## **Enroll from Shopping Cart**

**Purpose**: Use this document as a reference for enrolling in classes through the Manage Classes tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

## **Enroll from Shopping Cart**

Prerequisite: There must be one or more classes in your Shopping Cart.

## Navigation: Student Homepage

- 1. Select the Manage Classes tile.
- 2. The View My Classes page displays.
- 3. Select Shopping Cart.
- 4. Select a college and term for enrollment, if applicable.
- 5. The **Shopping Cart** page displays.
- 6. Select the courses in your Shopping Cart in which you wish to enroll.
- 7. Select Enroll.
- 8. A confirmation message displays.
- 9. Select Yes.
- 10. The message box will close and a **Confirmation** page will display. The page will either display enrollment success or errors. Typical errors may include prerequisites, prior enrollment, class permission, enrollment hold etc.
- 11. Select View My Classes to verify your enrollment.
- 12. Process complete.

Please get in touch with your college if you require immediate assistance with ctcLink. <u>Check out the contact information and highlights for each community and technical</u> <u>college.</u>