

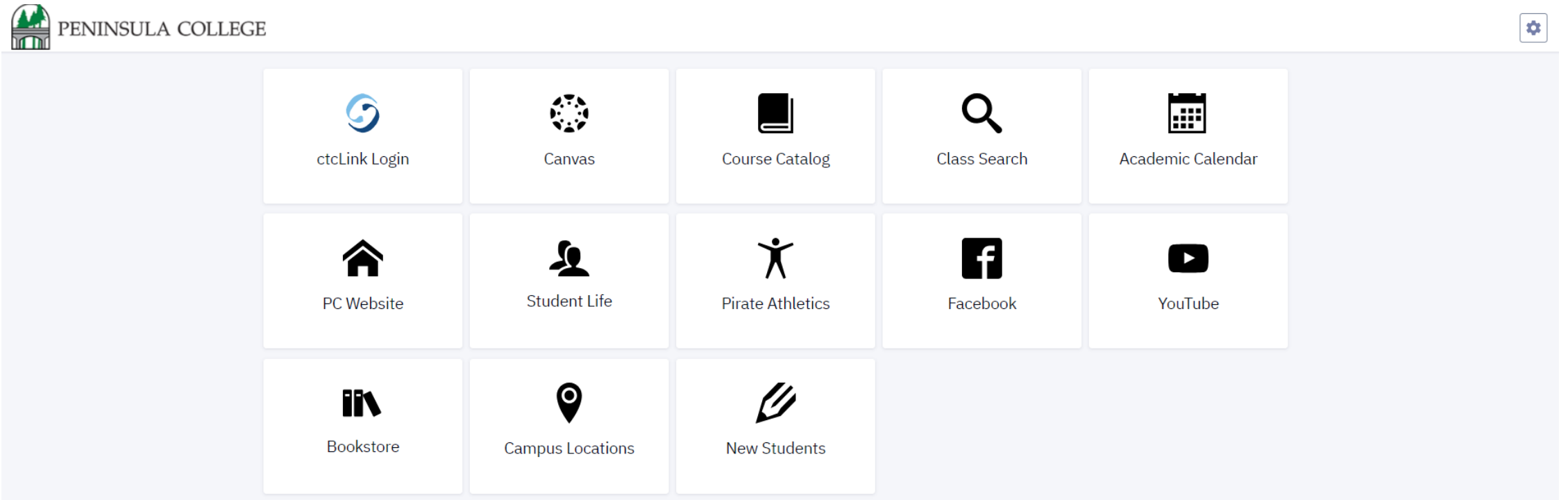
# How to Search & Enroll for Classes in ctcLink

This guide will show you how to search and enroll for classes offered by Peninsula College.



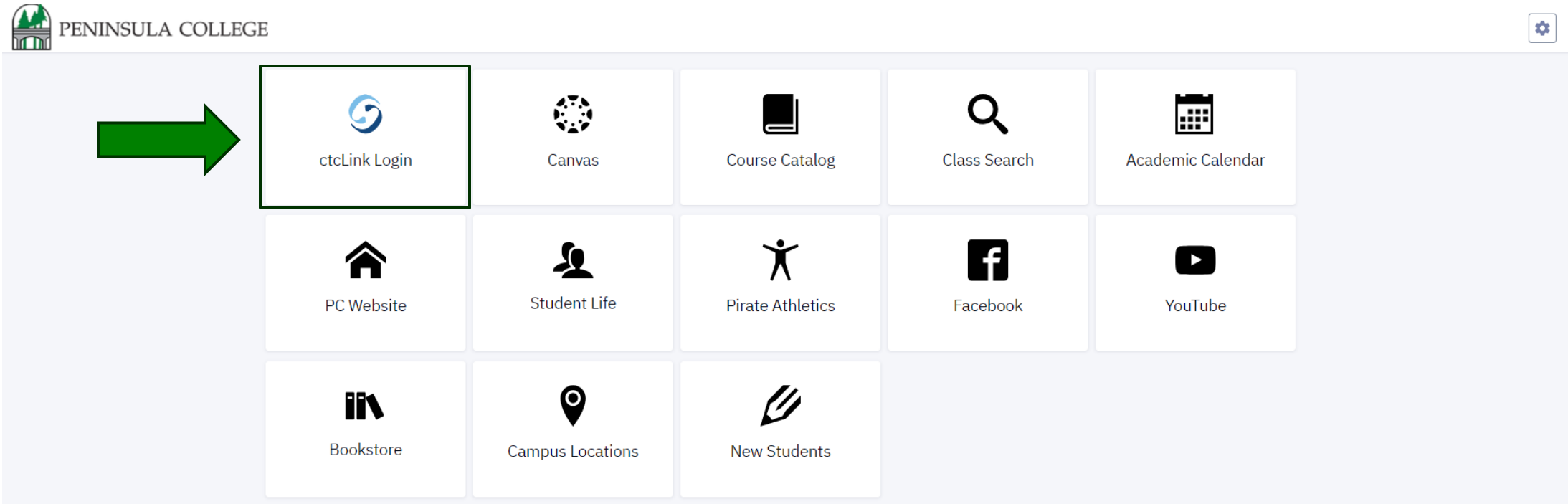
# Proceed to ctcLink:

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.

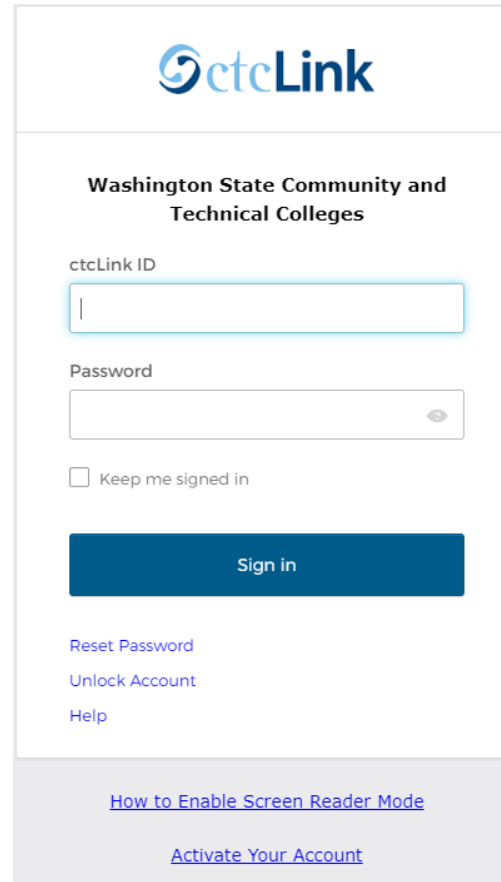


The image shows a screenshot of the Peninsula College dashboard. At the top left is the Peninsula College logo and name. At the top right is a settings gear icon. The main area contains a grid of service tiles. A large green arrow points to the 'ctcLink Login' tile, which is highlighted with a black 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 toggle icon, 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](#)

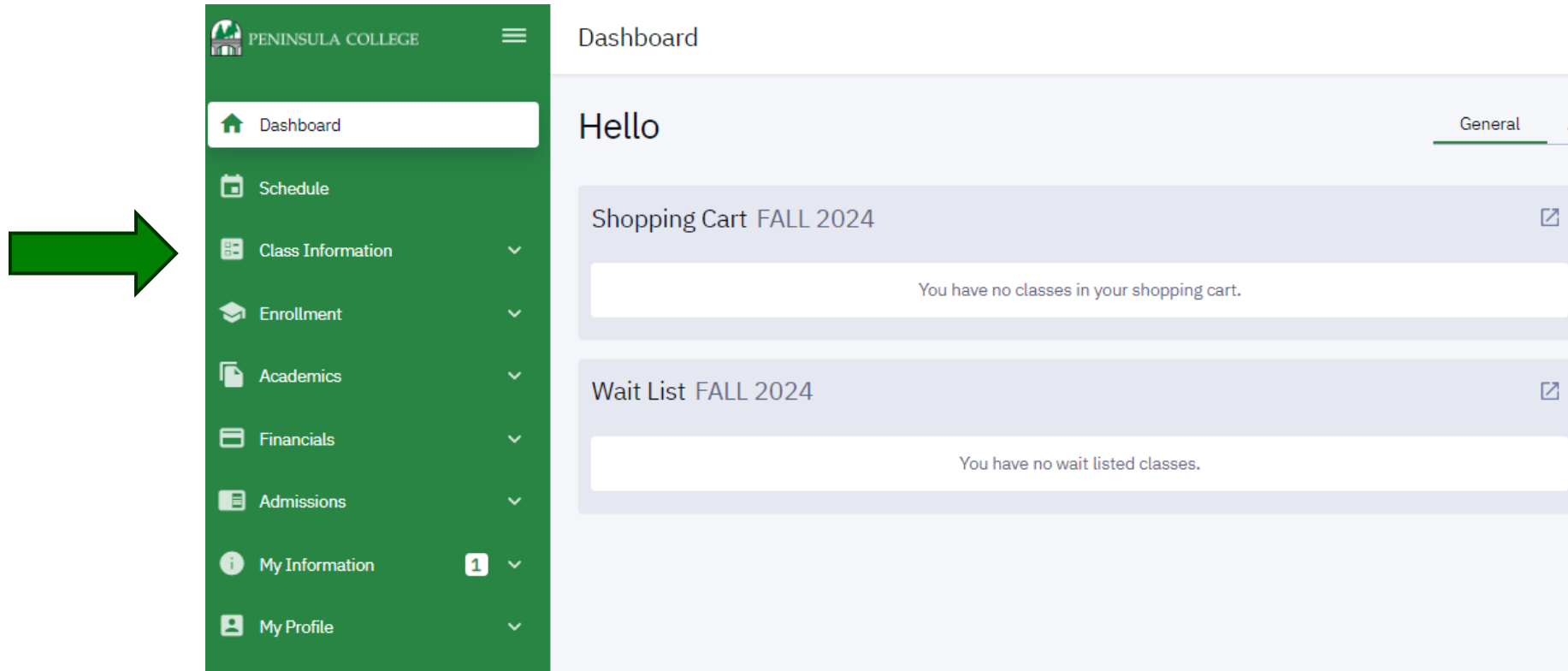
[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

# Open Class Information:

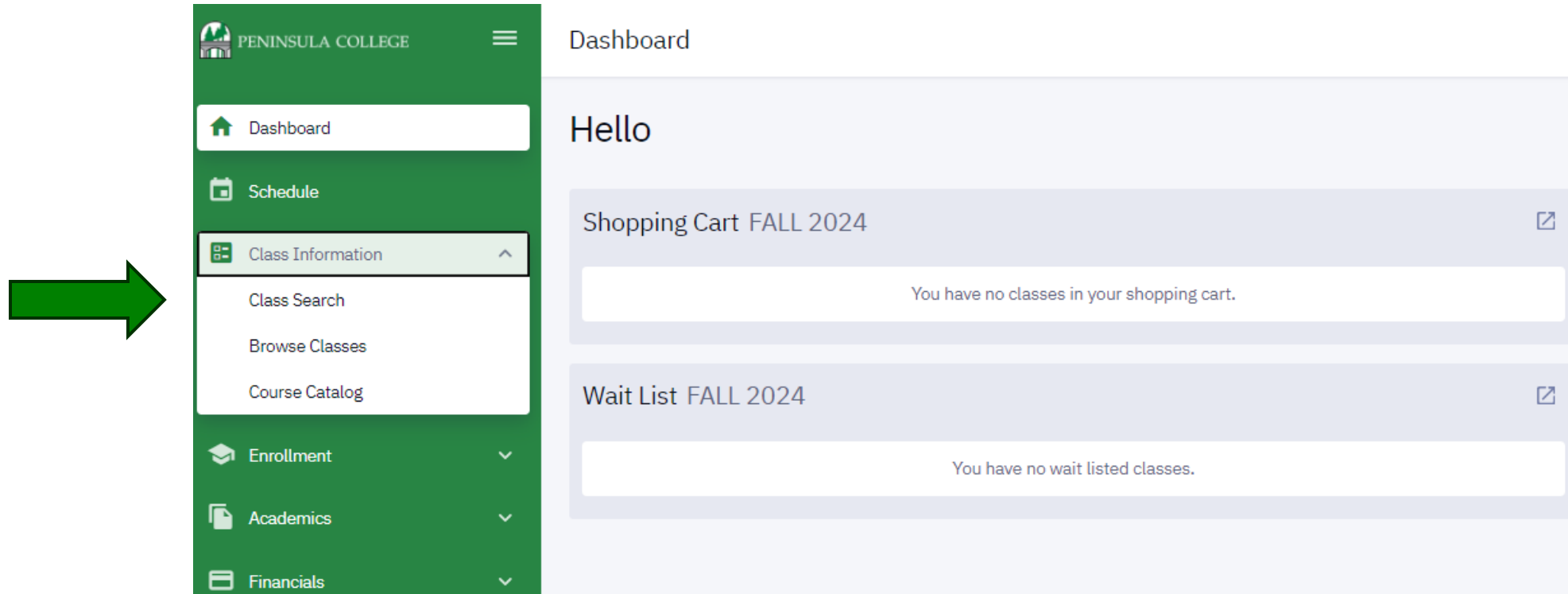
4. On the left, expand the **Class Information** menu.



The screenshot shows the Peninsula College dashboard interface. On the left is a green navigation sidebar with the following items: Dashboard, Schedule, Class Information (with a dropdown arrow), Enrollment (with a dropdown arrow), Academics (with a dropdown arrow), Financials (with a dropdown arrow), Admissions (with a dropdown arrow), My Information (with a dropdown arrow and a notification badge '1'), and My Profile (with a dropdown arrow). A large green arrow points from the left towards the 'Class Information' menu item. The main content area is titled 'Dashboard' and 'Hello'. It features a 'Shopping Cart FALL 2024' section with a message: 'You have no classes in your shopping cart.' Below it is a 'Wait List FALL 2024' section with a message: 'You have no wait listed classes.' The top right of the main area has a 'General' tab and a partial 'A' tab.

# Class Search:

5. Select **Class Search**.



The image shows a screenshot of the Peninsula College dashboard. On the left is a green sidebar menu with the college logo and name at the top. The menu items are: Dashboard, Schedule, Class Information (which is expanded to show Class Search, Browse Classes, and Course Catalog), Enrollment, Academics, and Financials. A large green arrow points from the left towards the 'Class Search' option. The main content area on the right is titled 'Dashboard' and 'Hello'. It contains two sections: 'Shopping Cart FALL 2024' with a message 'You have no classes in your shopping cart.' and 'Wait List FALL 2024' with a message 'You have no wait listed classes.'.

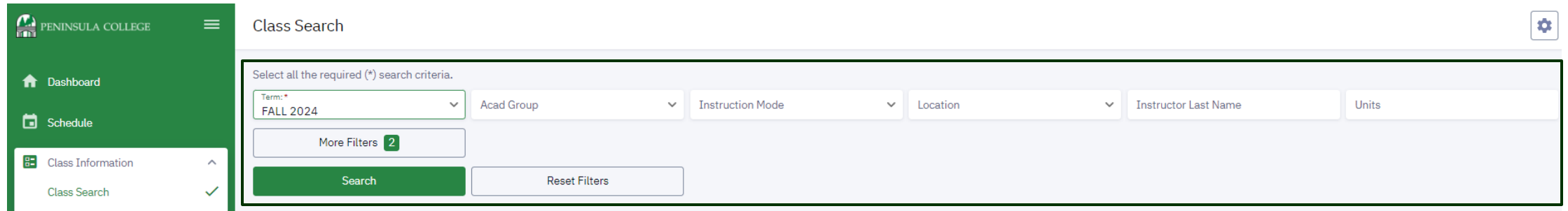
# Select Term:

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

The screenshot shows the 'Class Search' interface for Peninsula College. 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' visible), '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.

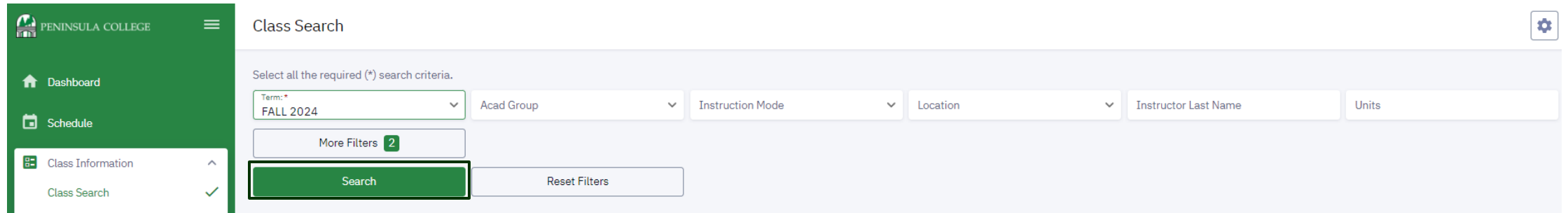


The screenshot displays the 'Class Search' interface on the Peninsula College website. On the left is a green navigation sidebar with the college logo and menu items: 'Dashboard', 'Schedule', 'Class Information', and 'Class Search' (which is selected with a checkmark). The main content area is titled '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 college logo and menu items: Dashboard, Schedule, Class Information (expanded), and Class Search (checked). 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 are buttons for 'More Filters 2', 'Search', and 'Reset Filters'. The 'Search' button is highlighted with a green border and a green arrow points to it from below.

# 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

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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	<span style="color: green;">●</span> 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

# Enroll for Class:

10. To enroll in the selected class, click on the 3-dots on the right, and select **Enroll**.

Search  Reset Filters

Drawing: Methods/Material | ART 104

SECTION	INSTRUCTION MODE	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	STATUS
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Bookstore

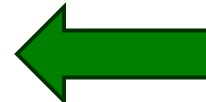
**DETAILS**

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

**AVAILABILITY**

Status: Open  
Seats Open: 12/24  
Wait List Open: 30/30

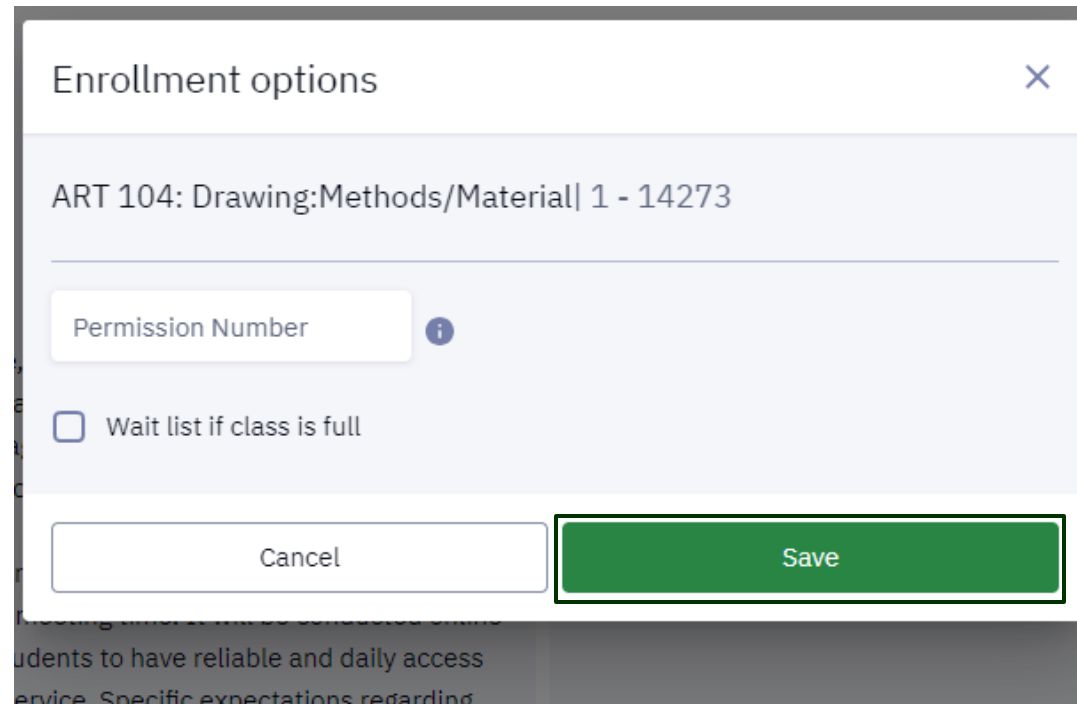
- Enroll
- Add to Cart
- Add to Planner
- View Deadlines
- Share



## 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 i

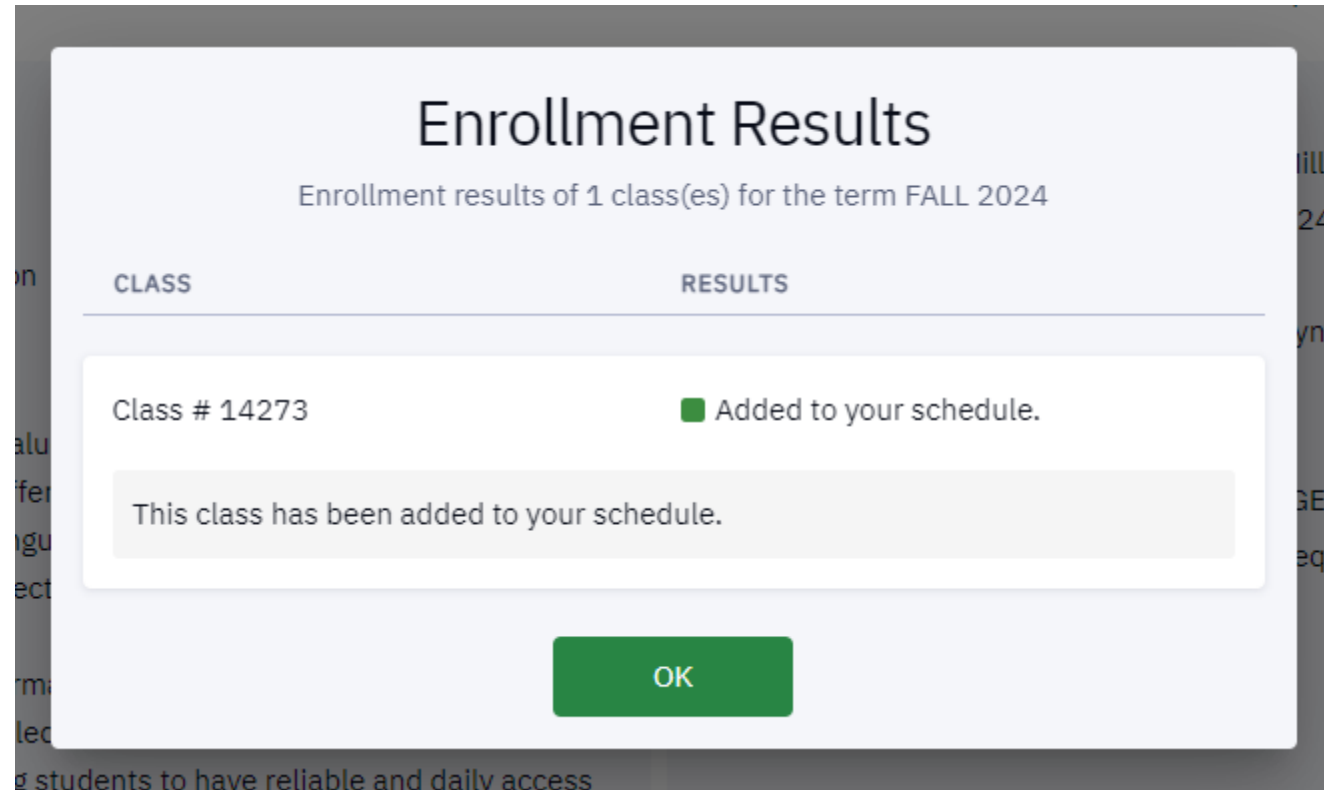
Wait list if class is full

Cancel Save



## Success:

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



The screenshot shows a dialog box titled "Enrollment Results" with the subtitle "Enrollment results of 1 class(es) for the term FALL 2024". It features a table with two columns: "CLASS" and "RESULTS". The table contains one row for "Class # 14273" with the result "Added to your schedule." A green checkmark icon is next to the result. Below the table, a message box states "This class has been added to your schedule." and an "OK" button is at the bottom.

CLASS	RESULTS
Class # 14273	■ Added to your schedule.

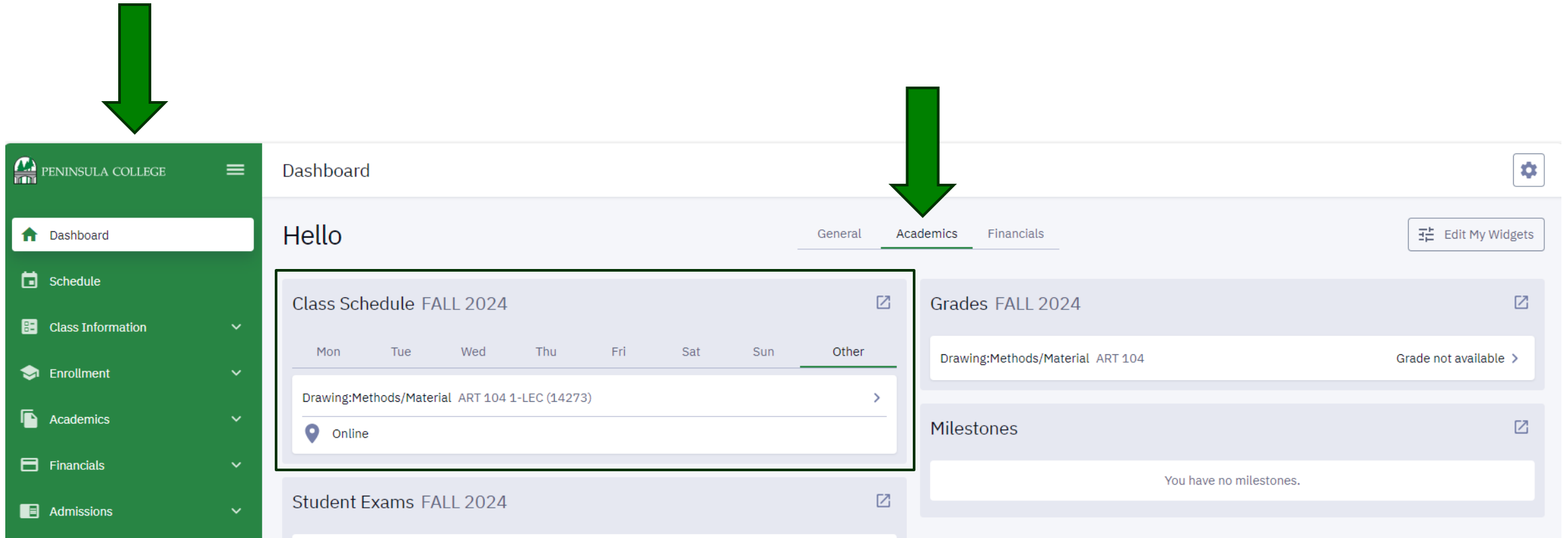
This class has been added to your schedule.

OK



# Confirm Schedule:

13. You may confirm your class schedule by selecting **Dashboard** on the left and selecting the **Academics** tab.



The screenshot shows the Peninsula College dashboard interface. A green arrow points to the 'Dashboard' option in the left-hand navigation menu. Another green arrow points to the 'Academics' tab in the top navigation bar. The main content area displays a 'Hello' greeting and a 'Class Schedule FALL 2024' widget, which is highlighted with a black border. This widget shows a table with columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun, Other) and a row for the class 'Drawing:Methods/Material ART 104 1-LEC (14273)' with a location of 'Online'. Other widgets visible include 'Grades FALL 2024' showing 'Drawing:Methods/Material ART 104' with a grade of 'Grade not available', and 'Milestones' showing 'You have no milestones.'.

## 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](mailto: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](mailto:helpdesk@pencol.edu)

