

Message Center

Purpose: Use this document to reference for using the student Message Center through the Message Center tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff

Message Center

Navigation: Student Homepage

1. Select the **Message Center** tile.
2. The **Message Center** page displays.
3. Select a message in your Inbox.
4. The message displays.
5. If the message allows it, select **Reply**.
6. The message Reply area displays.
7. Enter your message, then select **Send**.
8. Your reply is sent.
9. To archive the message, select **Archive**.
10. The message moves from the **Inbox** to the **Archived** folder.
11. The **Archive** icon is labeled "Unarchive".

ctcLink Student Homepage Message Center

Message Center 1

INBOX (1) ARCHIVED (1)

Sort By: Date/Time

TACOMA CC
Petition Approved
Petition - Administrative
Oct 17, 2017

Tuition Due Reminder Notice

Regarding: Tuition Due Reminder Institution: Clark College
Notice
Expires: Jul 15, 2020

07/15/2019 - 5:47 pm Charles

Our records indicate your tuition for FALL 2018 is still outstanding. The balance owed is due by 5:00 pm, THURSDAY, January 24, 2019. If the amount owed is not paid in full by the due date you *will* be dropped from your classes. If you believe you should be getting financial aid that covers your tuition, please contact the Financial Aid Office at (360)992-2153 or log into your [financial aid portal](#) to ensure all required documents are submitted.

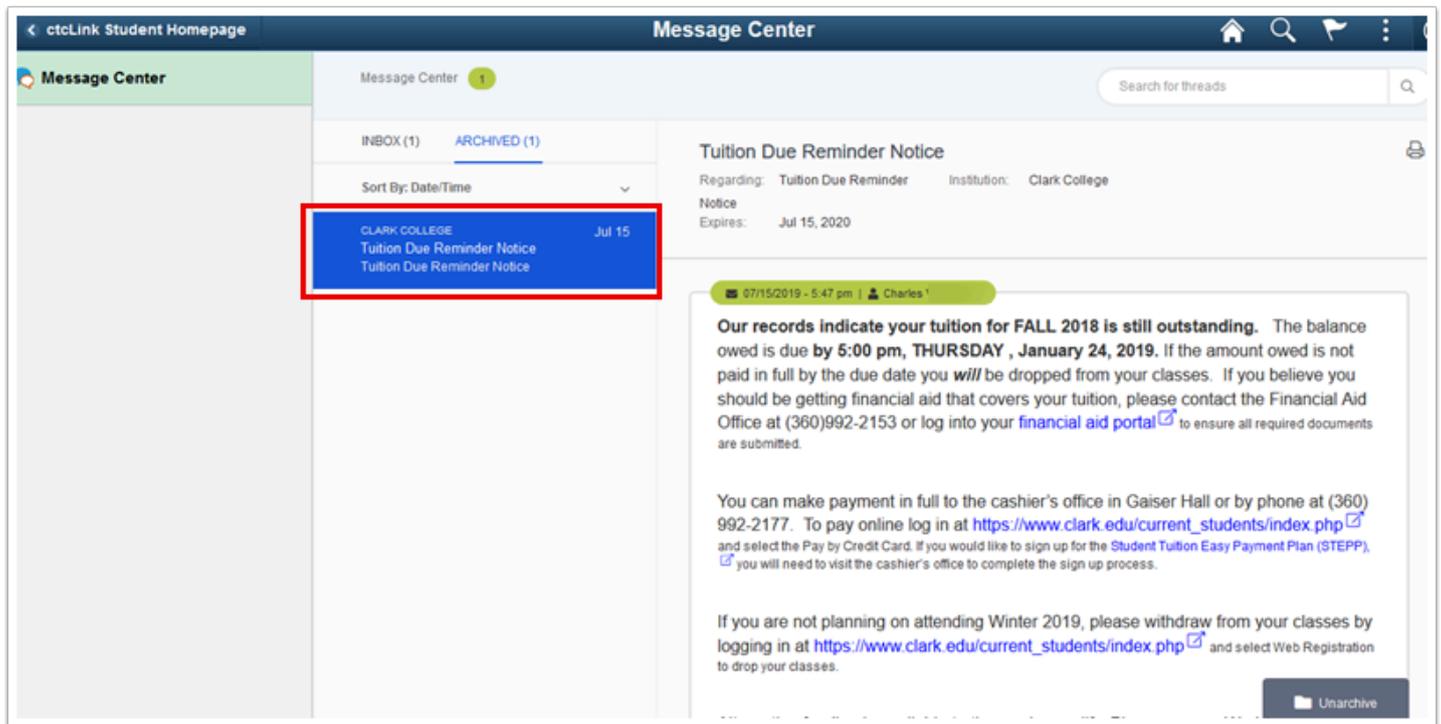
You can make payment in full to the cashier's office in Gaiser Hall or by phone at (360) 992-2177. To pay online log in at https://www.clark.edu/current_students/index.php and select the Pay by Credit Card. If you would like to sign up for the Student Tuition Easy Payment Plan (STEPP), you will need to visit the cashier's office to complete the sign up process.

If you are not planning on attending Winter 2019, please withdraw from your classes by logging in at https://www.clark.edu/current_students/index.php and select Web Registration to drop your classes.

Alternative funding is available to those who qualify. Please access Work...

Unarchive

12. Select the **Archived** folder.
13. The **Archived** folder displays.
14. Select the message you wish to Unarchive.



15. The message displays.
16. Select **Unarchive**.
17. The message moves from the **Archived** folder to the **Inbox**.
18. Select the **Inbox** folder.
19. The message is, again, archivable.

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.](#)