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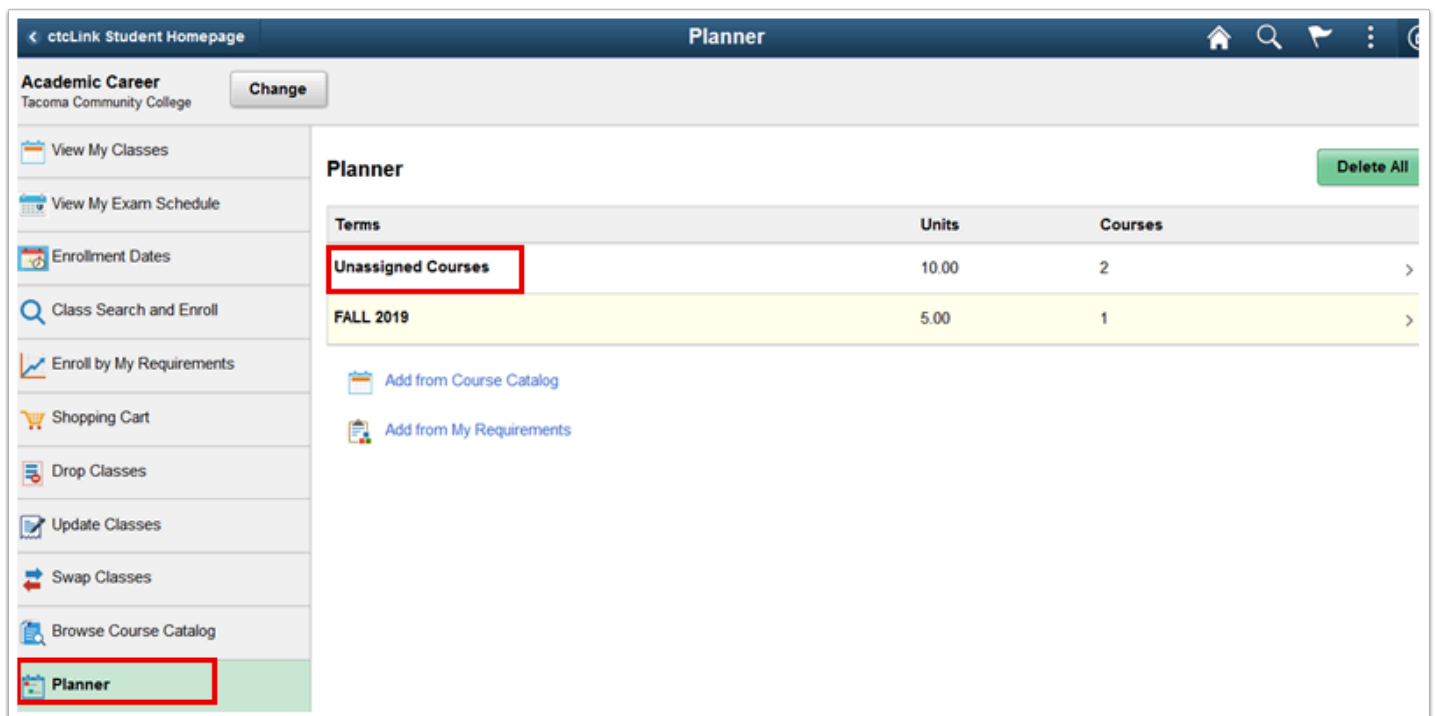
Purpose: Use this document as a reference for how to enroll by student planner to the shopping cart through the Manage Classes tile on the ctcLink Student Homepage.

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.

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

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

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

10. The **Class Information** page displays.
11. Select the **[X]** on the top right to close the **Class Information** page.

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.

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.

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.

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.

21. **Step 4 of 4: Review and Submit** page displays.
22. Select the **Submit** button.

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.

26. The updated **Confirmation** page displays.

> ℹ️ 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.

> ℹ️ 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.](#)