

9.2 Enroll by Class Search to Shopping Cart

Purpose: Use this document as a reference for enrolling by class search to the shopping cart through the Manage Classes tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

Enroll by Class Search to Shopping Cart

Navigation: Student Homepage

1. Select the **Manage Classes** tile.
2. The **Manage Classes** menu is displayed on the left.
3. Select the **Class Search and Enroll** link on the left menu.
 - If multiple terms are available, a list of colleges and terms displays.
4. Select the college and term for enrollment (if applicable), displaying the **Class Search and Enroll** page.

ctcLink Student Homepage		Select a Value
View My Classes		Terms prior to SUMMER 2019
View My Exam Schedule		Terms on or after SUMMER 2019
Enrollment Dates		SUMMER 2019 Tacoma Community College
Class Search and Enroll		SUMMER 2019 Olympic College
Enroll by My Requirements		SUMMER 2019 Pierce College
Shopping Cart		SUMMER 2019 Clark College
Drop Classes		SUMMER 2019 Lower Columbia College
Update Classes		SUMMER 2019 Peninsula College
Swap Classes		FALL 2019 Clark College
Browse Course Catalog		FALL 2019 Tacoma Community College
Planner		

5. Users can search using the following options:
 - a. Input a **Keyword**: Input words that may be found in the course and class descriptions, subject, or class topics.

- b. Select from **Favorites**: Displays courses added to favorites from previous schedule searches.
- c. Select from **Recently Viewed**: Displays classes recently viewed in Class Search
- d. Select **Additional Ways to Search**: Allows users to search by subject, catalog number and/or instructor. We'll choose this method for this example.

The screenshot shows the 'ctcLink Student Homepage' with a 'Class Search and Enroll' header. Below the header, there's a 'FALL 2019' section with a 'Change' button. The sidebar on the left contains links: 'View My Classes', 'View My Exam Schedule', 'Enrollment Dates', 'Class Search and Enroll' (highlighted in green), 'Enroll by My Requirements', 'Shopping Cart', 'Drop Classes', 'Update Classes', 'Swap Classes', 'Browse Course Catalog', and 'Planner'. The main content area has a 'Search For Classes' section with a text input field and a red box highlighting the 'Additional ways to search' link. Below this, there are expandable sections for 'Favorites' and 'Recently Viewed'.

6. The Additional ways to search pagelet displays.
7. Enter applicable search criteria from the following drop-down fields:
 - **Available Subjects**
 - **Catalog Number**
 - **Instructor Last Name**
8. Select the **Search** button.

Additional ways to search

Available Subjects

Catalog Number

Instructor Last Name

9. The **Class Search Results** display.
10. Note: Additional filters are available in the left menu to limit results after this high level search is performed.

< Class Search
Class Search Results

▶ Subject

▶ Class Status

▶ Course Career

▶ Number of Units

▼ Location

Gig Harbor Campus

Main Campus - Tacoma CC

▶ Instruction Mode

▶ Academic Session

▼ Class Meeting Days

M

M, T

M, T, W

M, T, W, Th

M, T, W, Th, F

M, T, W, F

M, T, Th

M, T, Th, F

M, T, F

M, W

[More](#)

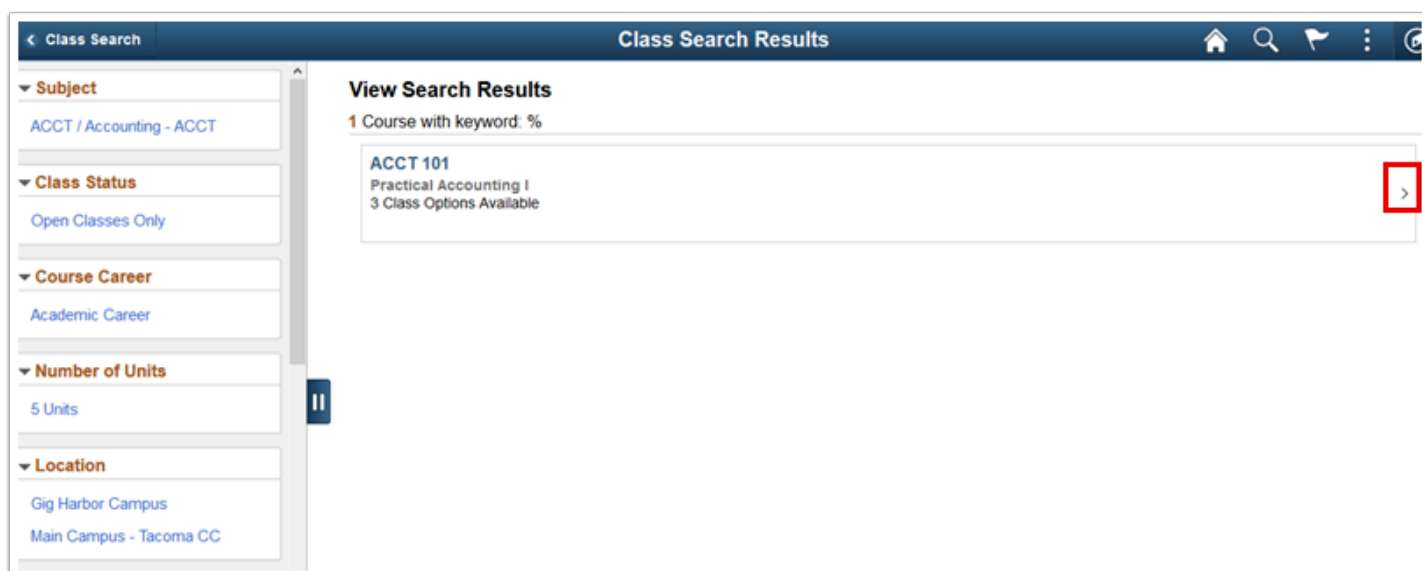
▶ Class Start Times

View Search Results

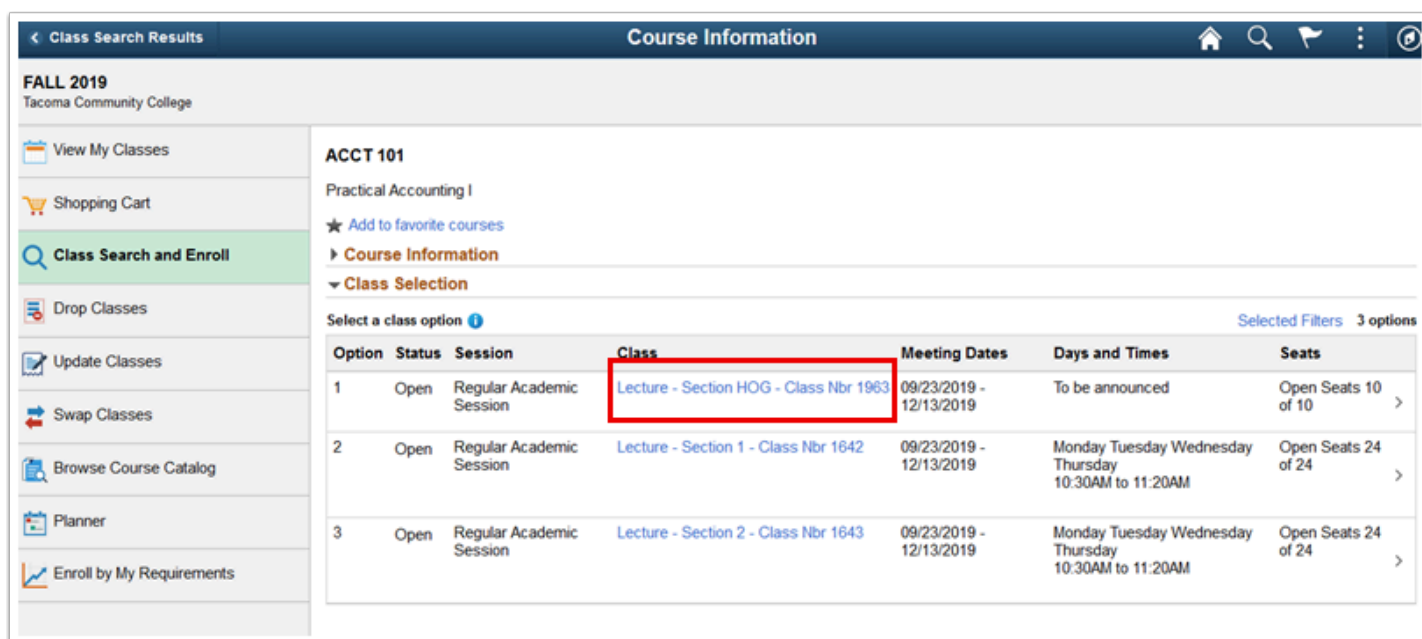
1 Course with keyword: ACCT 101

ACCT 101
 Practical Accounting I
 3 Class Options Available

11. Select the **View Classes** arrow.



12. The available class sections display.
13. Select the hyperlink from the **Class** row to view class details.



14. The **Class Information** page displays.
15. Use the tabs in the Class Information page to view additional class details.
16. Select the [X] on the top-right to close the **Class Information** page.

Class Information
×

Class Details

Meeting Information

Enrollment Information

Class Availability

Textbook/Other Information

ACCT 101 Practical Accounting I
Lecture - Section HOG - Class Nbr 1963
Status : Open

Requirement

MATH 85 with a minimum grade of C.

Class Note

This hybrid on-line, flexible open-hours class has an instructor available Mon-Thurs, 6:00 - 8:00 pm, for instruction and assistance. Students do not need to come in daily, but some weekly attendance is required. Orientation is mandatory: Tuesday, Jan 2nd, 6:00 pm, in Room 101 (Gig Harbor Campus).

17. The **Course Information** list with class sections.

18. To enroll in a section select the **right arrow** [➤] at the end of the row for that class section.

< Class Search Results
Course Information
🏠 🔍 🚩 ⋮

FALL 2019
Tacoma Community College

- View My Classes
- Shopping Cart
- Class Search and Enroll**
- Drop Classes
- Update Classes
- Swap Classes
- Browse Course Catalog
- Planner
- Enroll by My Requirements

ACCT 101
Practical Accounting I
★ [Add to favorite courses](#)

➤ **Course Information**

▼ **Class Selection**

Select a class option ⓘ Selected Filters 3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
1	Open	Regular Academic Session	Lecture - Section HOG - Class Nbr 1963	09/23/2019 - 12/13/2019	To be announced	Open Seats 10 of 10 ➤
2	Open	Regular Academic Session	Lecture - Section 1 - Class Nbr 1642	09/23/2019 - 12/13/2019	Monday Tuesday Wednesday 10:30AM to 11:20AM	Open Seats 24 of 24 ➤
3	Open	Regular Academic Session	Lecture - Section 2 - Class Nbr 1643	09/23/2019 - 12/13/2019	Monday Tuesday Wednesday Thursday 10:30AM to 11:20AM	Open Seats 24 of 24 ➤

19. The **Class Search and Enroll** guide displays in **Step 1 of 4: Review Class Selection**.

20. Select the **Next** link at the top-right of the page.

Exit
Class Search and Enroll
Next >

FALL 2019
Academic Career
Tacoma Community College

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Review Class Selection

You have selected

ACCT 101 Practical Accounting I

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section HOG - Class Nbr 1963	Regular Academic Session	09/23/2019 - 12/13/2019	To be Announced	Open Seats 10 of 10

21. The **Step 2 of 4: Review Class Preference** page displays.
22. Input **Wait List** preference or **Permission Number** (if applicable) and select the **Accept** button.

Exit
Class Search and Enroll
Previous <

FALL 2019
Academic Career
Tacoma Community College

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 2 of 4: Review Class Preferences

ACCT 101 Practical Accounting I

Lecture - Section HOG - Class Nbr 1963 - Open

Add to waitlist if class is full? ☐ No

Permission Number

Accept

23. The **Step 3 of 4: Enroll or Add to Cart** page displays.
24. Students have the ability to add the class to their Shopping Cart and search for additional classes prior to enrollment or to process the enrollment for the individual course. Select **Add to Shopping Cart** or **Enroll** then the **Next** link.

Exit
Class Search and Enroll
Previous <
Next >

FALL 2019
Academic Career
Tacoma Community College

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Visited

4 Review and Submit
Not Started

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

☐ Enroll
☒ Add to Shopping Cart

- 25. The **Step 4 of 4: Review and Submit** page displays.
- 26. Select the **Submit** button.

✕ Exit

Class Search and Enroll

🚩 < Previous

FALL 2019
Academic Career
Tacoma Community College

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Complete

4 Review and Submit
Visited

Step 4 of 4: Review and Submit

You have selected to add to your shopping cart

ACCT 101 Practical Accounting I

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section HOG - Class Nbr 1963	Regular Academic Session	09/23/2019 - 12/13/2019	To be Announced	Open Seats 10 of 10

▶ Class Preferences

Submit

- 27. A **Submit** confirmation message displays.
- 28. Select the **Yes** option to confirm submission.
 - A message bar at the top of the page appears to confirm the course has been added or errors will display. Typical errors may be not meeting an enrollment requirement, a time conflict, full class, etc.

Step 4 of 4: Review and Submit

You have selected to add to your shopping cart

ACCT 101 Practical Accounting I

Option Status Open

Class	Meeting Dates
Lecture - Section HOG - Class Nbr	09/23/2019 - 12/13/2019

▶ Class Preferences

Are you sure you want to submit?

Yes

No

- 29. The updated **Confirmation** page displays.

[ctcLink Student Homepage](#)

Confirmation

FALL 2019
Academic Career
Tacoma Community College

View My Classes

View My Exam Schedule

Enrollment Dates

Class Search and Enroll

Enroll by My Requirements

Shopping Cart

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Planner

ACCT 101 - Practical Accounting I
Class(es) has been added to your Shopping Cart.

[Return to Class Search Results](#)

[Return to Keyword Search Page](#)

When you're ready to enroll in the classes that you've added to your Shopping Cart, please refer to the [Enroll from Shopping Cart \(Fluid\) QRG](#).

30. Process complete.

Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)