

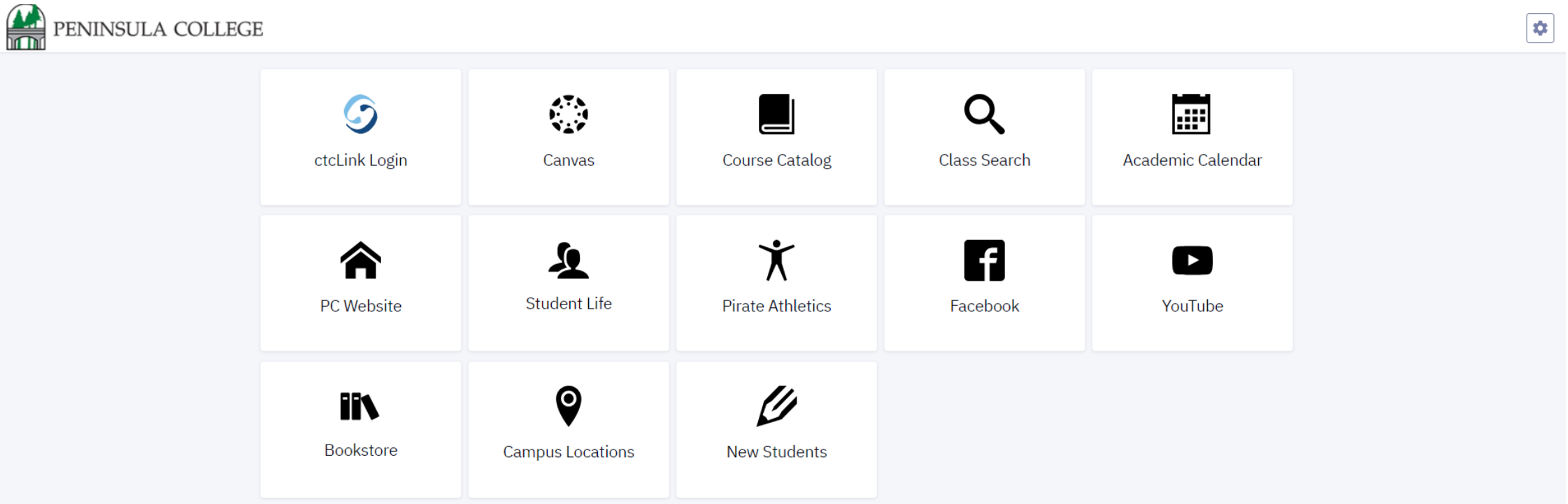
How to Add and Enroll for Classes Using the Shopping Cart in ctclink

This guide will show you how enroll for classes offered by Peninsula College using the Shopping Cart feature in ctclink.



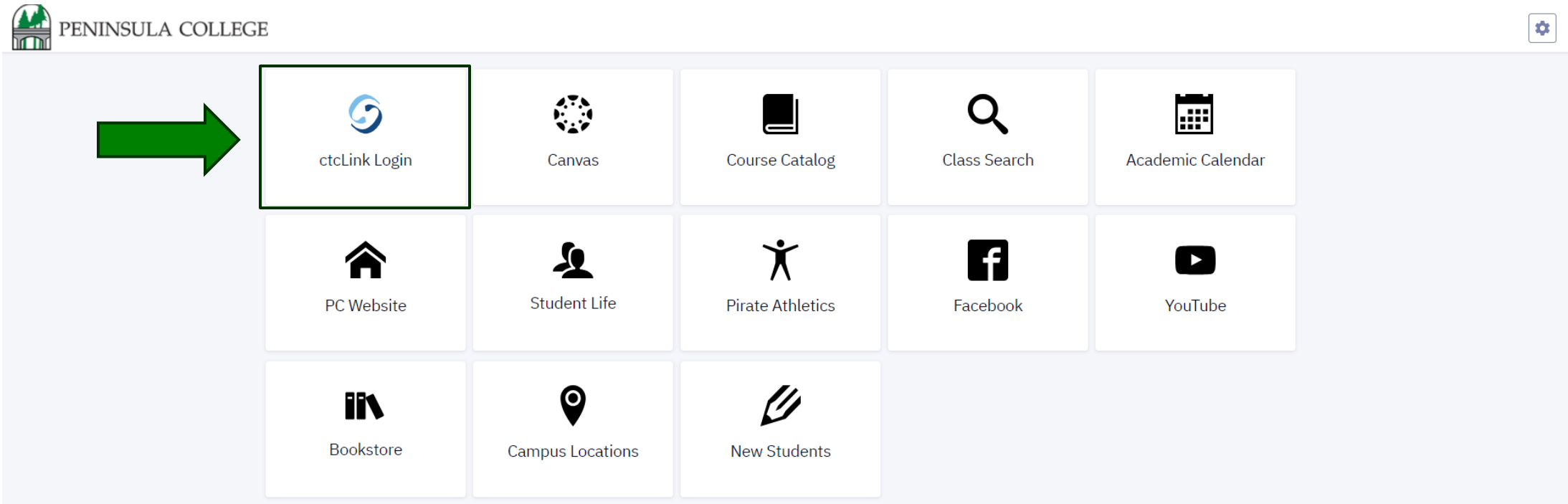
Proceed to ctcLink:

1. Open web browser and go to the [ctcLink Mobile Site](#) OR open the ctcLink app on your mobile device.
















Navigate to ctcLink Login Portal:

2. Select/Tap on the **ctcLink Login** Tile.

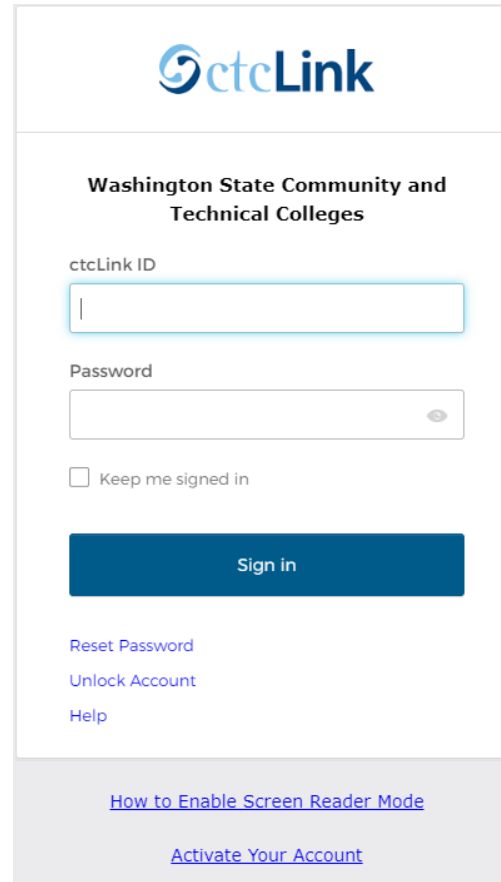


The image shows a screenshot of the Peninsula College dashboard. At the top left is the Peninsula College logo and name. At the top right is a settings gear icon. The main area contains a grid of service tiles. A large green arrow points to the 'ctcLink Login' tile, which is highlighted with a black border. The tiles are arranged as follows:

 ctcLink Login	 Canvas	 Course Catalog	 Class Search	 Academic Calendar
 PC Website	 Student Life	 Pirate Athletics	 Facebook	 YouTube
 Bookstore	 Campus Locations	 New Students		

Log in to ctcLink:

3. Log in to ctcLink.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The login form includes a "ctcLink ID" input field, a "Password" input field with a visibility toggle, and a "Keep me signed in" checkbox. A blue "Sign in" button is positioned below the password field. At the bottom of the form are links for "Reset Password", "Unlock Account", and "Help". A grey footer bar contains links for "How to Enable Screen Reader Mode" and "Activate Your Account".

ctcLink

Washington State Community and
Technical Colleges

ctcLink ID

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

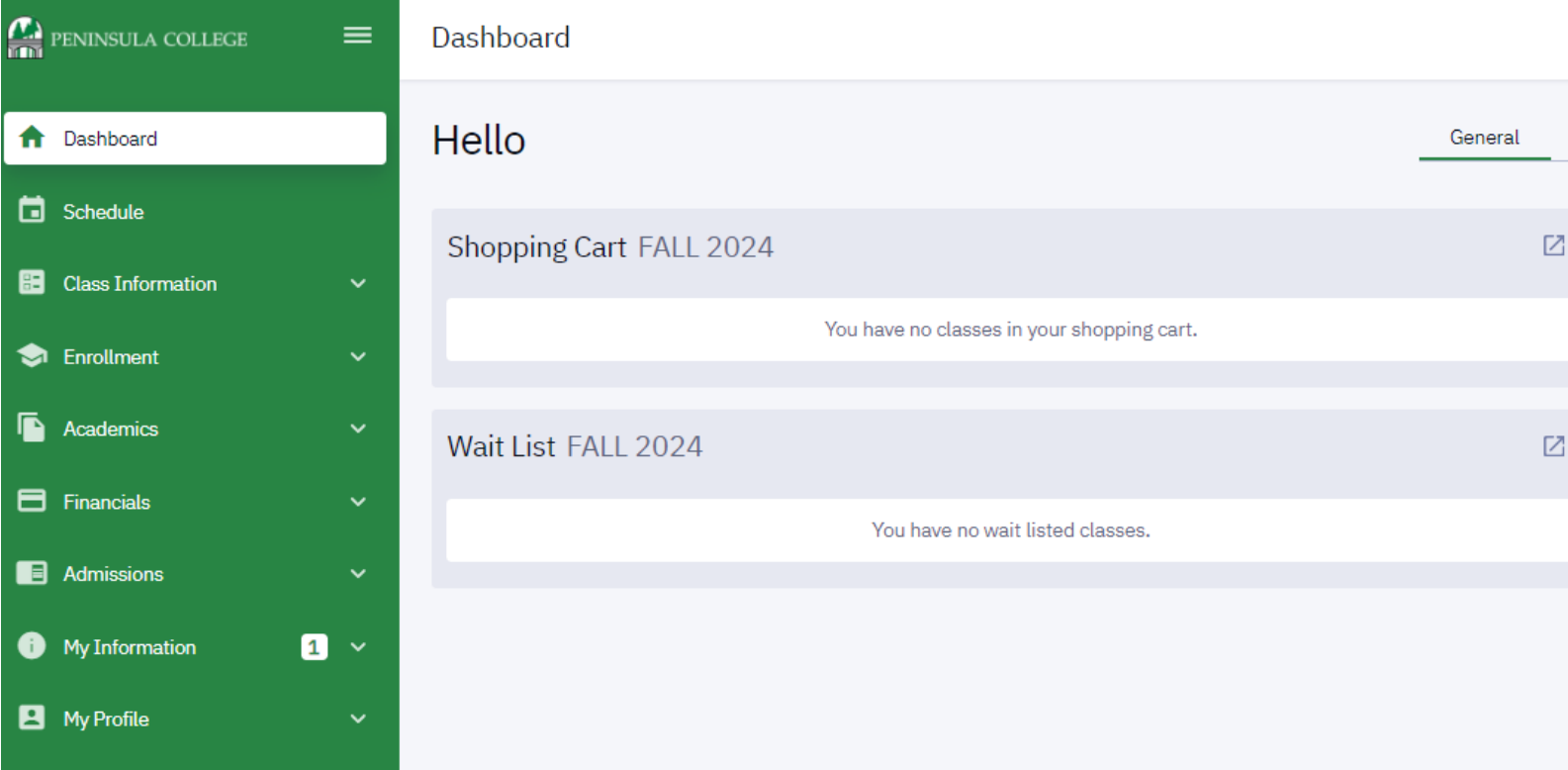
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



Open Class Information:

4. On the left, expand the **Class Information** menu.



The screenshot shows the Peninsula College dashboard interface. On the left, a green sidebar menu is expanded to show the 'Class Information' option, which is highlighted with a green arrow. The main content area displays a 'Hello' greeting, a 'Shopping Cart FALL 2024' section with a message 'You have no classes in your shopping cart.', and a 'Wait List FALL 2024' section with a message 'You have no wait listed classes.'.

Dashboard

Hello General

Shopping Cart FALL 2024 🔗

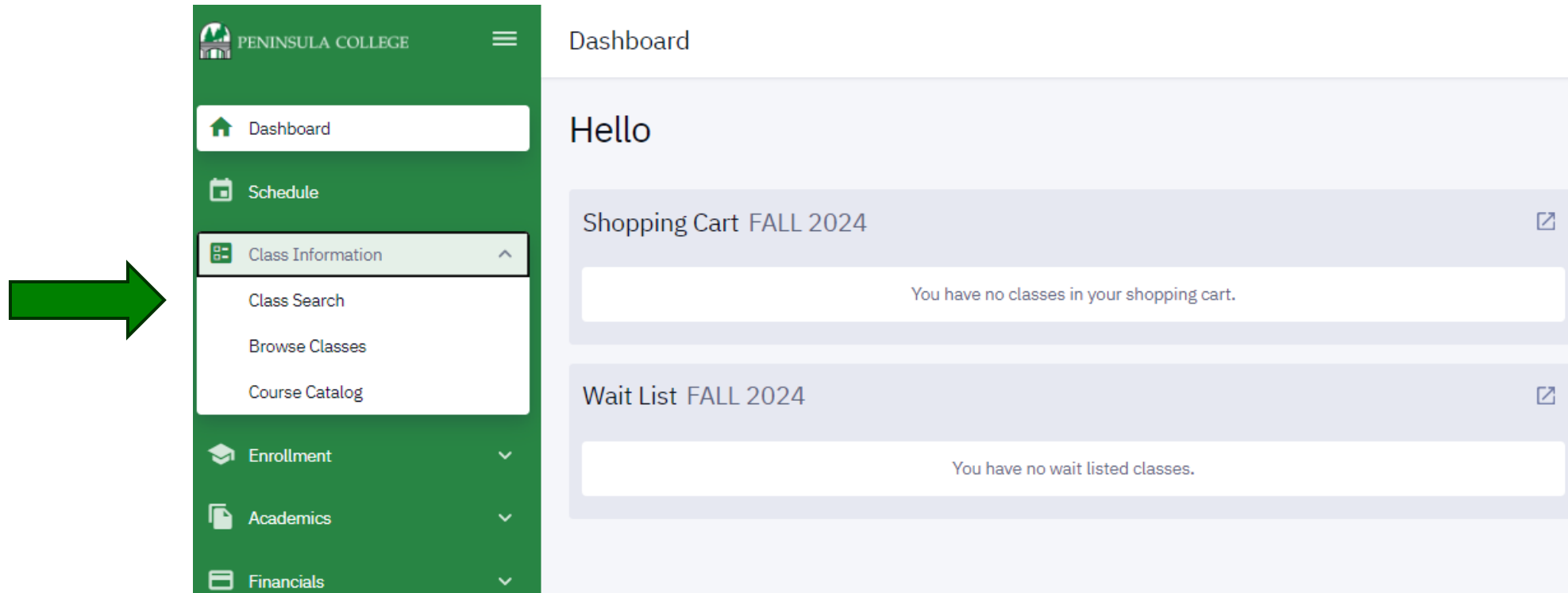
You have no classes in your shopping cart.

Wait List FALL 2024 🔗

You have no wait listed classes.

Class Search:

5. Select **Class Search**.



The image shows a screenshot of the Peninsula College dashboard. On the left is a green sidebar with a menu. A large green arrow points to the 'Class Search' option under the 'Class Information' section. The main content area is titled 'Dashboard' and 'Hello'. It features two sections: 'Shopping Cart FALL 2024' and 'Wait List FALL 2024', both indicating that there are no items in the cart or wait list.

Dashboard

Hello

Shopping Cart FALL 2024

You have no classes in your shopping cart.

Wait List FALL 2024

You have no wait listed classes.

Peninsula College Menu:

- Dashboard
- Schedule
- Class Information**
 - Class Search**
 - Browse Classes
 - Course Catalog
- Enrollment
- Academics
- Financials

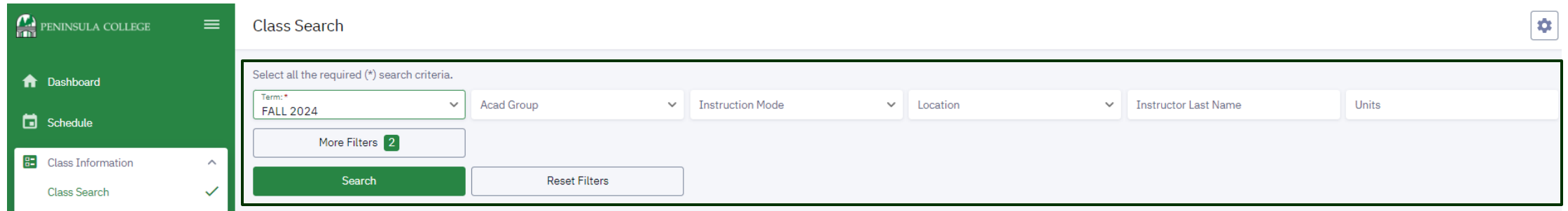
Select Term:

6. Select the appropriate term using the **Term** dropdown menu.

The screenshot shows the 'Class Search' interface on the Peninsula College website. On the left is a green navigation sidebar with the following menu items: Dashboard, Schedule, Class Information (expanded), Class Search (checked), Browse Classes, Course Catalog, Enrollment, Academics, Financials, and Admissions. The main content area is titled 'Class Search' and contains a search form with the instruction 'Select all the required (*) search criteria.' The form includes several dropdown menus: 'Term' (with a list of 'FALL 2024', 'SPRING 2025', 'WINTER 2025', and 'FALL 2024' open), 'Acad Group', 'Instruction Mode', 'Location', 'Instructor Last Name', and 'Units'. A 'Reset Filters' button is located below the dropdowns. A large green arrow points upwards towards the 'FALL 2024' option at the bottom of the 'Term' dropdown menu.

Set Search Criteria:

7. Use additional search criteria/filters to help refine your results.



The screenshot displays the 'Class Search' interface on the Peninsula College website. On the left is a green navigation sidebar with the college logo and menu items: 'Dashboard', 'Schedule', 'Class Information', and 'Class Search' (which is selected with a checkmark). The main content area is titled 'Class Search' and contains a search form. The form includes a header instruction: 'Select all the required (*) search criteria.' Below this are five dropdown menus: 'Term:' (set to 'FALL 2024'), 'Acad Group', 'Instruction Mode', 'Location', and 'Instructor Last Name'. There is also a 'Units' input field. A 'More Filters' button with a green badge showing '2' is located below the dropdowns. At the bottom of the form are two buttons: a green 'Search' button and a light gray 'Reset Filters' button. A settings gear icon is visible in the top right corner of the search area.

Begin Search:

8. Once the search criteria has been set, click on the **Search** button.

The screenshot shows the 'Class Search' interface on the Peninsula College website. On the left is a green navigation sidebar with the following items: 'Dashboard', 'Schedule', 'Class Information' (with an expandable arrow), and 'Class Search' (with a checkmark). The main content area is titled 'Class Search' and contains a search form. The form includes a 'Term:' dropdown menu with 'FALL 2024' selected, and several other dropdown menus for 'Acad Group', 'Instruction Mode', 'Location', 'Instructor Last Name', and 'Units'. Below these is a 'More Filters' button with a '2' indicator. At the bottom of the form are two buttons: 'Search' (highlighted with a green box) and 'Reset Filters'. A large green arrow points upwards from the bottom center of the page towards the 'Search' button.

Review Search Results:

9. Your search results will appear. Click on a listed class section to expand the details.

Select all the required (/) search criteria.

Term: * FALL 2024 Acad Group: Art (ART/ART&) Instruction Mode Location Instructor Last Name Units

More Filters 3

Search Reset Filters

Drawing: Methods/Material | ART 104

SECTION	INSTRUCTION MODE	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	STATUS
> 1-LEC (14273)	Online Asynchronous	ONL	-	-	Online	Michael Miller	09/23 - 12/11	5	0 12/24
> 2-LEC (34928)	Hybrid	Th	11:30 am	1:30 pm	Maier Hall E310...	Thomas Connery	09/23 - 12/11	5	0 14/24



Review Search Results (continued)

Search
Reset Filters

Drawing: Methods/Material | ART 104

SECTION	INSTRUCTION MODE	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	STATUS
▼ 1-LEC (14273)	Online Asynchronous	ONL	-	-	Online	Michael Miller	09/23 - 12/11	5	● 12/24

INFORMATION

Class Number: 14273

Career: Undergraduate

Session: Regular Academic Session

Units: 5 units

Grading: Graded

Description: Intensive study of line, value, perspective, and form, using various drawing mediums that offer a new way of seeing through investigation of visual language of drawing. This class may include students from multiple sections. (Humanities-Performance, Elective)

Class Attributes: Academic Elective
Meets Humanities-Performance Distribution Rqmnt

Class Notes: This class has no scheduled meeting time. It will be conducted online through Canvas, requiring students to have reliable and daily access to a computer and internet service. Specific expectations regarding coursework and deadlines will be communicated by the faculty.

DETAILS

Instructor: Michael Miller

Dates: 09/23/2024 - 12/11/2024

Meets: ONL

Instruction Mode: Online Asynchronous

Room: Online

Topic: Arranged

Location: PORT ANGELES - MAIN CAMPUS

Components: Lecture Required

TEXTBOOKS

Special Instructions: Go to <https://bookaneer.pencol.edu> for class textbook information. Search for course materials using Department, Course Section and Instructor Name.

[Bookstore](#)

AVAILABILITY

Status: Open

Seats Open: 12/24

Wait List Open: 30/30

Add Class to Cart:

10. To add the selected class to your shopping cart, click on the 3-dots on the right, and select **Add to Cart**.

Drawing: Methods/Material | ART 104

SECTION	INSTRUCTION MODE	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	STATUS
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Room: Online

Topic: Arranged

Location: PORT ANGELES - MAIN CAMPUS

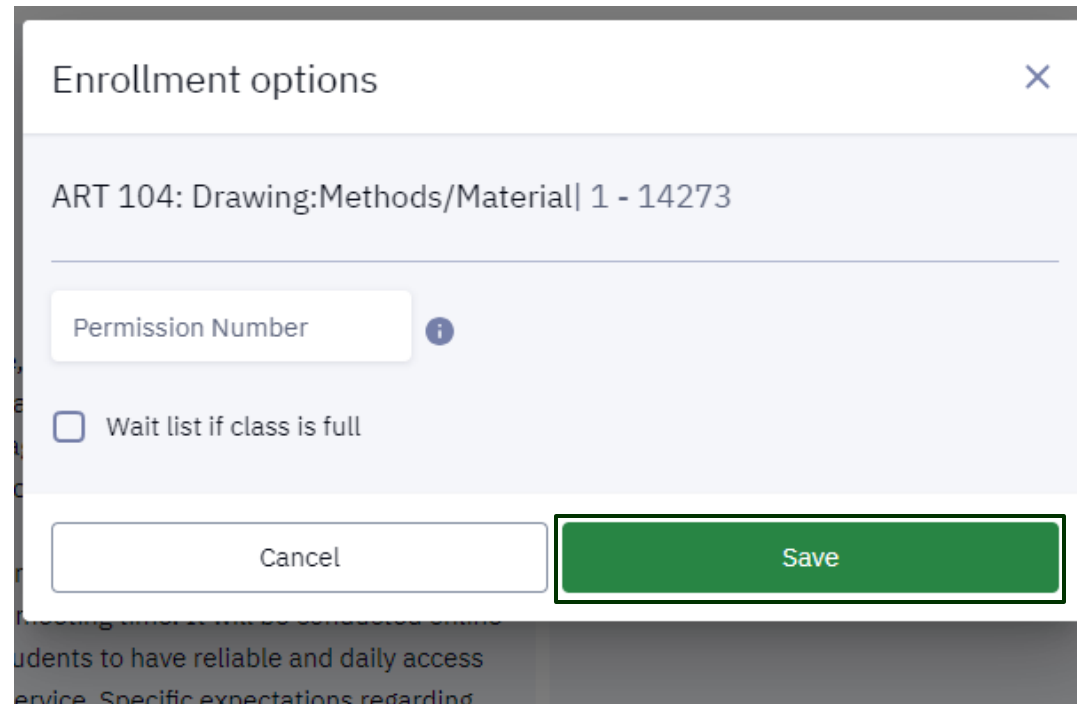
Components: Lecture Required

- Enroll
- Add to Cart**
- Add to Planner
- View Deadlines
- Share

Confirm Enrollment:

11. A pop-up will open with Enrollment options.

Check **Wait list if class is full** if you'd like to be added to the wait list. Click **Save**.



Enrollment options

ART 104: Drawing:Methods/Material| 1 - 14273

Permission Number

Wait list if class is full

Cancel Save



Success:

12. If successful, you will see a pop-up confirmation that the class has been added to your shopping cart.



Class Search

Select all the required (*) search criteria.

Term: * FALL 2024	Acad Group: Art (ART/ART&)	Instruction Mode	Location	Instructor Last Name	Units
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More Filters 3

Search Reset Filters

✓ SUCCESS

Successfully added class to the cart

View Shopping Cart:

13. To view your class(es) in the shopping cart, select **Enrollment** and **Shopping Cart**.

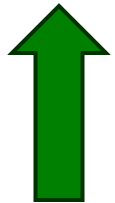
Shopping Cart

Term: FALL 2024

Search

Delete Validate Enroll

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS
> ART 104 1-LEC (14273)	Drawing:Methods/Material	ONL	-	-	Michael Miller	5	W 29/30 O 0/24



Enroll from Shopping Cart:

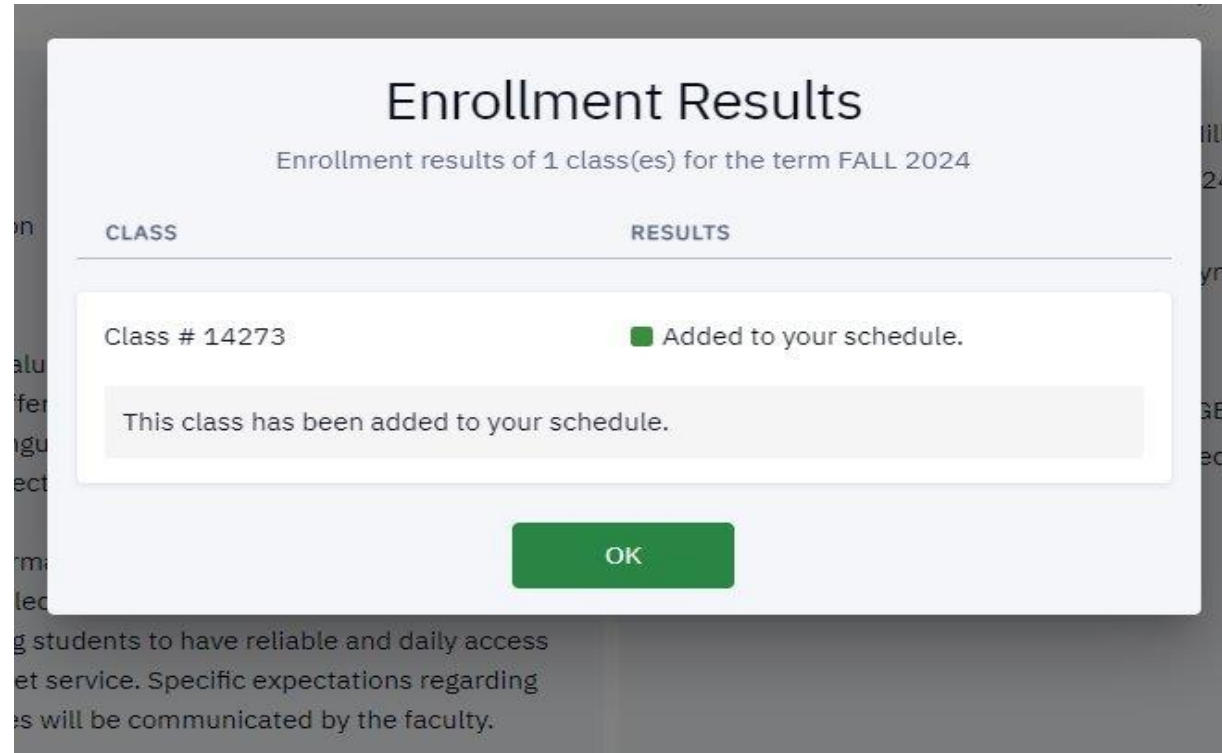
14. Review the classes you have added to your shopping cart. When you're ready to enroll, select the **checkbox** and **Enroll**.

The screenshot displays the 'Shopping Cart' page for Peninsula College. On the left is a green navigation sidebar with options: Dashboard, Schedule, Class Information, Enrollment, Enrollment Dates, Planner, and Shopping Cart (checked). The main content area shows a table of classes in the shopping cart. The table has columns: CLASS, DESCRIPTION, DAYS, START, END, INSTRUCTOR, UNITS, STATUS, and a checkbox. The class 'ART 104 1-LEC (14273)' is selected. The 'STATUS' column shows 'W 29/30' and 'O 0/24'. A green arrow points to the 'Enroll' button, and another green arrow points to the checkbox in the 'STATUS' column for the selected class.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	<input checked="" type="checkbox"/>
> ART 104 1-LEC (14273)	Drawing:Methods/Material	ONL	-	-	Michael Miller	5	W 29/30 O 0/24	<input checked="" type="checkbox"/>

Success:

15. If successful, you will see confirmation that the class has been added to your schedule.



The screenshot displays a dialog box titled "Enrollment Results" with the subtitle "Enrollment results of 1 class(es) for the term FALL 2024". The dialog is structured as a table with two columns: "CLASS" and "RESULTS".

CLASS	RESULTS
Class # 14273	<input checked="" type="checkbox"/> Added to your schedule.

Below the table, a light gray message box contains the text: "This class has been added to your schedule." At the bottom center of the dialog is a green button labeled "OK".

Enrollment Issues?

If you are experiencing issues with enrolling for classes, first try clearing your Internet browser history and try again.

If you are still experiencing issues, please contact Student Services at (360) 417-6340 or email us at studentservices@pencol.edu



If you have any questions or need further assistance contact the IT Help Desk at (360) 417-6565 or helpdesk@pencol.edu

