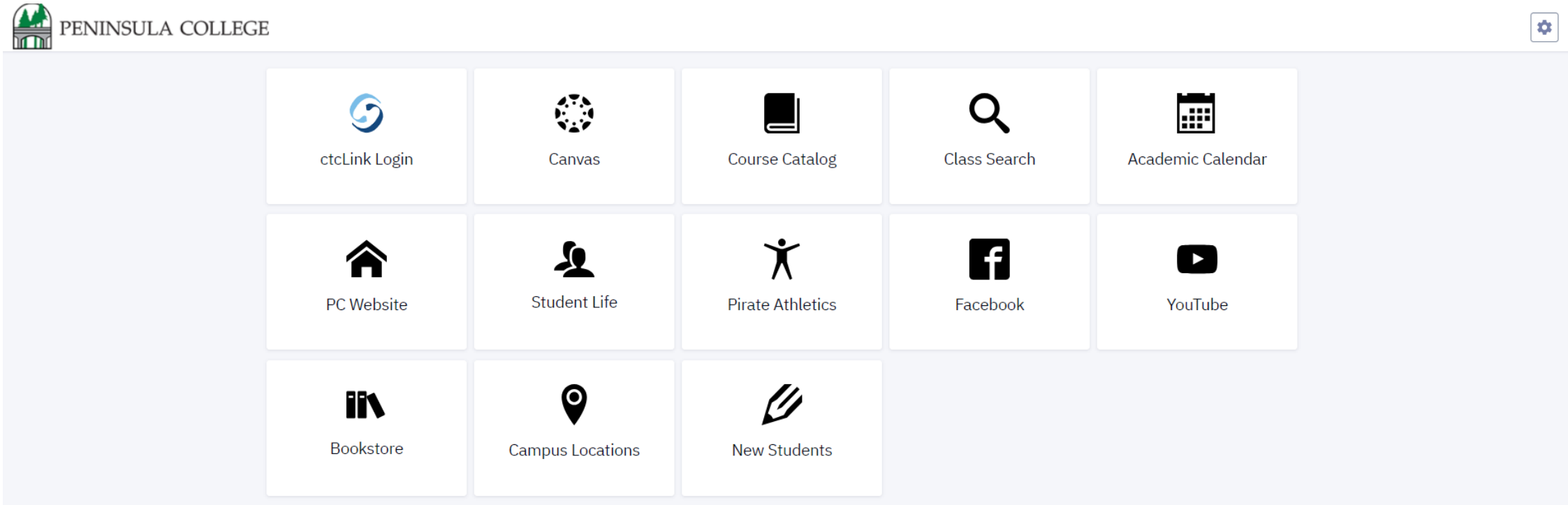
How to Search & Enroll for Classes in ctcLink

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

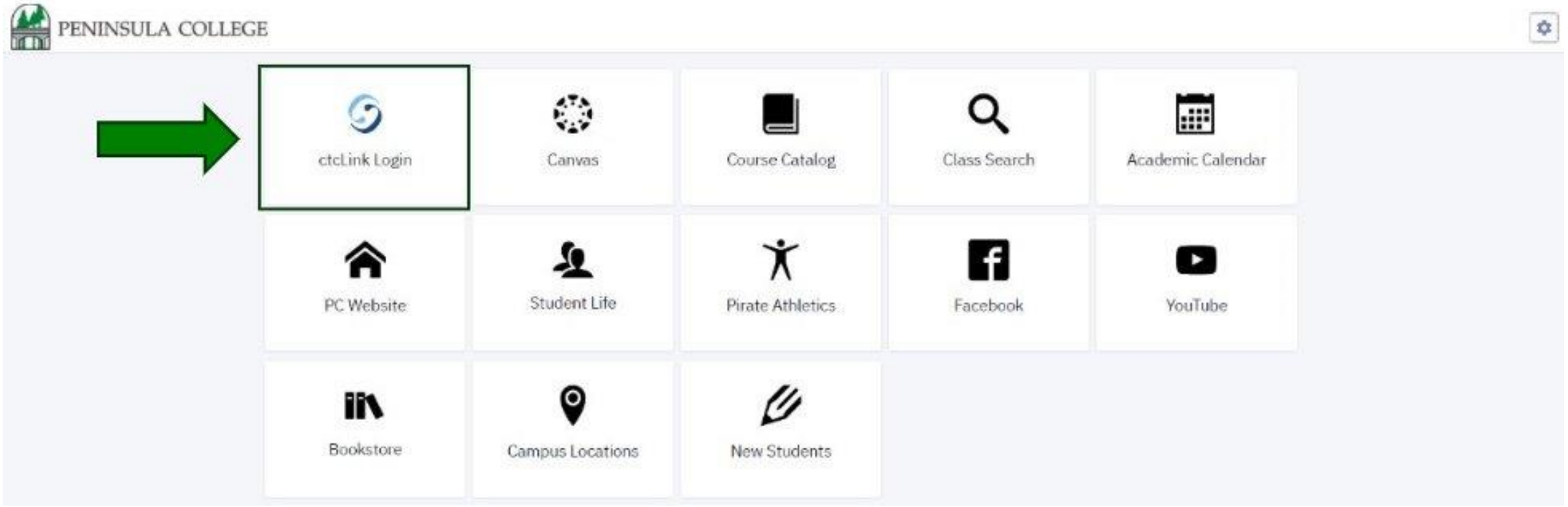
Proceed to ctcLink:

1. Open web browser and go to the ctcLink Mobile Site OR open the ctcLink app on your mobile device.



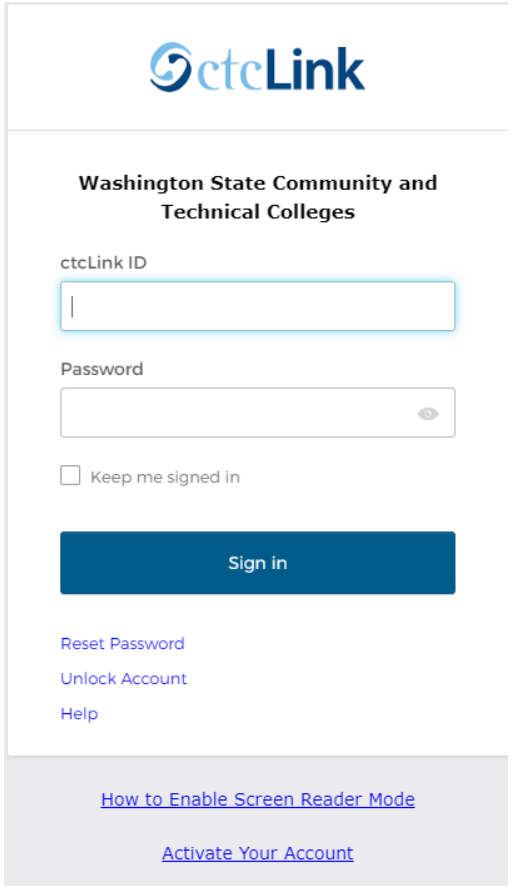
Navigate to ctcLink Login Portal:

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



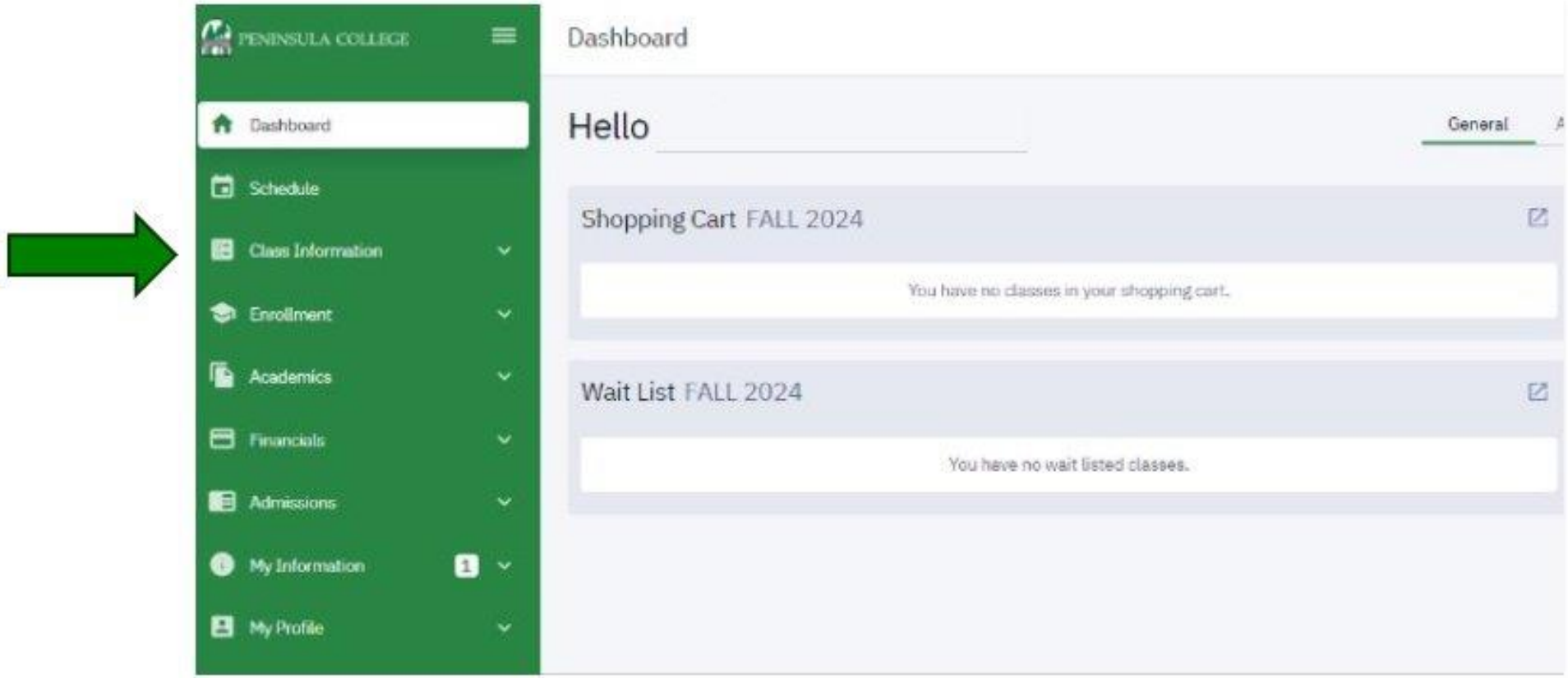
Log in to ctcLink:

3. Log in to ctcLink.



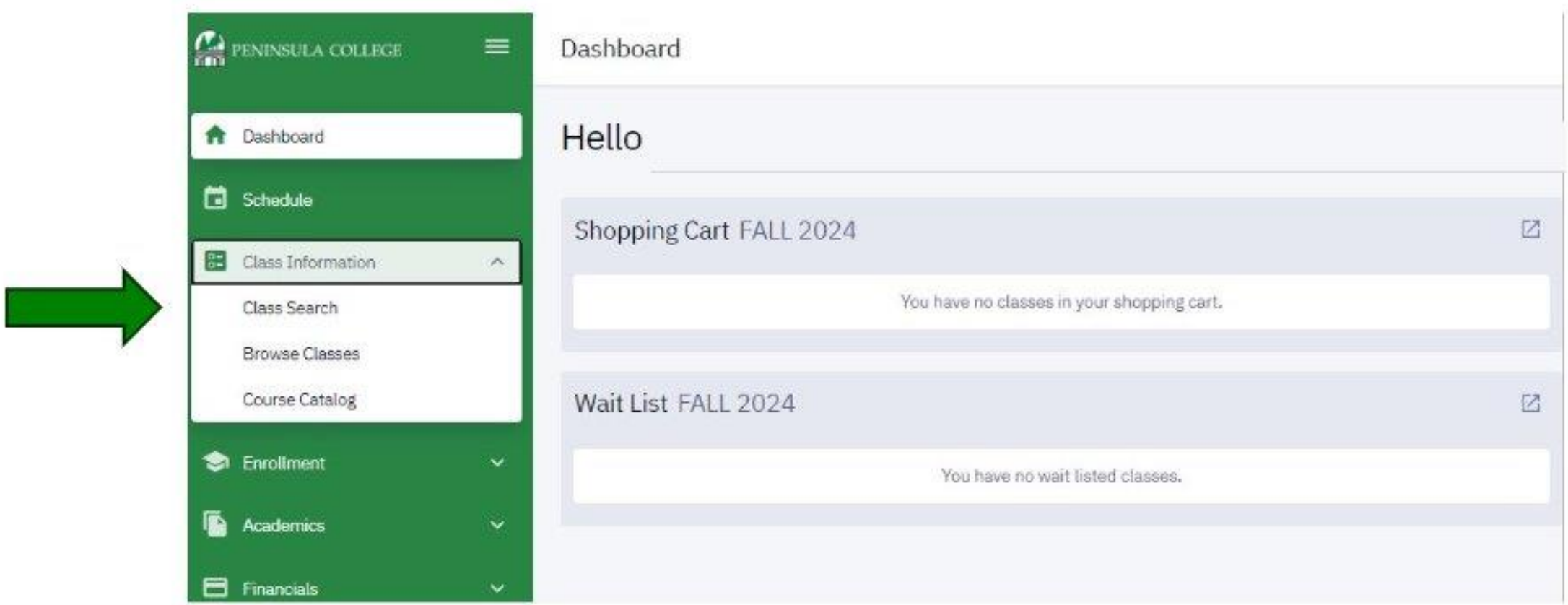
Open Class Information:

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



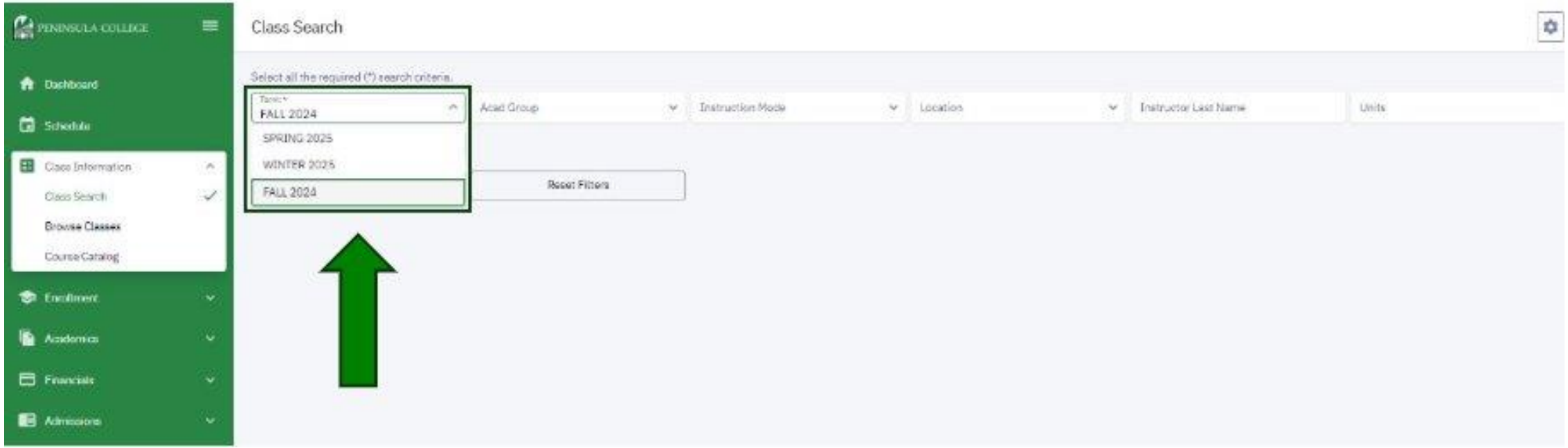
Class Search:

5. Select **Class Search.**



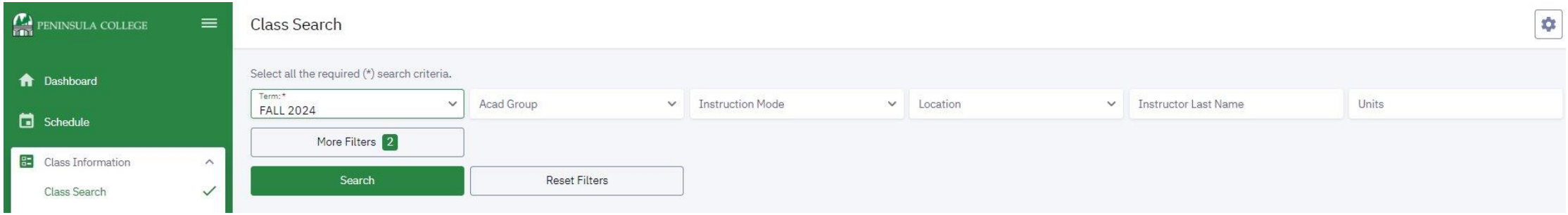
Select Term:

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



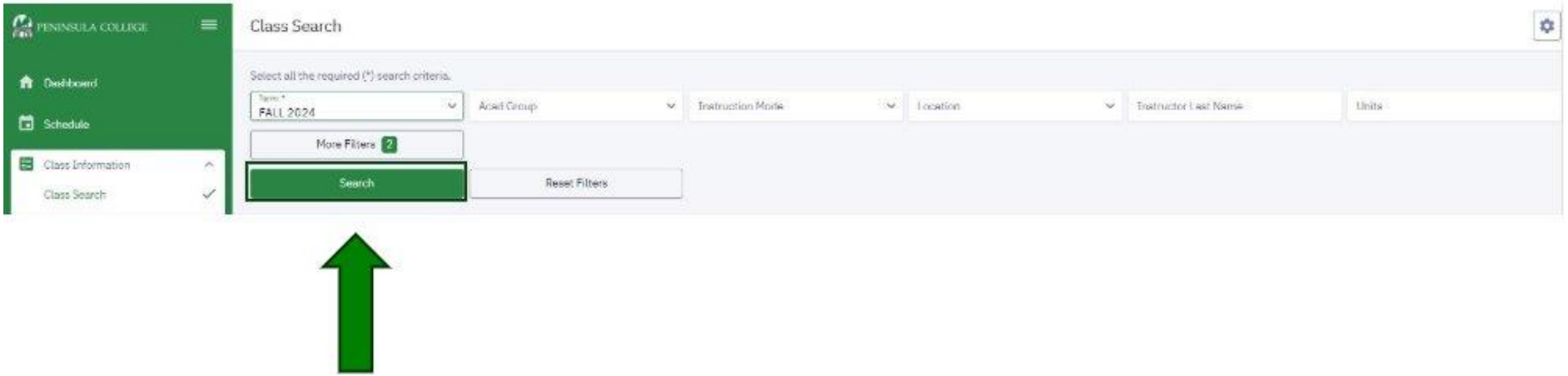
Set Search Criteria:

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



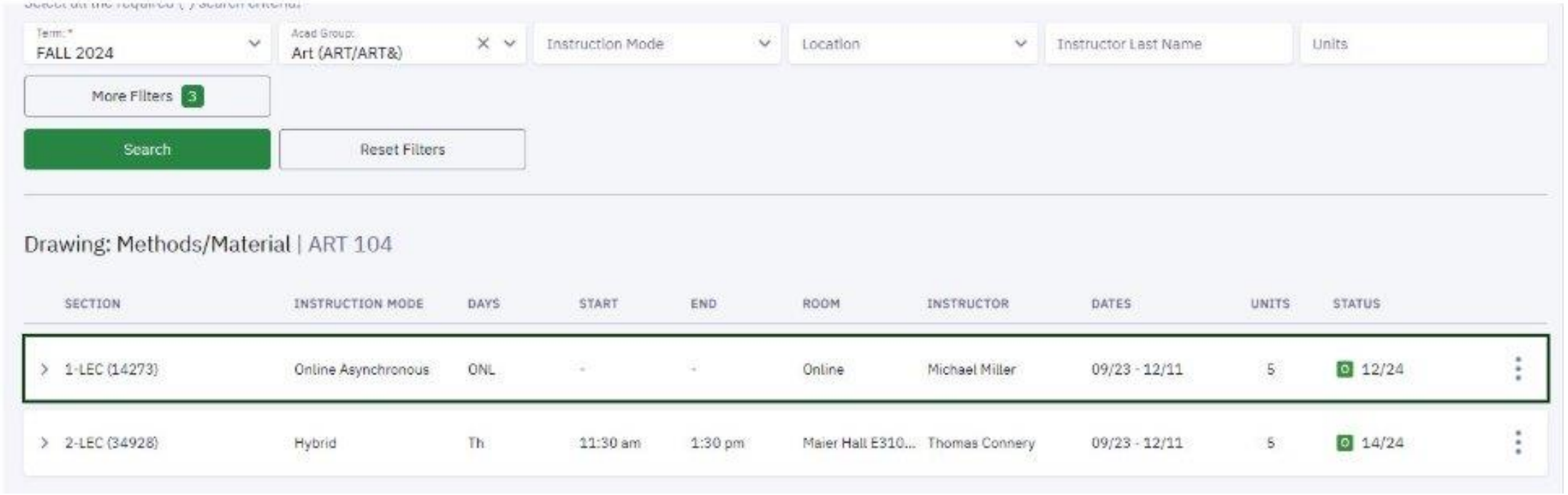
Begin Search:

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

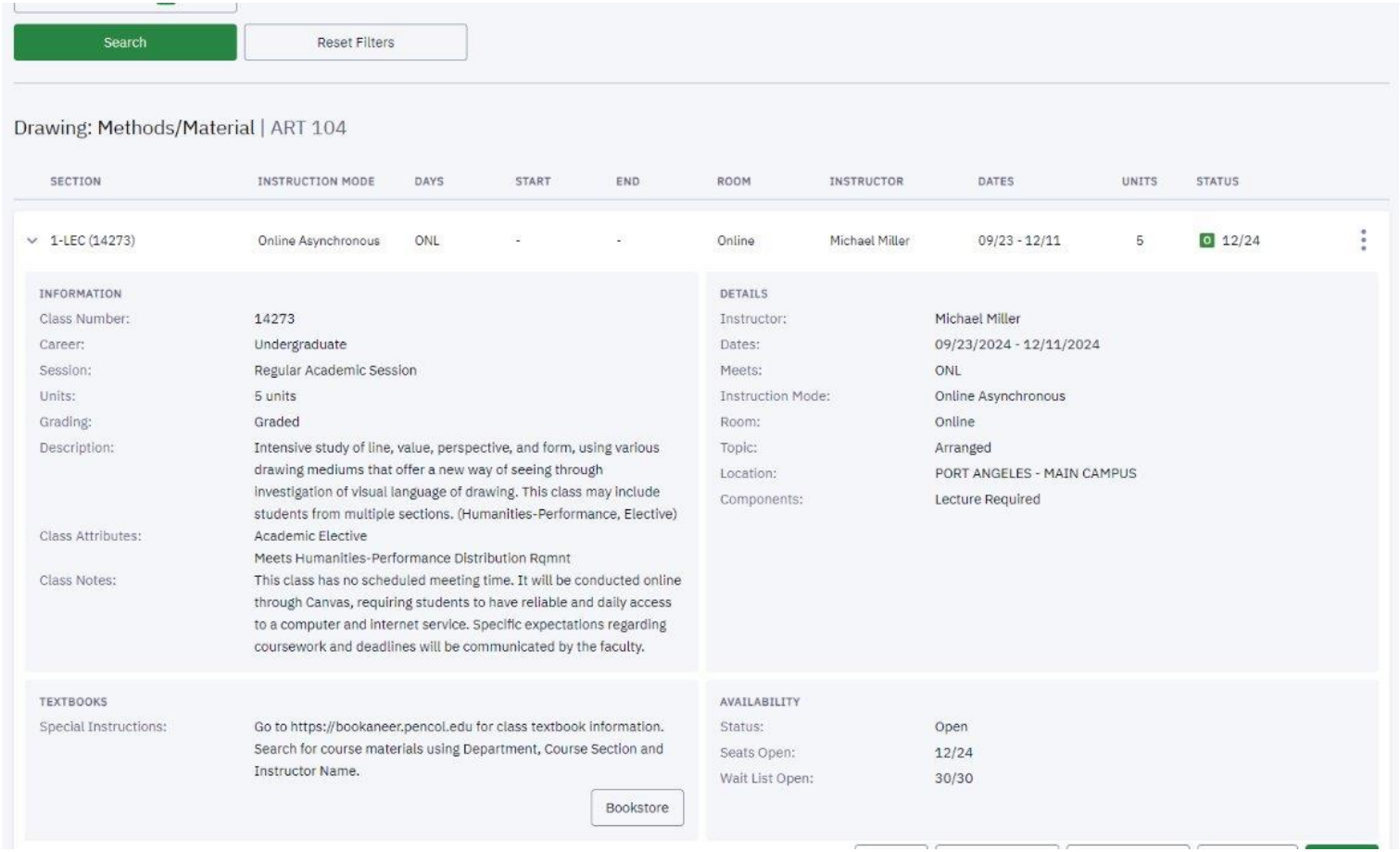


Review Search Results:

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

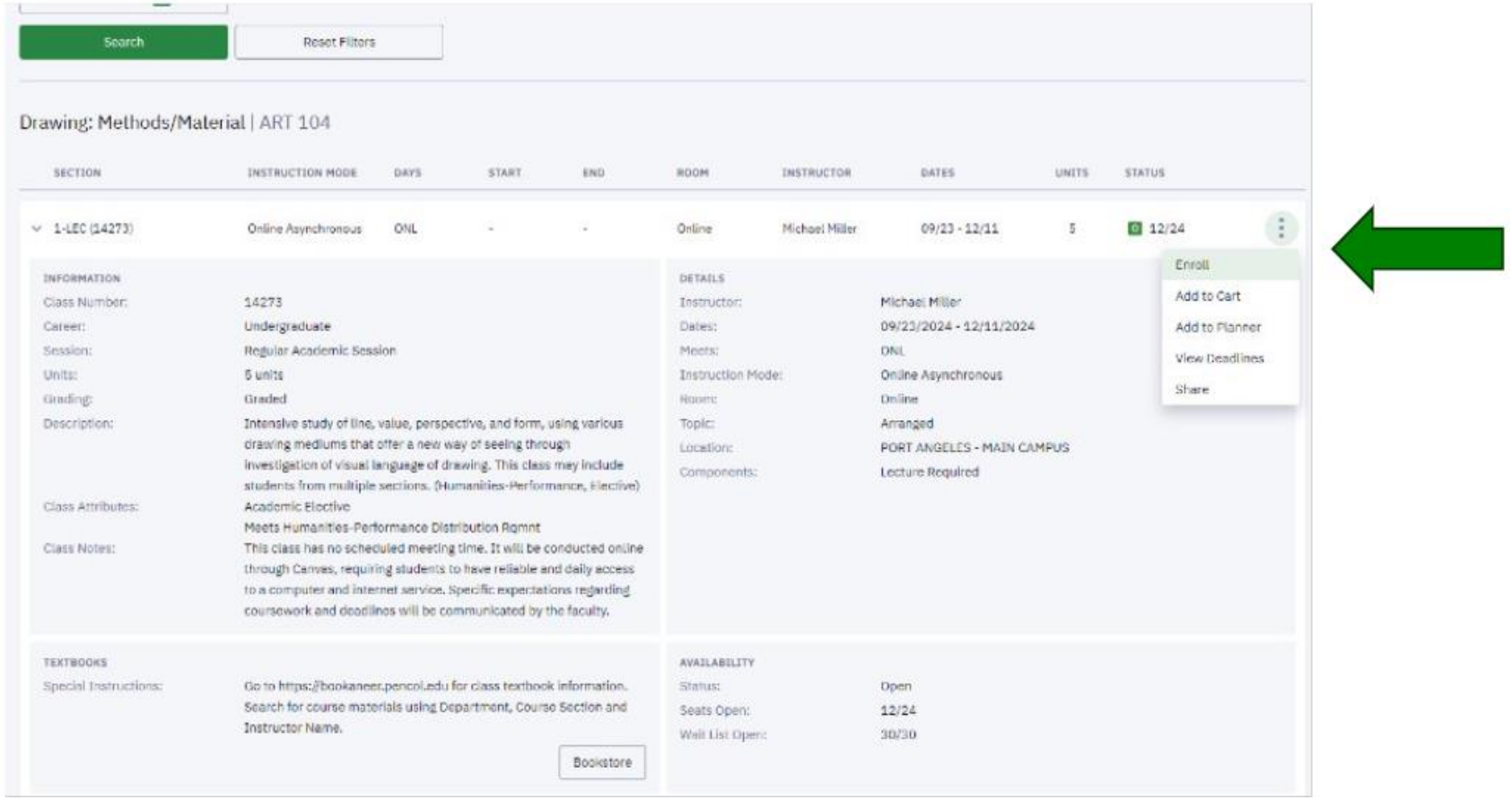


Review Search Results (continued)



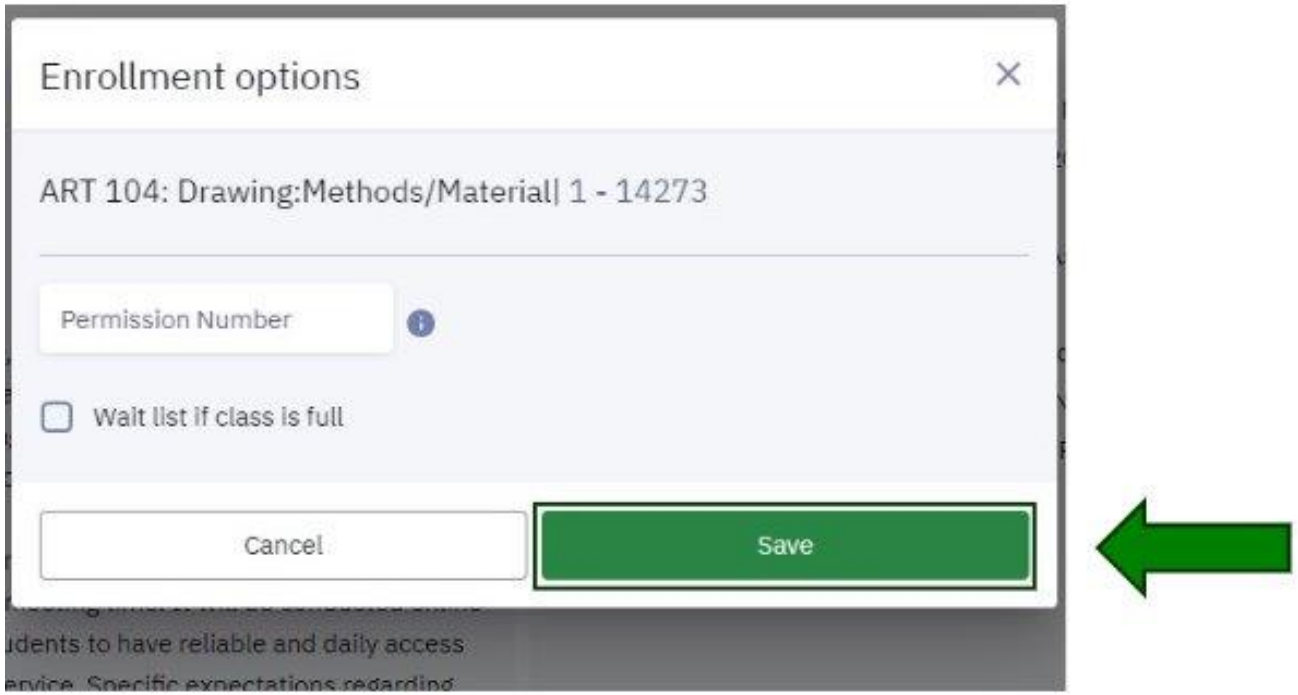
Enroll for Class:

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



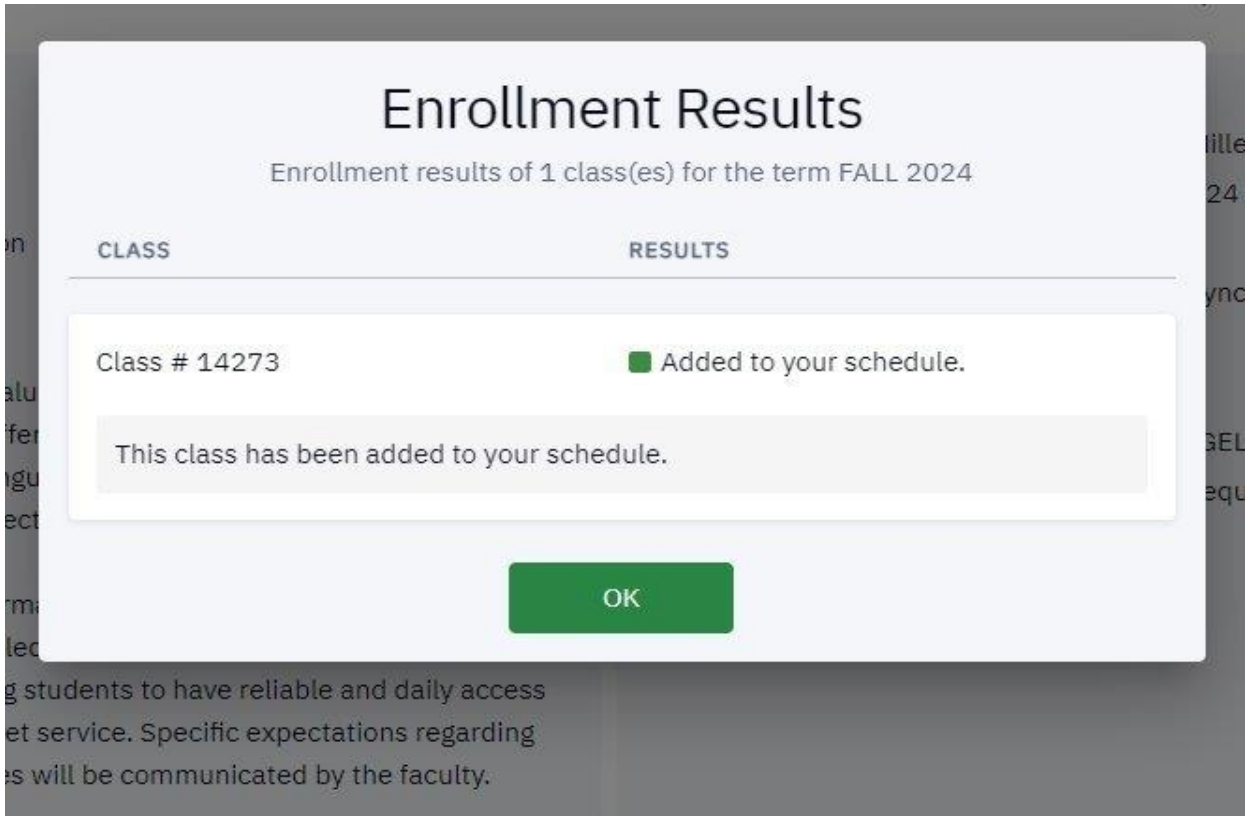
Confirm Enrollment:

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.**



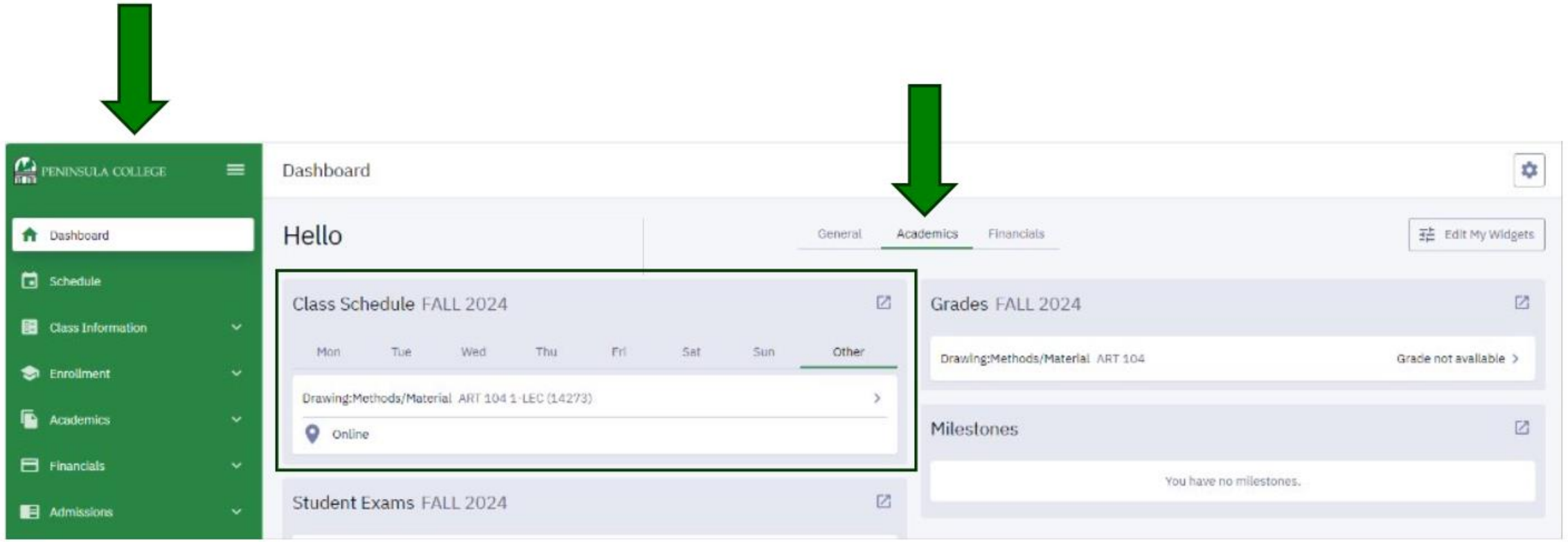
Success:

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



Confirm Schedule:

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



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