

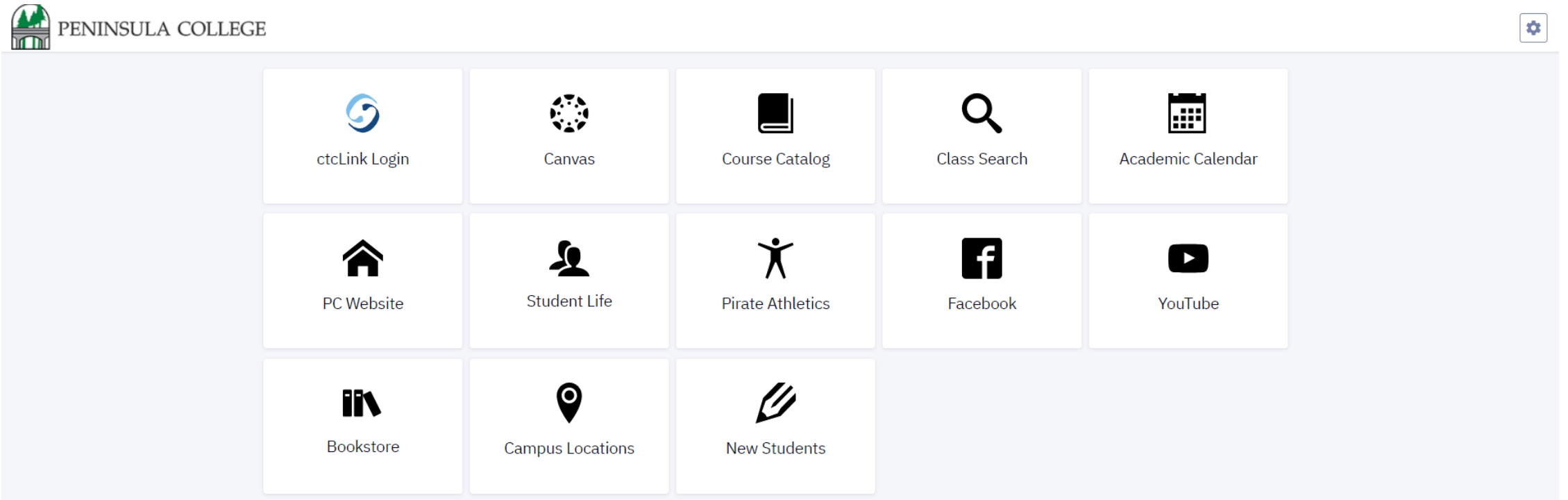
How to Search & Enroll for Classes in ctcLink

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



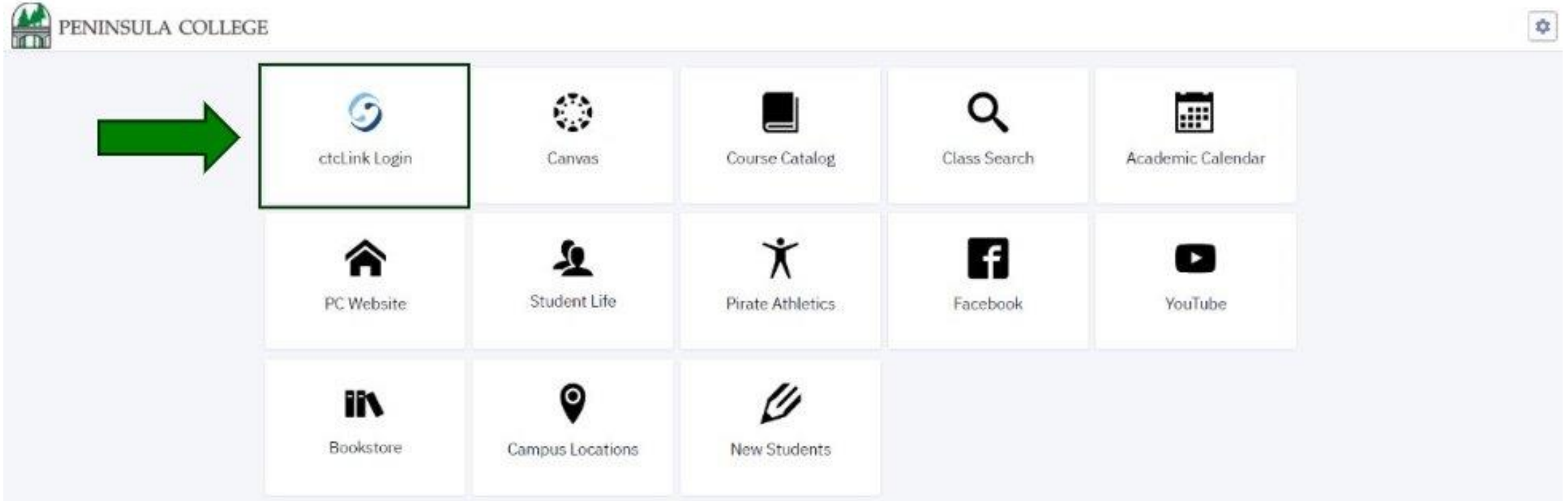
Proceed to ctcLink:

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



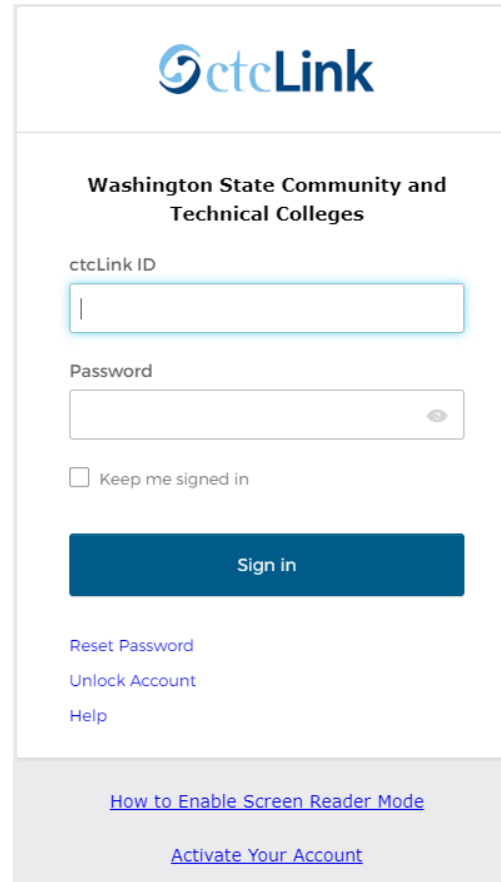
Navigate to ctcLink Login Portal:

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



Log in to ctcLink:

3. Log in to ctcLink.



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 three links: "Reset Password", "Unlock Account", and "Help". A grey footer bar contains two additional links: "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](#)

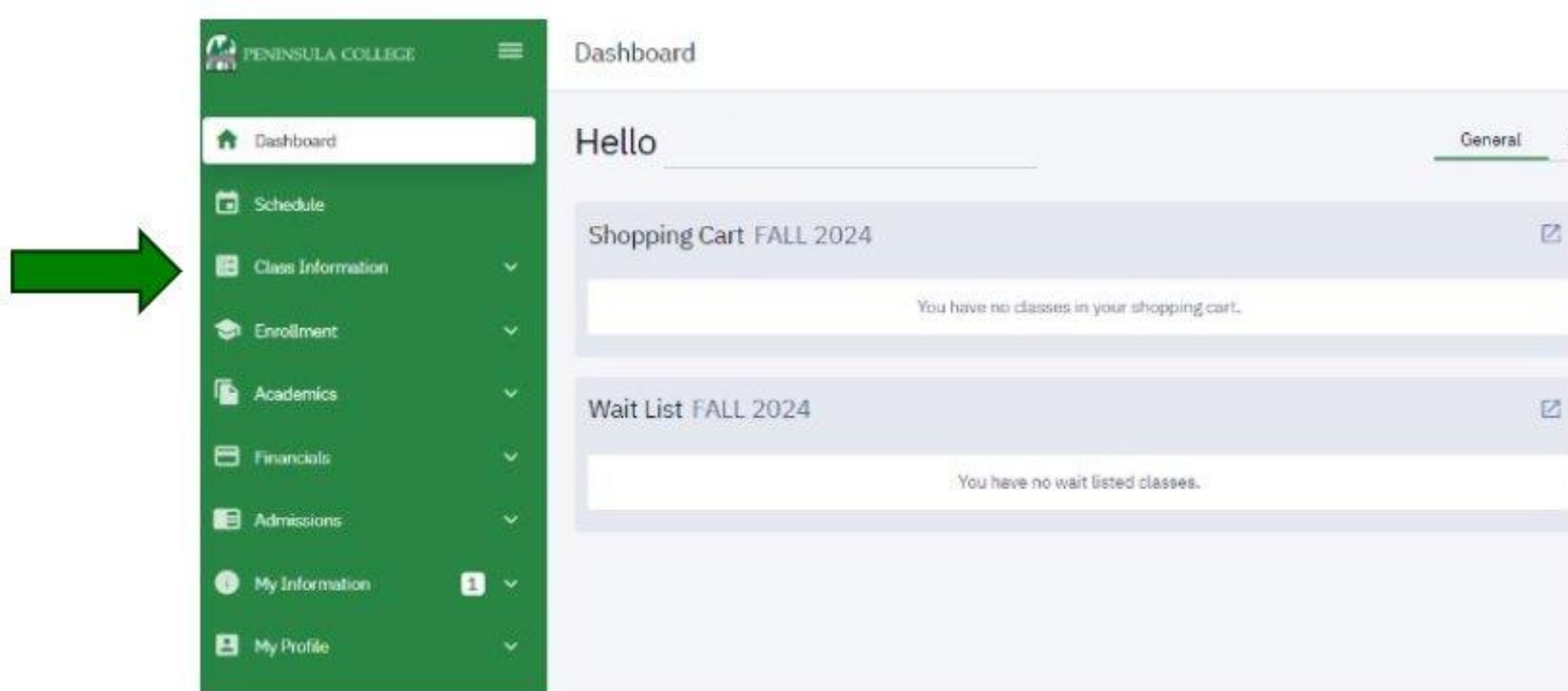
[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

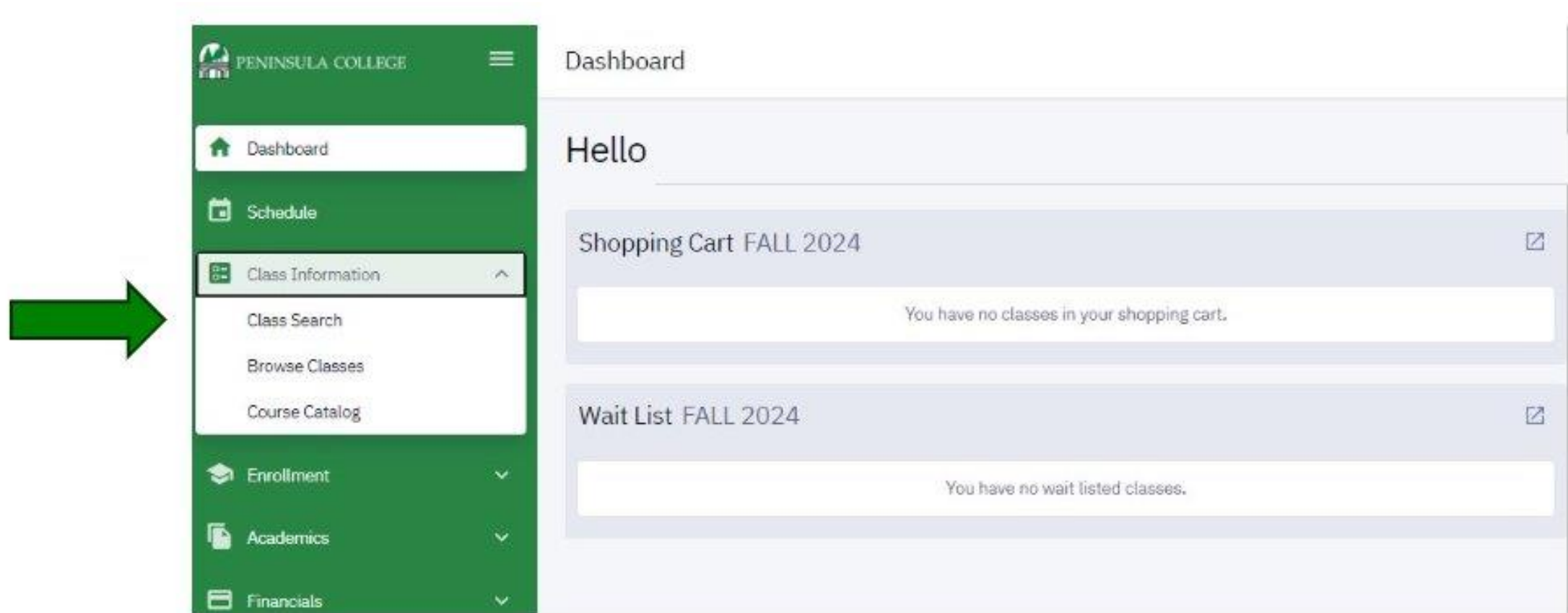
Open Class Information:

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



Class Search:

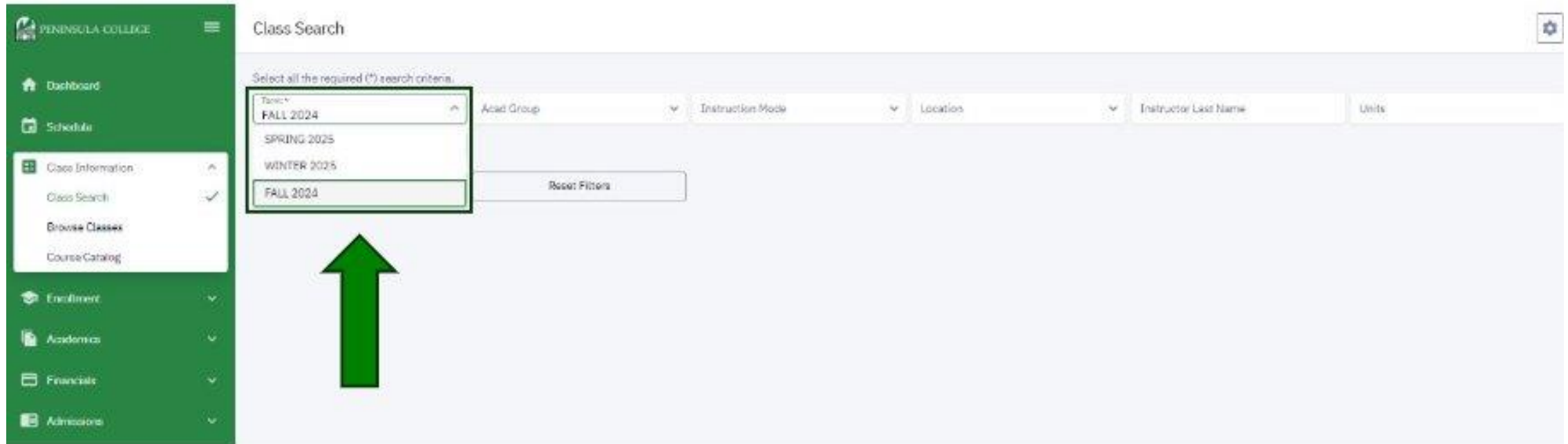
5. Select **Class Search**.



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 several menu items: '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 says '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:

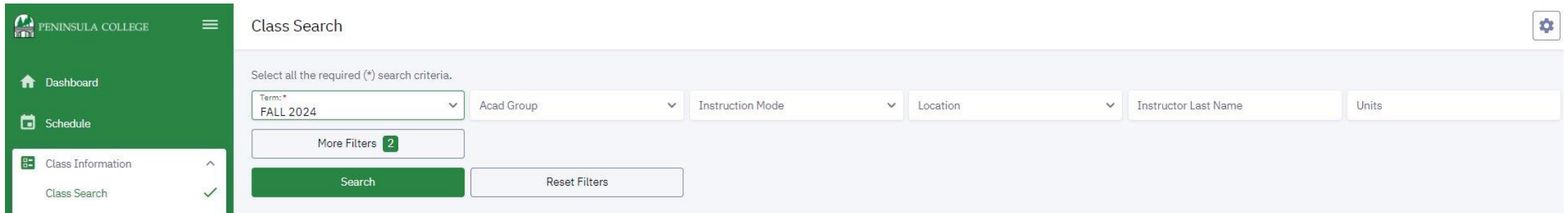
6. Select the appropriate term using the **Term** dropdown menu.



The screenshot shows the 'Class Search' interface on the Peninsula College website. 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. The form has a 'Term' dropdown menu which is open, showing options for FALL 2024, SPRING 2025, WINTER 2025, and FALL 2024. A green arrow points to the bottom 'FALL 2024' option. Other search criteria include Acad Group, Instruction Mode, Location, Instructor Last Name, and Units. A 'Reset Filters' button is also visible.

Set Search Criteria:

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



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, and Class Search. The main content area is titled 'Class Search' and contains a search form. The form includes a 'Term' dropdown menu set to 'FALL 2024', and several other filter dropdowns: 'Acad Group', 'Instruction Mode', 'Location', 'Instructor Last Name', and 'Units'. Below these filters is a 'More Filters' button with a '2' indicator, a green 'Search' button, and a 'Reset Filters' button. A settings gear icon is located 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', and 'Class Search' (which is 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' (with a '2' indicator) and 'Search' (highlighted with a green box). A 'Reset Filters' button is also present. 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.

Search filters: 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
▼ 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

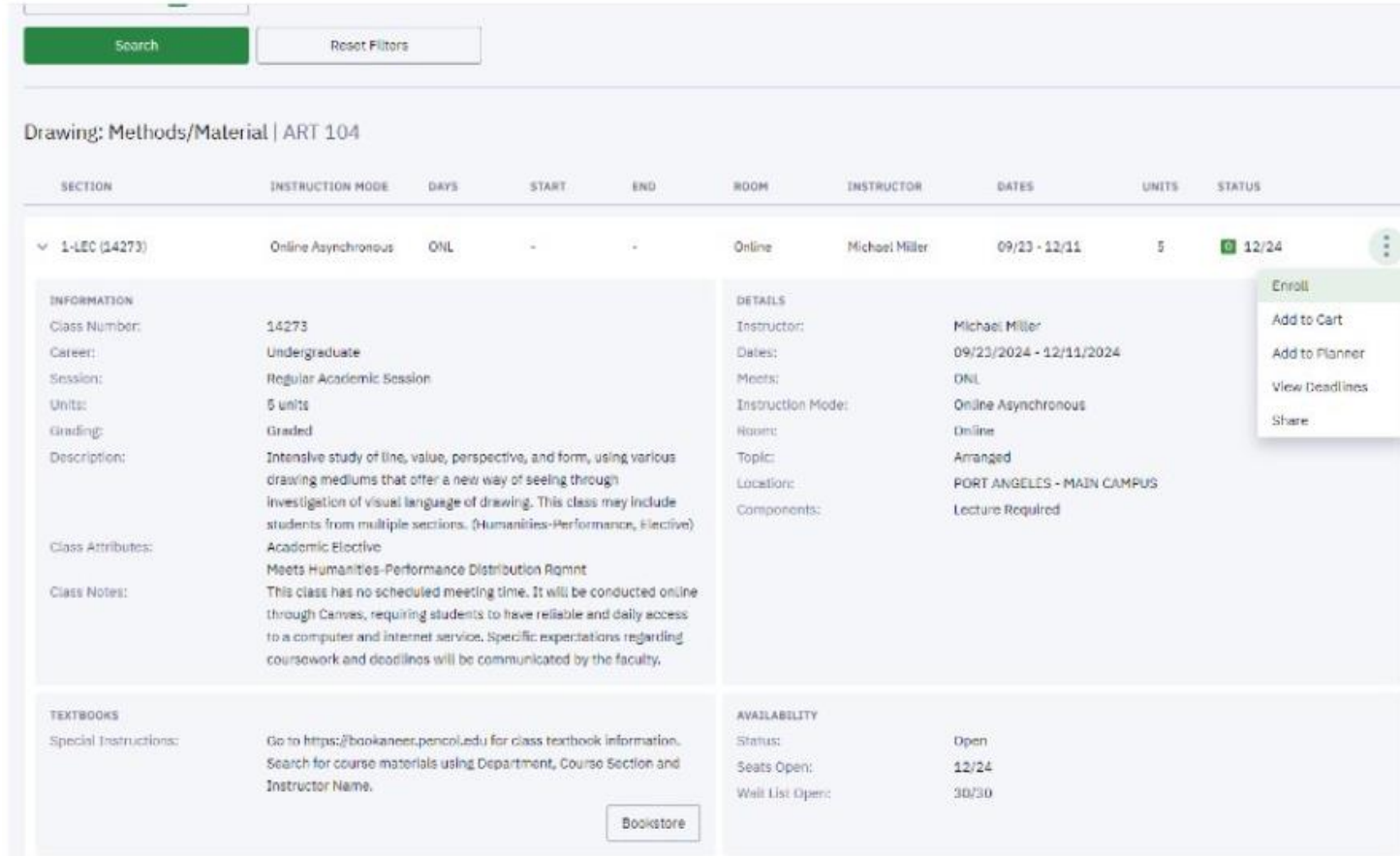
Seats Open: 12/24

Wait List Open: 30/30



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
1-LEC (14273)	Online Asynchronous	ONL	-	-	Online	Michael Miller	09/23 - 12/11	5	12/24

Enroll

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

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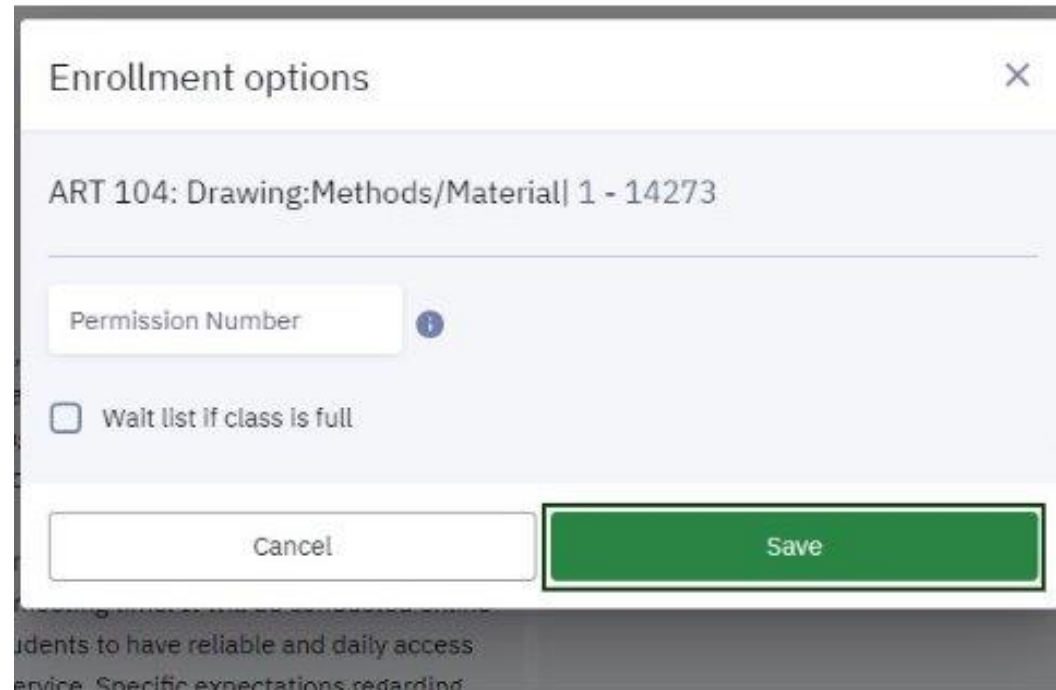
Status: Open
Seats Open: 12/24
Wait List Open: 30/30



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 ⓘ

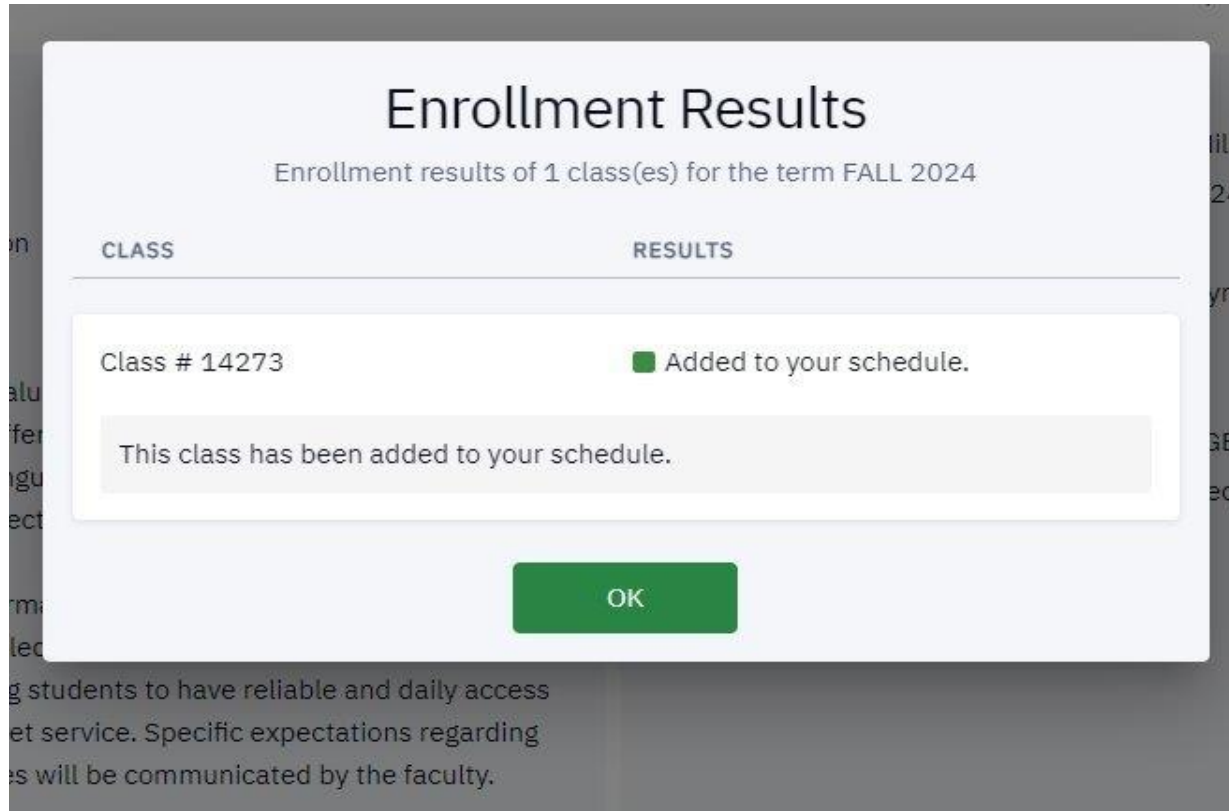
Wait list if class is full

Cancel Save



Success:

12. If successful, you will see 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 contains a table with two columns: "CLASS" and "RESULTS". A single row is shown with "Class # 14273" in the "CLASS" column and a green checkmark followed by "Added to your schedule." in the "RESULTS" column. Below the table, a light gray 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".

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

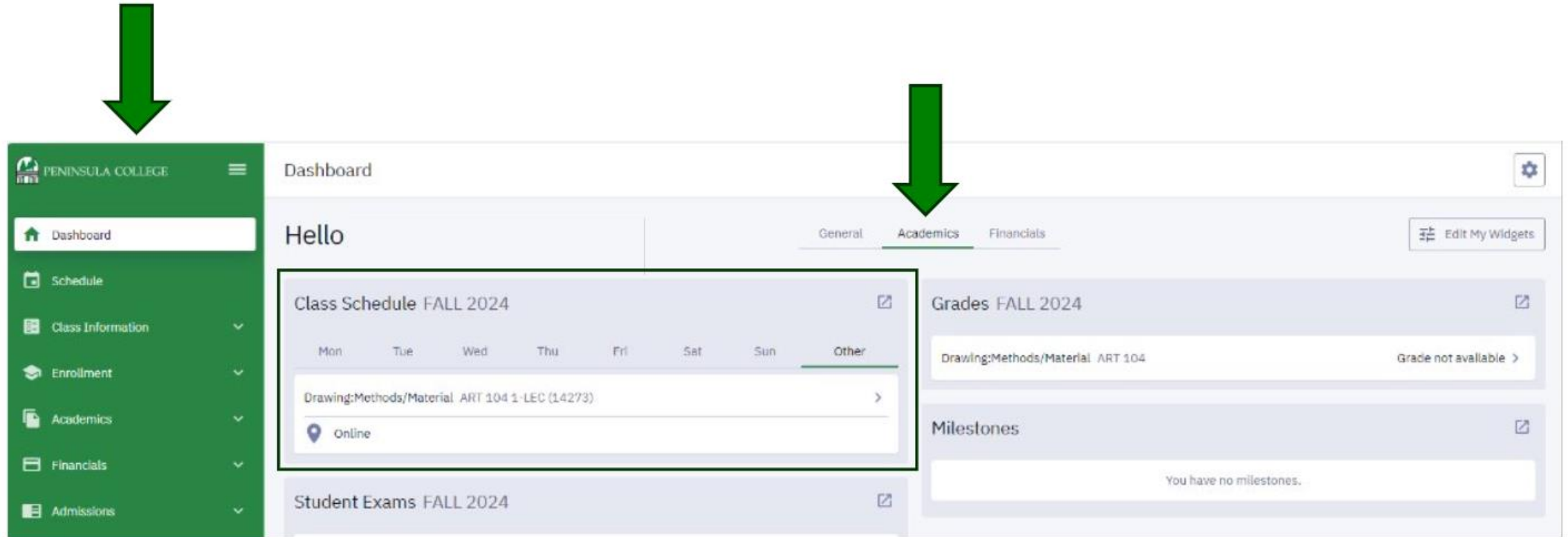
This class has been added to your schedule.

OK



Confirm Schedule:

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



The screenshot displays the Peninsula College student dashboard. On the left is a green navigation menu with the following items: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, and Admissions. A large green arrow points to the 'Dashboard' option in this menu. The main content area is titled 'Dashboard' and features a 'Hello' greeting. At the top right of the main area are tabs for 'General', 'Academics', and 'Financials', with 'Academics' being the active tab. A second large green arrow points to the 'Academics' tab. Below the tabs, there are several widget sections: 'Class Schedule FALL 2024' (highlighted with a black box), 'Grades FALL 2024', and 'Milestones'. The 'Class Schedule' widget shows a table with columns for days of the week and a row for 'Drawing:Methods/Material ART 104 1-LEC (14273)' with a location of 'Online'. The 'Grades' widget shows 'Drawing:Methods/Material ART 104' with a grade of 'Grade not available'. The 'Milestones' widget shows '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



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

