

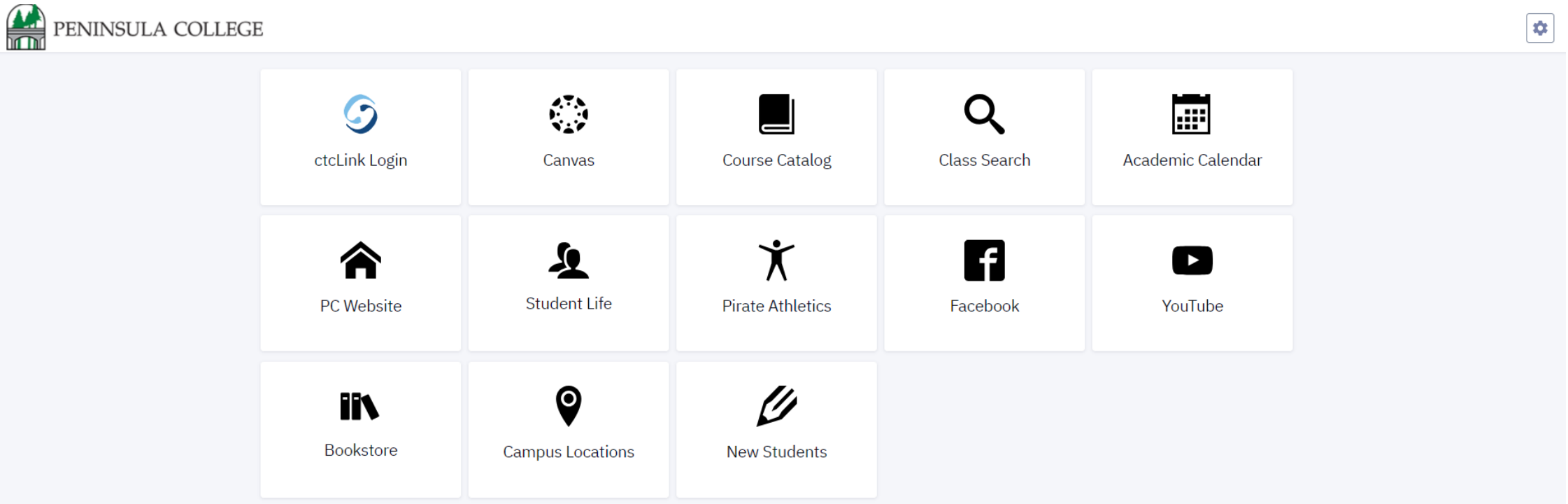
How to Add and Enroll for Classes Using the Shopping Cart in ctLink

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
















Proceed to ctcLink:

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

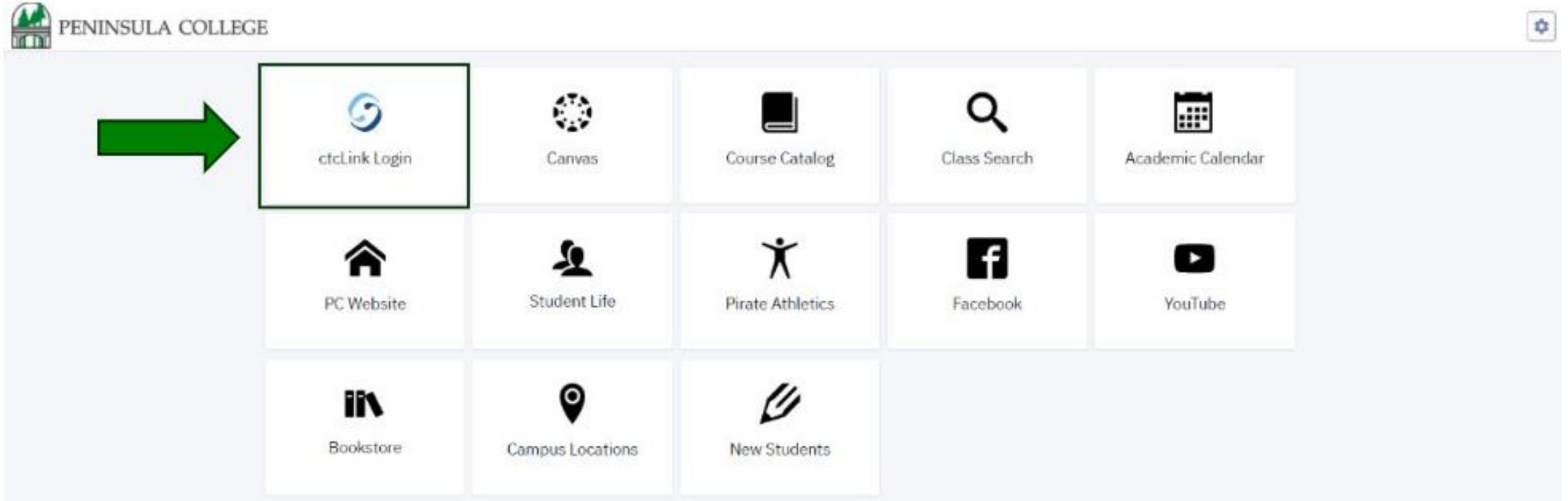


The screenshot shows the mobile site dashboard for Peninsula College. At the top left is the college logo and name, and at the top right is a settings gear icon. The main area contains a grid of 15 white tiles with icons and text labels for various services.

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

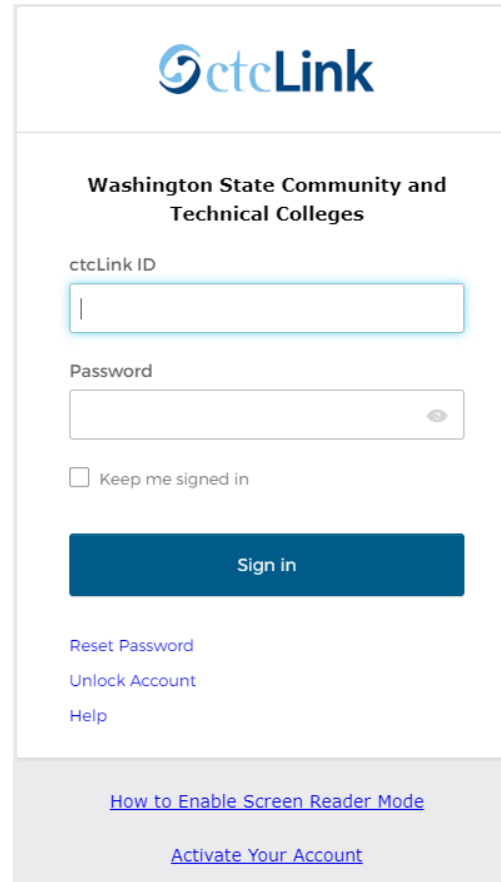
Navigate to ctcLink Login Portal:

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



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](#)

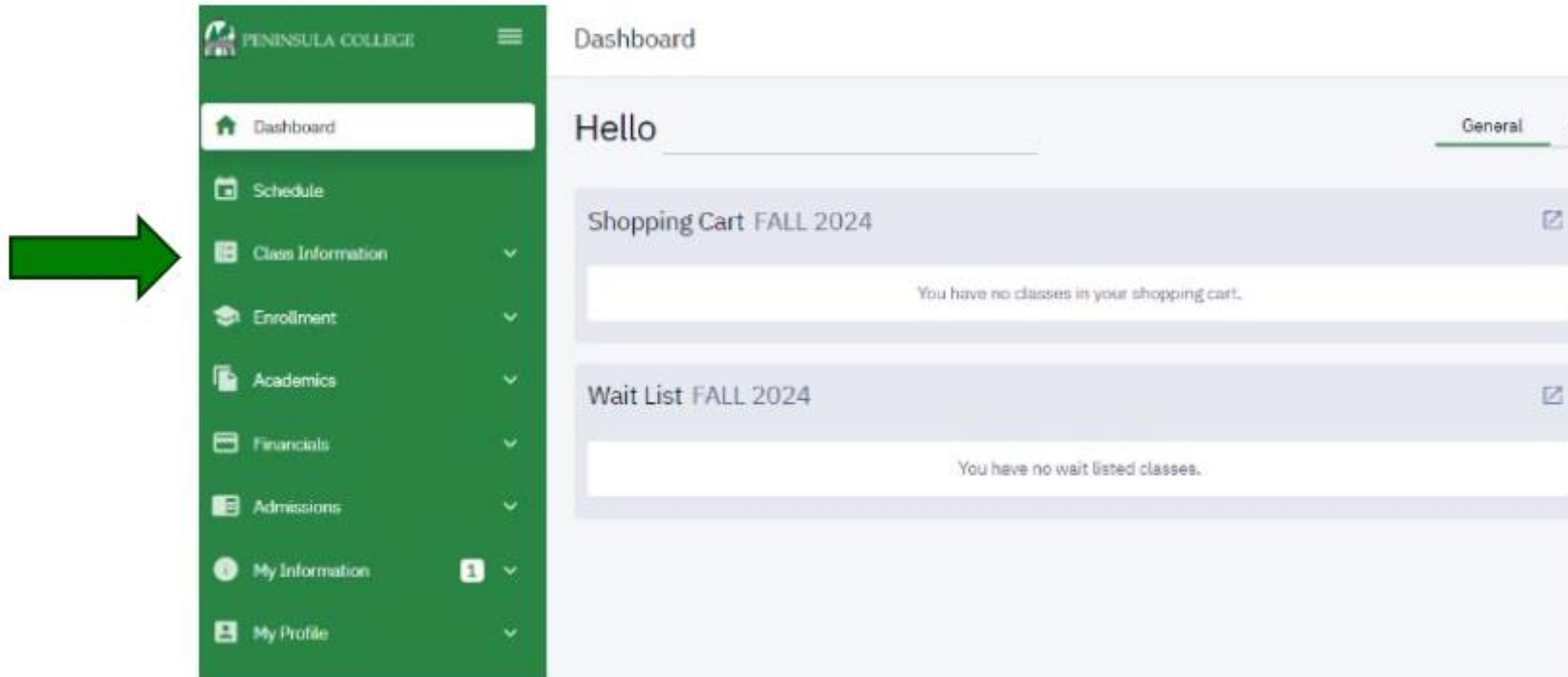
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



Open Class Information:

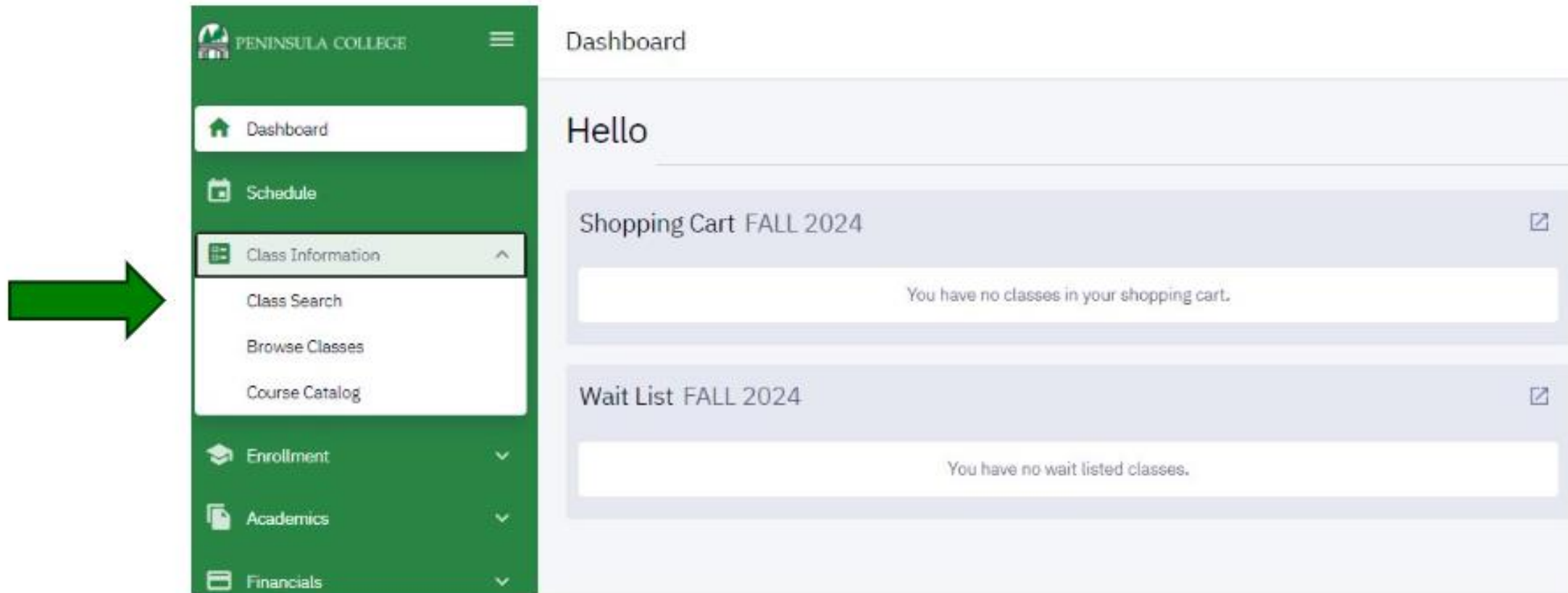
4. On the left, expand the **Class Information** menu.



The screenshot shows the Peninsula College dashboard interface. On the left is a green navigation sidebar with the following items: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, My Information (with a notification icon), and My Profile. A large green arrow points to the 'Class Information' menu item. The main content area is titled 'Dashboard' and includes a 'Hello' greeting, a 'Shopping Cart FALL 2024' section with the message 'You have no classes in your shopping cart.', and a 'Wait List FALL 2024' section with the message '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 the college logo and name at the top. Below the logo are navigation options: Dashboard, Schedule, Class Information (expanded), Class Search, Browse Classes, and Course Catalog. Further down are Enrollment, Academics, and Financials. A large green arrow points from the left towards the 'Class Search' option in the sidebar. The main content area on the right is titled 'Dashboard' and says 'Hello'. It features 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.'

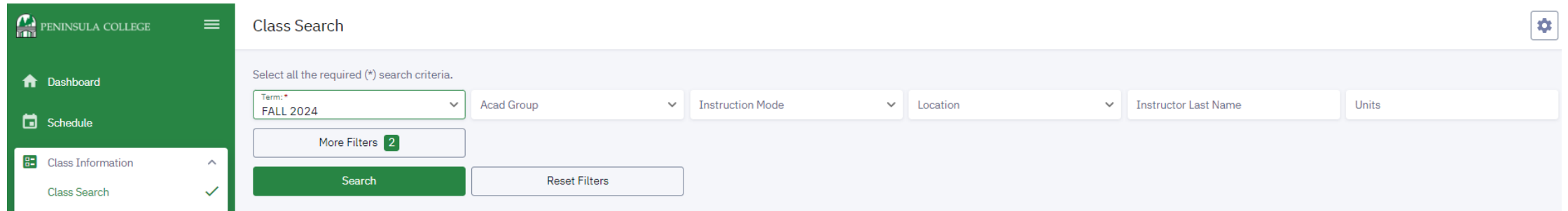
Select Term:

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 items: Dashboard, Schedule, Class Information (expanded), Class Search (checked), Browse Classes, and Course Catalog. Below these are 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' (open), 'Acad Group', 'Instruction Mode', 'Location', 'Instructor Last Name', and 'Units'. The 'Term' dropdown menu is open, displaying a list of terms: 'FALL 2024', 'SPRING 2025', 'WINTER 2025', and 'FALL 2024'. A green arrow points to the 'FALL 2024' option at the bottom of the list. A 'Reset Filters' button is located below the dropdown menu.

Set Search Criteria:

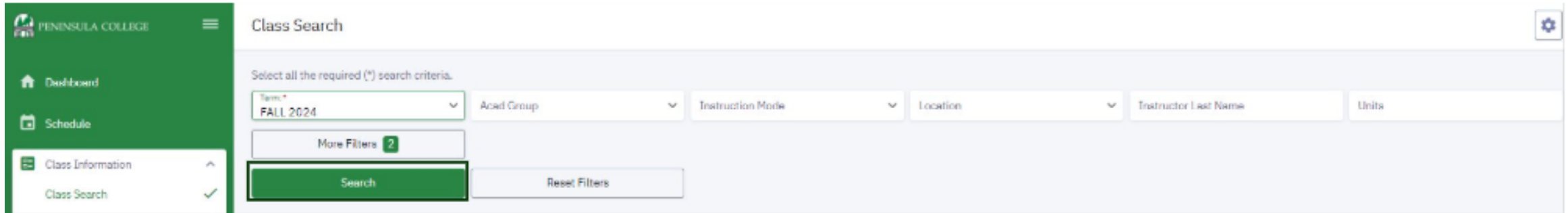
7. Use additional search criteria/filters to help refine your results.



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 (expanded), and Class Search (checked). The main content area is titled 'Class Search' and contains a search form. The form includes a 'Term' dropdown set to 'FALL 2024', and several other filter dropdowns: 'Acad Group', 'Instruction Mode', 'Location', 'Instructor Last Name', and 'Units'. Below these are buttons for 'More Filters' (with a '2' indicator), 'Search', and 'Reset Filters'. 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' (expanded), and 'Class Search' (checked). The main content area is titled 'Class Search' and contains a form with the instruction 'Select all the required (*) search criteria.' The form includes several dropdown menus: 'Term*' (set to 'FALL 2024'), 'Acad Group', 'Instruction Mode', 'Location', 'Instructor Last Name', and 'Units'. Below these are two buttons: 'More Filters 2' and 'Search'. The 'Search' button is highlighted with a green border and a green arrow points to it from below. A 'Reset Filters' button is also present.



Review Search Results:

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

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 | 12/24 |
| > 2-LEC (34928) | Hybrid | Th | 11:30 am | 1:30 pm | Maier Hall E310... | Thomas Connery | 09/23 - 12/11 | 5 | 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 |
|-----------------|---------------------|------|-------|-----|--------|----------------|---------------|-------|--|
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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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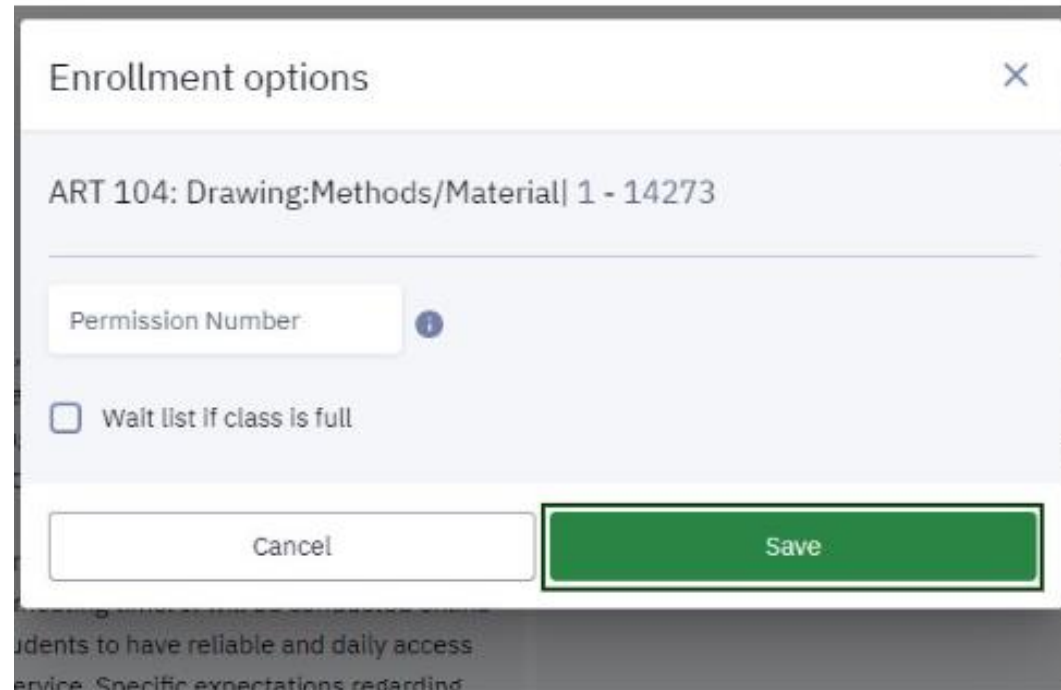
Components: Lecture Required

- 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

More Filters 3

Search Reset Filters

✓ SUCCESS
Successfully added class to the cart

View Shopping Cart:

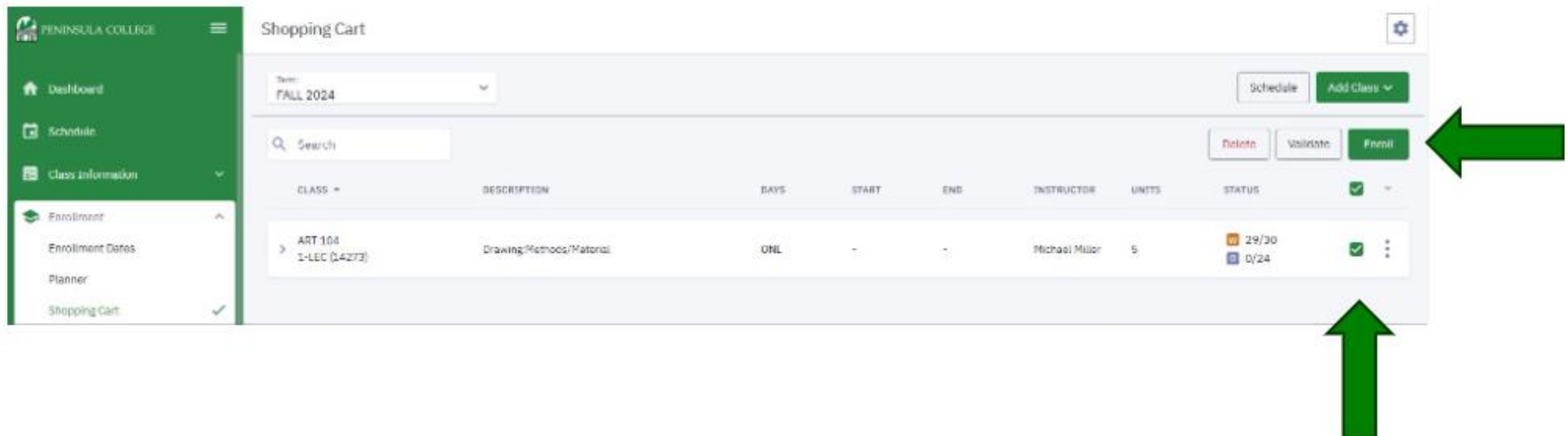
13. To view your class(es) in the shopping cart, select **Enrollment** and **Shopping Cart**.

Peninsula College Shopping Cart interface. The left sidebar shows navigation options: Dashboard, Schedule, Class Information, Enrollment, Enrollment Dates, Planner, and Shopping Cart. The Shopping Cart option is highlighted with a green checkmark. A green arrow points to the Shopping Cart option. The main content area shows the Shopping Cart page for the term FALL 2024. It includes a search bar, a table with one class entry (ART 104 1-LEC (14273)), and buttons for Delete, Validate, and 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 | <input type="checkbox"/> ⋮ |

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**.



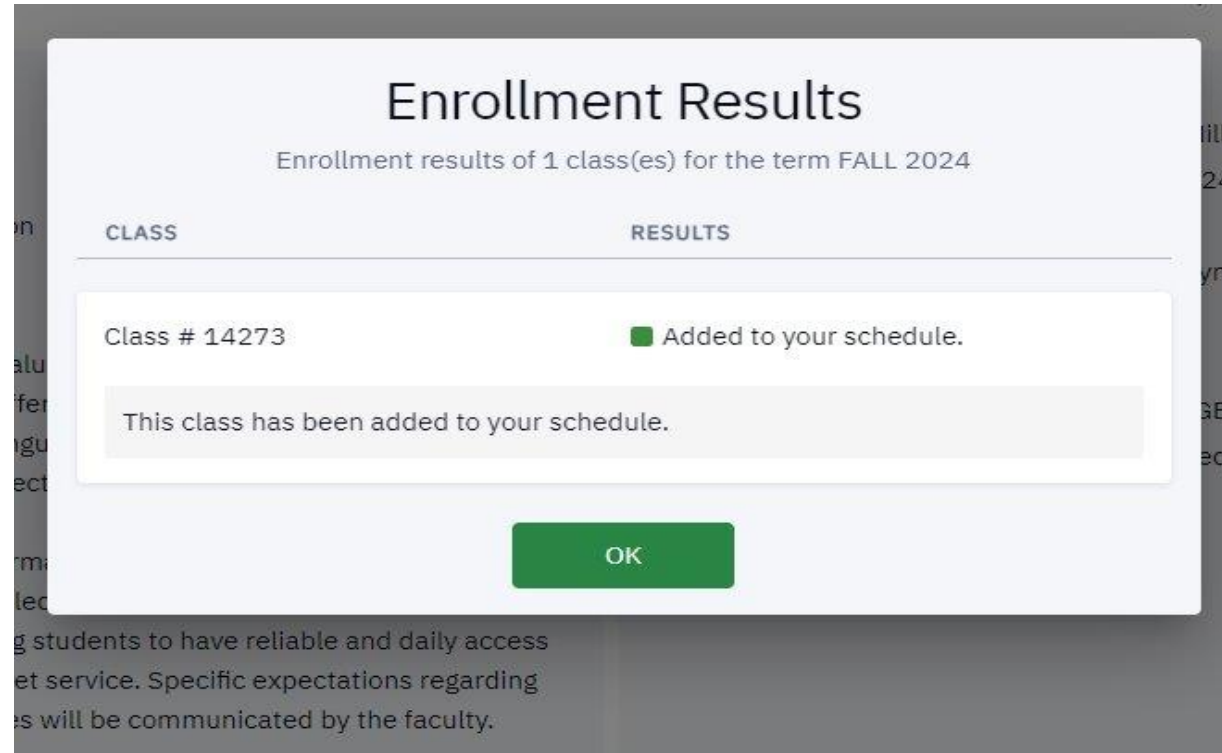
The screenshot displays the 'Shopping Cart' page on the Peninsula College website. The left sidebar contains navigation links: Dashboard, Schedule, Class Information, Enrollment, Enrollment Dates, Planner, and Shopping Cart. The main content area shows a dropdown for the term 'FALL 2024', a search bar, and buttons for 'Schedule', 'Add Class', 'Delete', 'Validate', and 'Enroll'. A table lists the classes in the cart:

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

Two green arrows highlight the 'Enroll' button and the checkbox in the table row.

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

