

9.2 Student Self-Service: Enroll Using Permission Number

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

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: ctLink 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**

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- 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.

Class Search and Enroll

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- 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 **Accept**

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

Permission Number ⓘ

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

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

Class Search and Enroll

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1 **Review Class Selection**
Complete

2 **Review Class Preferences**
Complete

3 **Enroll or Add to Cart**
Complete

4 **Review and Submit**
Visited

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

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**.

Class Search and Enroll

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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 enroll in

ACCT& 201 Principles of Accounting I [CCN]

Option Status: Open

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

[Class Preferences](#)

Submit

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

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 View My Classes	 ACCT& 201 - Principles of Accounting I [CCN] Unable to complete your request. You do not have access to perform this transaction at this time.
 View My Exam Schedule	
 Enrollment Dates	
 Class Search and Enroll	
 Return to Keyword Search Page	

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.](#)