

9.2 Enroll by Planner to Shopping Cart

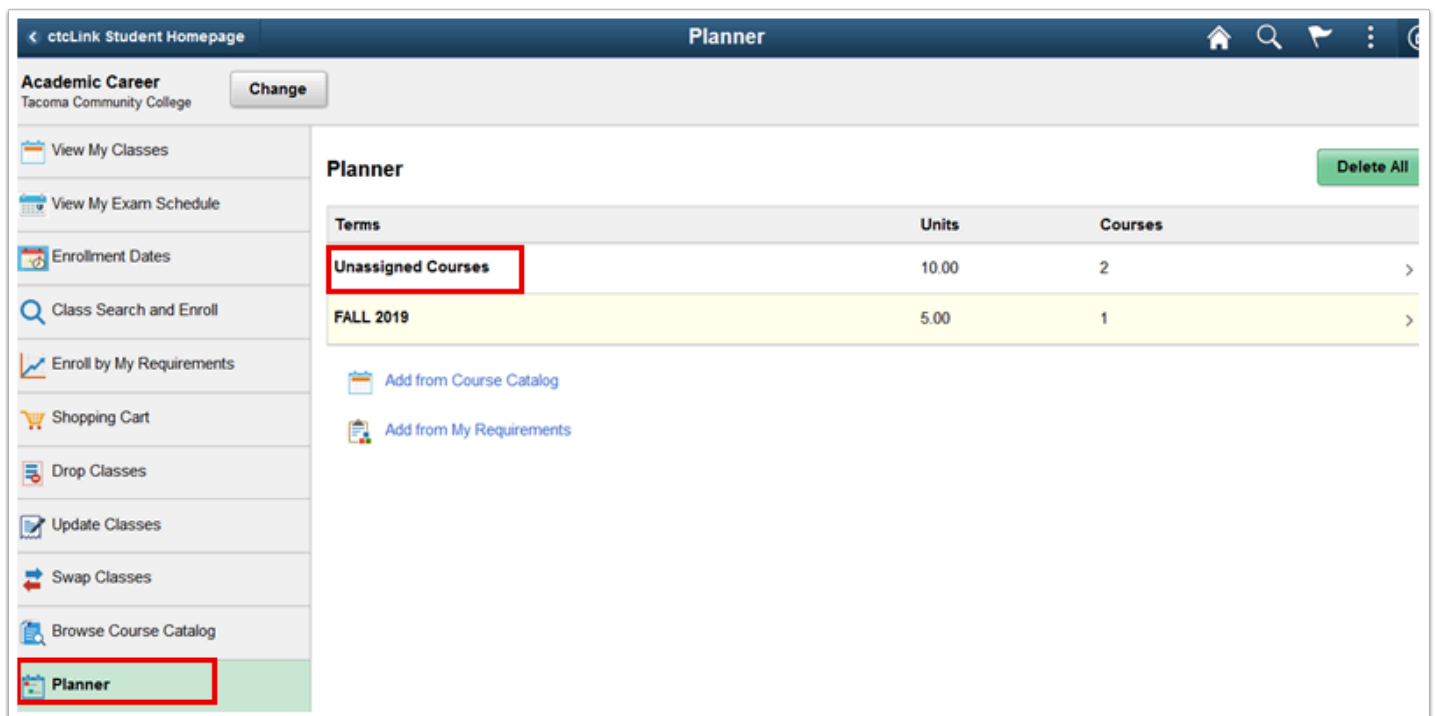
Purpose: Use this document as a reference for how to enroll by student planner to the shopping cart through the Manage Classes tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

Enroll by Planner to Shopping Cart

Navigation: Student Homepage

1. Select the **Manage Classes** tile.
2. The **Manage Classes** menu displays on the left.
3. Select the **Planner** link on the left menu to display the Planner page or a college/career selection list.
4. If more than one college or term is available, select a **value for the college and term** of enrollment, displaying the Planner page.
5. Select a **Planner Term** or select the **Unassigned Courses** row from the planner list.



The screenshot shows the ctcLink Student Homepage with the Planner page open. The left sidebar contains a list of navigation links, with 'Planner' at the bottom highlighted by a red rectangle. The main content area is titled 'Planner' and features a table with the following data:

Terms	Units	Courses
Unassigned Courses	10.00	2
FALL 2019	5.00	1

Below the table, there are two links: 'Add from Course Catalog' and 'Add from My Requirements'. A 'Delete All' button is located in the top right corner of the table area.

6. Courses previously added to the Planner display.
7. Select a **Course** from the Unassigned Courses list.

Planner

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

Unassigned Courses

Delete All

2 rows

Course	Description	Units	Typically Offered	Requirements	Status
ARAB 121	Arabic I	5.00			★ Planned >
ENGL& 101	English Comp 1 [CCN]	5.00			✓ Taken >
Total Units		10.00			

Add from Course Catalog
Add from My Requirements

- Select the **View Classes** button.
 - If one term is available the available class sections will display or a term list will display.

Planner

Course Detail

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

ARAB 121

Move to Term
View Classes
Delete

Arabic I

This course is in your planner under Unassigned Term.

Course Detail

Course Career Academic Career
Units 5.00
Grading Graded
Course Component Lecture
Campus Main Campus
Academic Group Tacoma Community College
Academic Organization Tacoma Community College
Requirement Details

Enrollment Information

Enrollment Requirement ENGL/ 95 with a minimum grade of C or equivalent.

- Select the hyperlink from the **Class** row to view class details.

Course Detail
Course Information

FALL 2019
Academic Career
Tacoma Community College

View My Classes
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Shopping Cart
Drop Classes
Update Classes
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Browse Course Catalog
Planner

ARAB 121
Arabic I

Course Information
Class Selection

Select a class option ⓘ

1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
1	Open	Regular Academic Session	Lecture - Section 1 - Class Nbr 2445	09/23/2019 - 12/13/2019	To be announced	Building - Arranged	Open Seats 9 of 10

10. The **Class Information** page displays.

11. 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

ARAB 121 Arabic I
Lecture - Section 1 - Class Nbr 2445

Status : Open

Requirement
ENGL/ 95 with a minimum grade of C or equivalent.

No Class Notes

12. The **Course Information** list displays with class sections.

13. To enroll in a section, select the **right arrow >** at the end of the row for that class section.

Course Detail
Course Information

FALL 2019
Academic Career
Tacoma Community College

View My Classes
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Enroll by My Requirements
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Drop Classes
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ARAB 121
Arabic I

Course Information
Class Selection

Select a class option
1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
1	Open	Regular Academic Session	Lecture - Section 1 - Class Nbr 2445	09/23/2019 - 12/13/2019	To be announced	Building - Arranged	Open Seats 10 of 10

14. The **Class Search and Enroll** guide displays in **Step 1 of 4: Review Class Selection**.
15. 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
ARAB 121 Arabic I
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 1 - Class Nbr 2445	Regular Academic Session	09/23/2019 - 12/13/2019	To be Announced	Open Seats 10 of 10

16. **Step 2 of 4: Review Class Preferences** page displays.
17. 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

ARAB 121 Arabic I
Lecture - Section 1 - Class Nbr 2445 - Open

Add to waitlist if class is full? ☐ No

Permission Number

Accept

18. **Step 3 of 4: Enroll or Add to Cart** page displays.
19. 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.
20. Select **Add to Shopping Cart** or **Enroll**, then select 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

Next

21. **Step 4 of 4: Review and Submit** page displays.
22. 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
ARAB 121 Arabic I
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 1 - Class Nbr 2445	Regular Academic Session	09/23/2019 - 12/13/2019	To be Announced	Open Seats 10 of 10

Class Preferences

Submit

23. A **Submit** confirmation displays.

24. Select **Yes** to confirm submission.
25. 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

ARAB 121 Arabic I

Option Status Open

Class	Meeting Dates
Lecture - Section 1 - Class Nbr 244	09/23/2019 - 12/13/2019

► **Class Preferences**

Are you sure you want to submit?

Yes No

26. 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

✓ **ARAB 121 - Arabic I**
Class(es) has been added to your Shopping Cart.

-  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](#).

27. 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.](#)