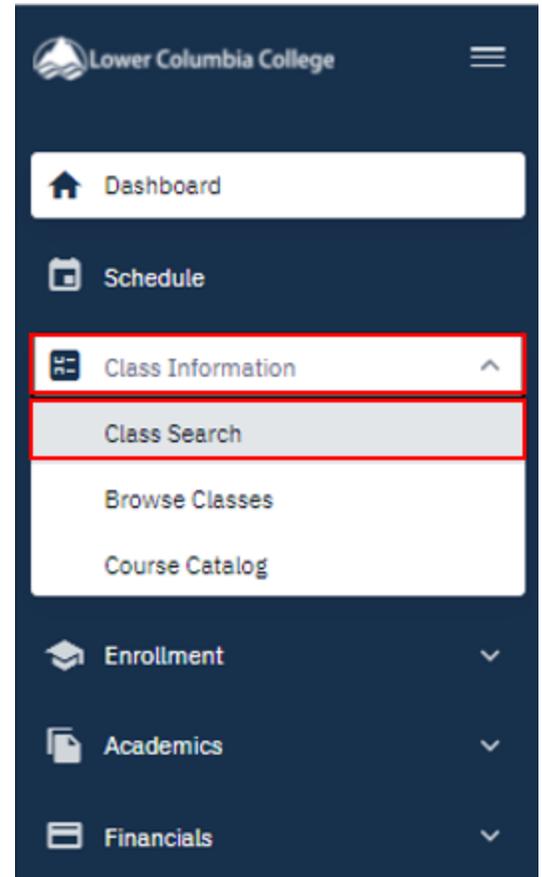
2. Enter your ctcLink ID number and password to log in.

*If you have not activated your account, select the **"First Time User"** link to complete account activation.*

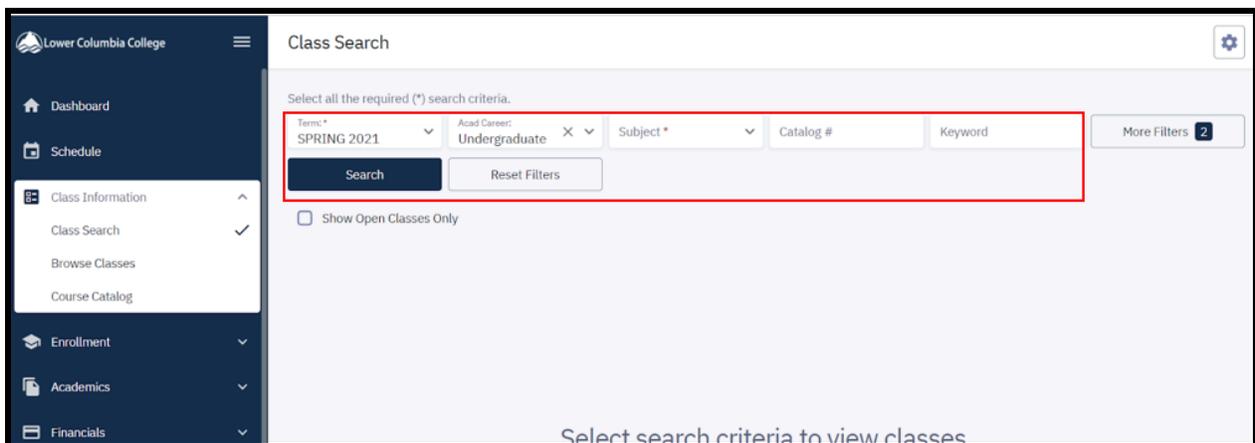
A screenshot of the ctcLink login interface. At the top, it displays the 'ctcLink' logo and the text 'WASHINGTON COMMUNITY AND TECHNICAL COLLEGES'. Below this is a login form with two input fields: 'ctcLink ID' and 'Password'. There is an unchecked checkbox labeled 'Enable Screen Reader Mode'. A blue 'Sign In' button is positioned below the form. At the bottom of the form, there are two links: 'Forgot your password?' and 'First Time User?'. A disclaimer at the very bottom states: 'Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.'

3. Select the **Class Information** menu.

4. Select the **Class Search** menu item.



5. The **Class Search** page displays to the right.



6. Enter your search criteria, select the **Search** button.

7. The search results display.

The screenshot shows the 'Class Search' interface on the Lower Columbia College website. The search criteria are: Term: SPRING 2021, Acad Career: Undergraduate, Subject: English - ENGL&, and Catalog #: 101. The search results are for 'English Composition I | ENGL& 101'. A table lists several class sections, with the last row (DE5-LEC (2287)) highlighted with a red border.

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> DE-LEC (2253)	-	1	ARR	-	-	ARRANGED	04/05 - 06/21	Ore Porter	0/22
> DE1-LEC (2254)	-	1	ARR	-	-	ARRANGED	04/05 - 06/21	Ore Porter	0/12
> DE2-LEC (2406)	-	1	ARR	-	-	ARRANGED	04/05 - 06/21	Piper Johnson	0/22
> DE3-LEC (2265)	-	1	ARR	-	-	ARRANGED	04/05 - 06/21	Paris Nelson	0/22
> DE4-LEC (2286)	-	1	ARR	-	-	ARRANGED	04/05 - 06/21	Quinn Lewis	0/22
> DE5-LEC (2287)	-	1	ARR	-	-	ARRANGED	04/05 - 06/21	Kadin Wells	5/22

8. Select the class row to expand and view additional class details.

The screenshot shows the expanded details for the class DE5-LEC (2287). The details are organized into several sections: INFORMATION, TEXTBOOKS, DETAILS, and AVAILABILITY.

INFORMATION

- Class Number: 2287
- Career: Undergraduate
- Session: Regular Academic Session
- Units: 5 units
- Grading: Graded
- Description: Introduces first-year college writing skills including thesis discovery, development, support, organization, sentence correctness, diction, style, formal academic documentation and final editing to compose claim-driven essays. Emphasizes analytical reading and the writing of analysis, synthesis, and argument essays. Part one of the composition sequence. Prerequisites: College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better.
- Enrollment Requirements: College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better.
- Class Attributes: Course uses Canvas
- Class Notes: -

TEXTBOOKS

- Special Instructions: <https://bookstore.lowercolumbia.edu> [Bookstore](#)

DETAILS

- Instructor: Kadin Wells
- Dates: 04/05/2021 - 06/21/2021
- Meets: ARR
- Instruction Mode: On-line
- Room: ARRANGED
- Location: Online
- Components: Lecture Required

AVAILABILITY

- Status: Open
- Seats Open: 5/22
- Wait List Open: 10/10

Buttons: [Share](#), [Add To Planner](#), [Add To Cart](#), [Enroll](#)

9. Select **Enroll** to register for the class.

*Note: Selecting **Add to Cart** saves the class in your Shopping Cart.*

The screenshot shows the course page for DE1-LEC (2287). The left sidebar contains navigation options like Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, My Information, My Profile, Public Links, and Full Site. The main content area is divided into sections: INFORMATION (Class Number: 2287, Career: Undergraduate, Session: Regular Academic Session, Units: 5 units, Grading: Graded, Description: Introduces first-year college writing skills...), DETAILS (Instructor: Kadin Wells, Dates: 04/05/2021 - 06/21/2021, Meets: ARR, Instruction Mode: On-line, Room: ARRANGED, Location: Online, Components: Lecture Required), TEXTBOOKS (Special Instructions: https://bookstore.lowercolumbia.edu), and AVAILABILITY (Status: Open, Seats Open: 5/22, Wait List Open: 10/10). At the bottom right, there are buttons for Share, Add To Planner, Add To Cart, and Enroll. The Enroll button is highlighted with a red box.

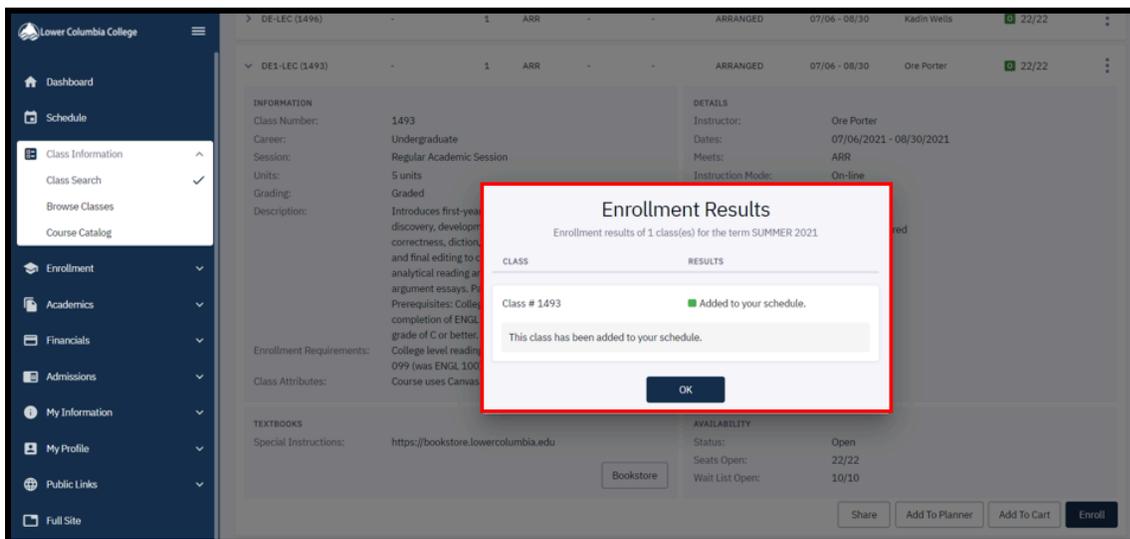
10. Select **Save** to register for the class.

*A **Permission Number** is not required, but may be entered here if you have received special permission to enroll.*

*Select the checkbox "**Waitlist if class is full**" if you would like to be added to a Waitlist for the class if the class is full.*

The screenshot shows the course page for DE1-LEC (1493). An 'Enrollment options' dialog box is open in the center, containing the text 'ENGL & 101: English Composition II | DE1 - 1493', a 'Permission Number' input field, and a checkbox labeled 'Wait list if class is full'. The 'Save' button in the dialog box is highlighted with a red box. The background course page is dimmed, showing details for DE1-LEC (1493) and an 'Enroll' button at the bottom right.

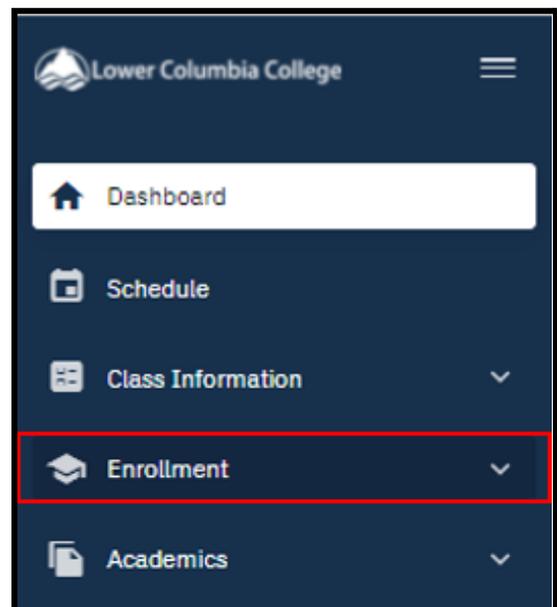
11. You will receive a confirmation message. Read the details to confirm the class was added to your schedule. Select OK to return to the **Class Search** page.



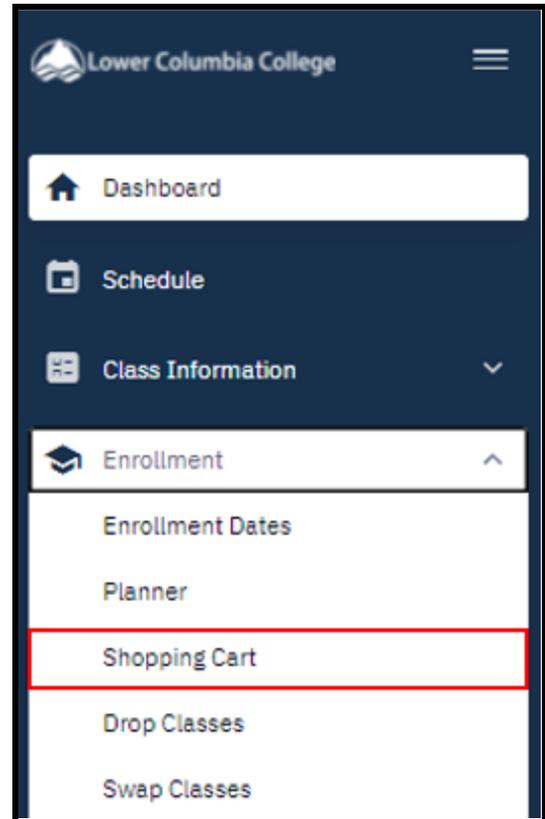
If you previously saved classes to your Shopping Cart, these steps will guide you from your Shopping Cart to Enrollment.

1. Select **Enrollment** from the sidebar navigation.

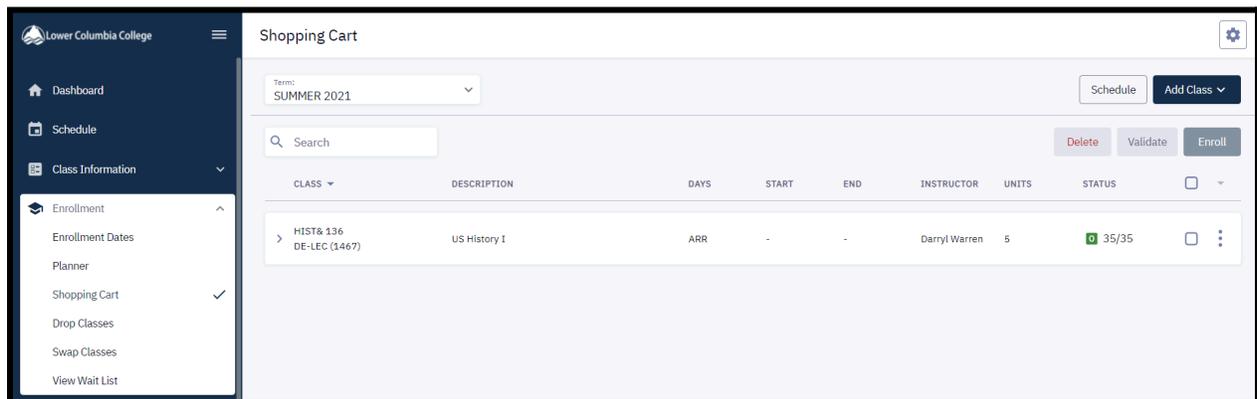
2. It expands to display further menu choices.



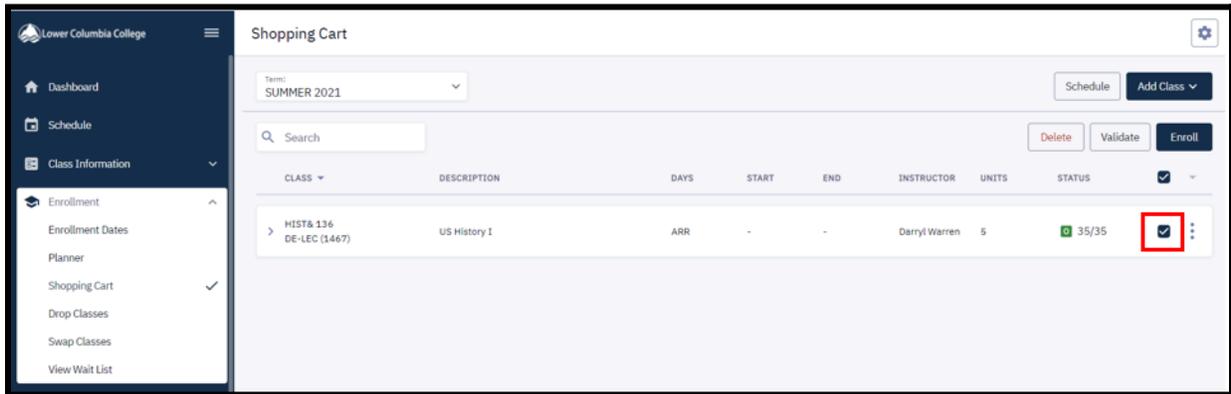
3. Select the **Shopping Cart** if classes were previously chosen and saved here.



4. View Shopping Cart details.

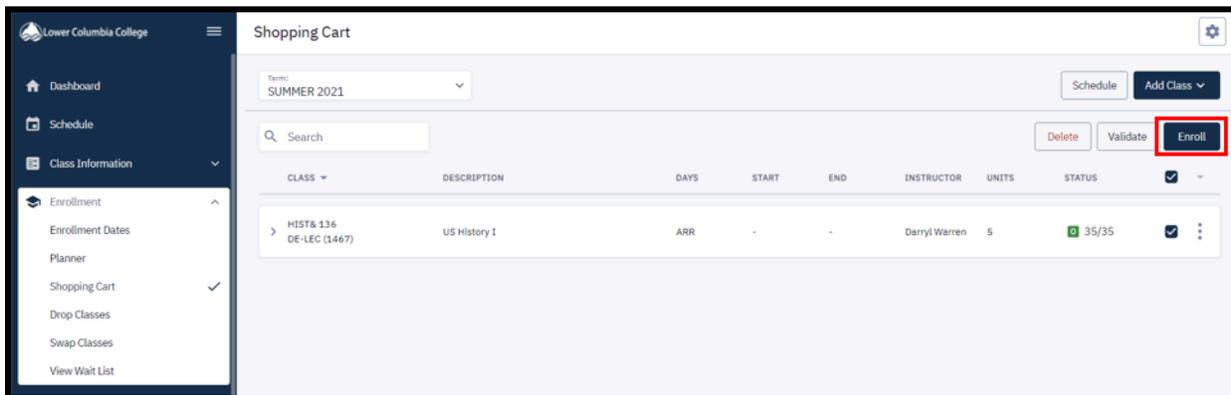


5. Check the box to select classes to enroll in.



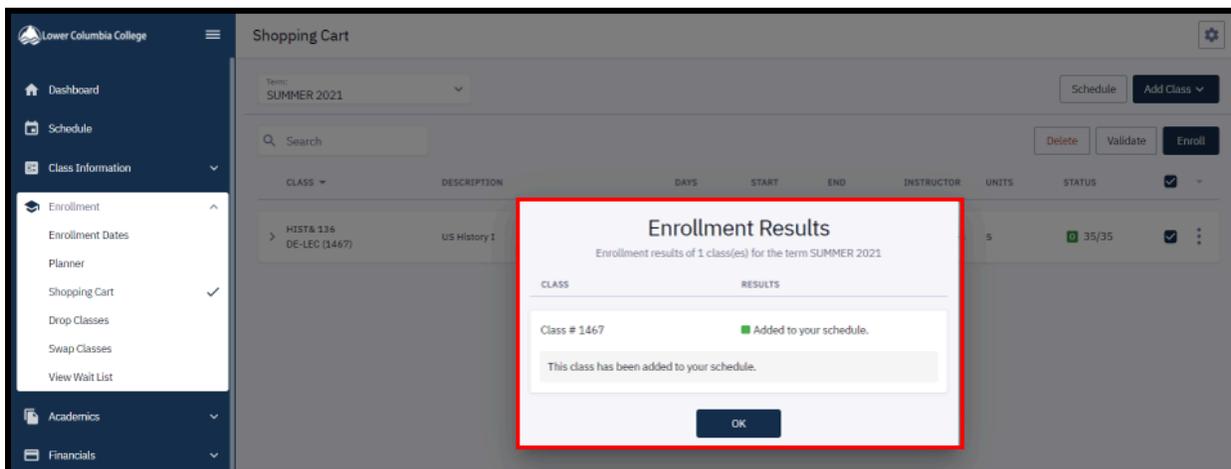
The screenshot shows the 'Shopping Cart' page for Lower Columbia College. The left sidebar contains navigation options: Dashboard, Schedule, Class Information, Enrollment, Enrollment Dates, Planner, Shopping Cart, Drop Classes, Swap Classes, and View Wait List. The main content area displays a table with columns: CLASS, DESCRIPTION, DAYS, START, END, INSTRUCTOR, UNITS, STATUS, and a checkbox. The table contains one row: HIST& 136 DE-LEC (1467), US History I, ARR, -, -, Darryl Warren, 5, 35/35. The checkbox in the final column is checked and highlighted with a red box. Above the table are buttons for 'Delete', 'Validate', and 'Enroll'. A 'Term' dropdown is set to 'SUMMER 2021'.

6. Select **Enroll**.



This screenshot is identical to the previous one, but the 'Enroll' button in the top right corner of the table area is highlighted with a red box.

7. You will receive a confirmation message. Select **OK** to return to your Shopping Cart.



The screenshot shows the 'Shopping Cart' page with a confirmation dialog box overlaid. The dialog box is titled 'Enrollment Results' and contains the text: 'Enrollment results of 1 class(es) for the term SUMMER 2021'. Below this, there is a table with two columns: 'CLASS' and 'RESULTS'. The table has one row: 'Class # 1467' and 'Added to your schedule.'. Below the table, it says 'This class has been added to your schedule.' and there is an 'OK' button at the bottom. The background of the page is dimmed.