

9.2 Student Self-Service: Enroll Using Permission Number

Purpose: Use this document as a reference for entering permission numbers for closed courses in ctcLink.

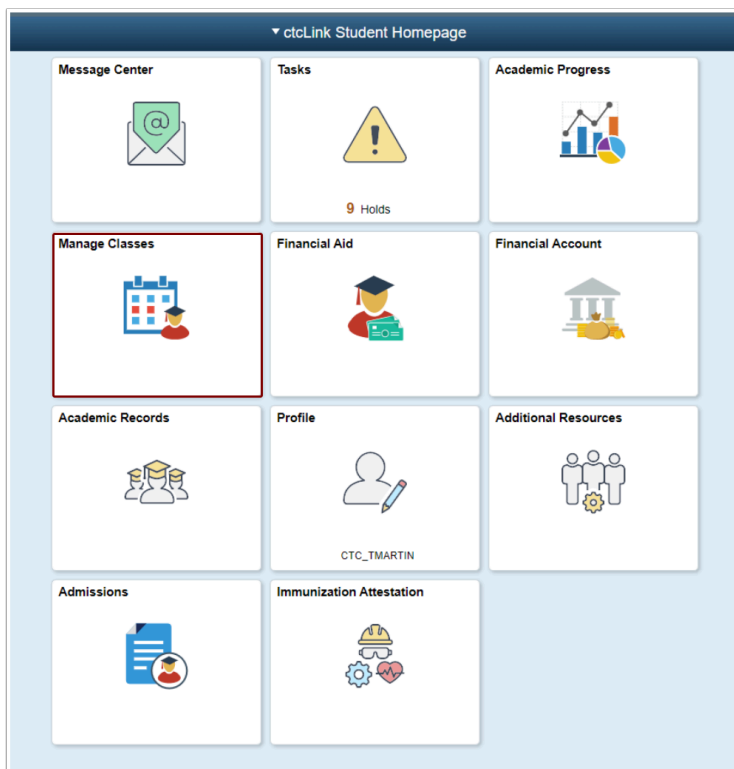
Audience: Students.

Enrollment using a permission number is typically used for courses that are:

- closed
- courses that need consent
- or to enroll from the Wait List

Student Self-Service: Enroll Using Permission Number

Navigation: ctcLink Student Homepage > Manage Classes



1. The **Manage Classes** page displays.

2. Select the **Class Search and Enroll** menu item.
3. The **Select a Value** page displays available Terms and college options to select from.
4. Select the applicable Term/College.
5. The **Class Search and Enroll** page displays.
6. Enter search criteria to select a class to enroll in.
7. Search results display.
8. Select applicable class link.

[Class Search](#)

Course Information

FALL 2019
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

ACCT& 201
Principles of Accounting I [CCN]

★ Add to favorite courses
▶ **Course Information**
▼ **Class Selection**

Select a class option ⓘ

Option	Status	Session	Class	Meeting Dates
1	Open	Regular Academic Session	LEC - Section 1 - Class Nbr 1703	09/23/2019 - 12/13/2019
2	Open	Regular Academic Session	LEC - Section 2 - Class Nbr 1704	09/23/2019 - 12/13/2019
3	Open	Regular Academic Session	LEC - Section 3 - Class Nbr 1705	09/23/2019 - 12/13/2019
4	Open	Regular Academic Session	LEC - Section 4 - Class Nbr 1706	09/23/2019 - 12/13/2019

9. After class has been selected, select **Review Class Preferences** menu item.
10. The **Step 2 of 4: Review Class Preferences** page displays.
11. Enter the **Permission Number**.
12. Select the **Accept** button.

[Exit](#)

Class Search and Enroll

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& 201 Principles of Accounting I [CCN]
LEC - Section 1 - Class Nbr 1703 - Open

Permission Number ⓘ

13. The **Enroll or Add to Cart** page displays.

14. Select the **Enroll** radio button.

The screenshot shows the 'Class Search and Enroll' interface for Fall 2019 at Tacoma Community College. On the left, a progress bar lists four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Complete, highlighted with a green box), and 4. Review and Submit (Visited). The main content area is titled 'Step 3 of 4: Enroll or Add to Cart' and asks 'Do you wish to enroll or add the class to your Shopping Cart?'. Two radio buttons are present: 'Enroll' (selected and highlighted with a red box) and 'Add to Shopping Cart'.







15. Select the **Review and Submit** menu item.
16. **Step 4 of 4: Review and Submit** page displays.
17. Verify class selection is correct and select the **Submit** button.
18. A confirm submission message displays.
19. Select **Yes** or **No**.

The screenshot shows the 'Step 4 of 4: Review and Submit' page. The progress bar on the left now shows step 4 as 'Visited' (highlighted with a green box). The main content area is titled 'Step 4 of 4: Review and Submit' and states 'You have selected to enroll in'. Below this, the selected class is listed: 'ACCT& 201 Principles of Accounting I [CCN]' with an 'Option Status' of 'Open'. A table displays the class details:


Class	Session	Meeting Dates
LEC - Section 1 - Class Nbr 1703	Regular Academic Session	09/23/2019 - 12/13/2019

Below the table is a link for 'Class Preferences'. A green 'Submit' button is located in the top right corner of the main content area.

20. View the results to confirm the enrollment was successful. A green check indicates success. A red X means there was a problem. Review the error messages and correct any issues or, contact your advisor or registration for additional assistance.
21. Select the **View My Classes** menu item to review your class(es).

← Student Homepage Confirmation	
FALL 2019 Academic Career Tacoma Community College	
<div>  View My Classes </div> <div>  View My Exam Schedule </div> <div>  Enrollment Dates </div> <div>  Class Search and Enroll </div>	<div>  ACCT& 201 - Principles of Accounting I [CCN] Unable to complete your request. You do not have access to perform this transaction at this time. </div> <div>  Return to Keyword Search Page </div>

22. 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.](#)