

How to Swap Classes in ctclink

This guide will show you how to swap classes in ctclink.



What is Swap?

Swap lets you sign up for a backup class while you wait for a seat in the class you really want.

If a seat opens in the class you want, ctcLink will:

- Drop your backup class
- Add you to your preferred class

You do not have to log in or make changes. It all happens automatically and you'll get an email when you're moved from the waitlist into your preferred class.



Swap Example

Let's say you want:

ENGL& 101 – Section 1 (online)

But the class is full, so you enroll using Swap.

You choose:

ENGL& 101 – Section 3 (in person) as your backup class.

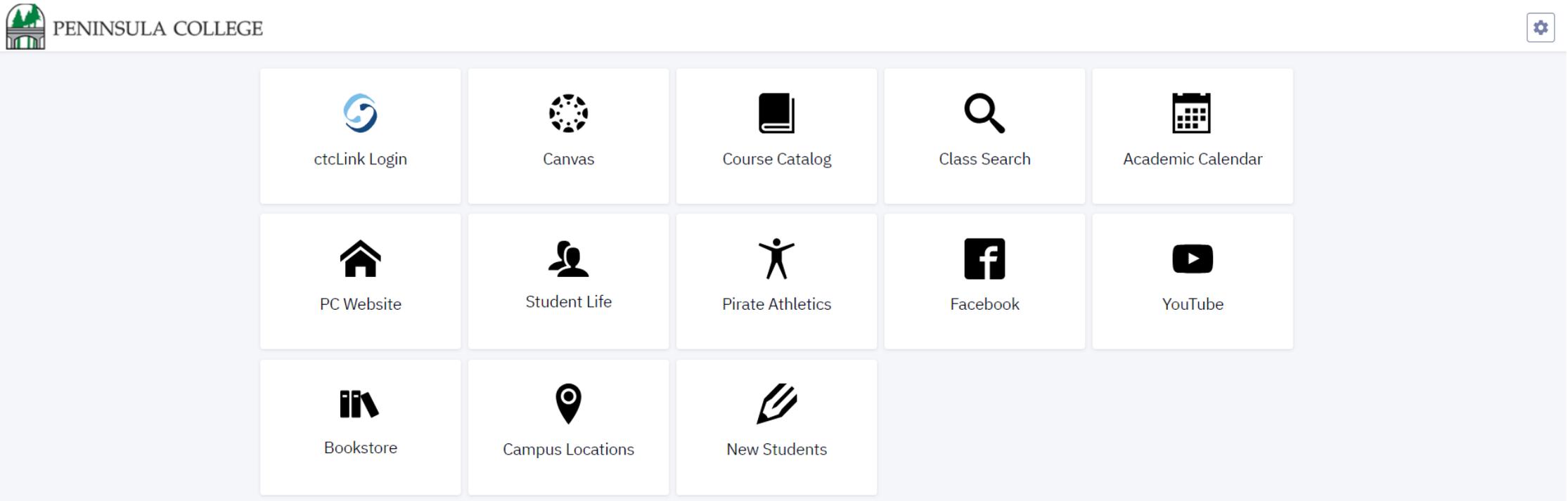
When you use Swap, ctcLink will:

- Keep you enrolled in Section 3 while you wait
- Automatically enroll you in Section 1 if a seat opens
- Drop you from Section 3 at the same time



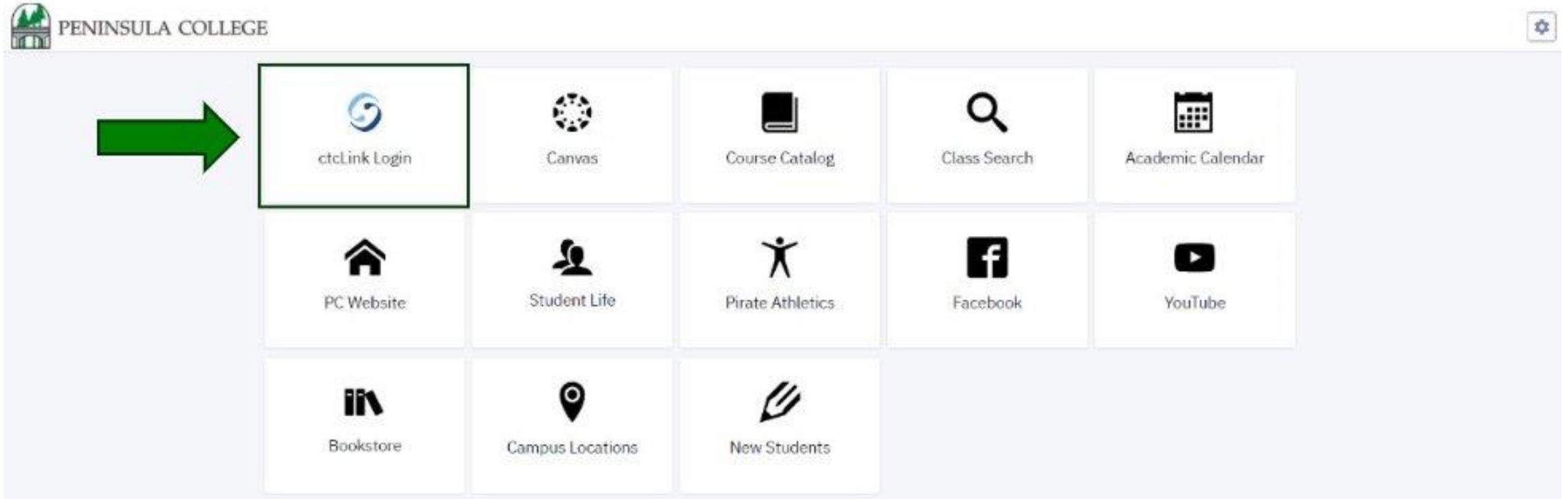
Proceed to ctcLink:

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



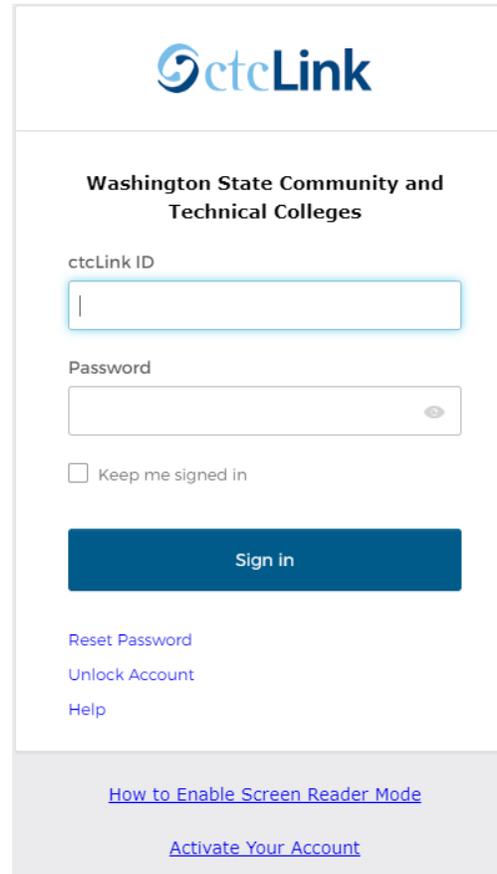
Navigate to ctLink Login Portal:

2. Select/Tap on the ctLink 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 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

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

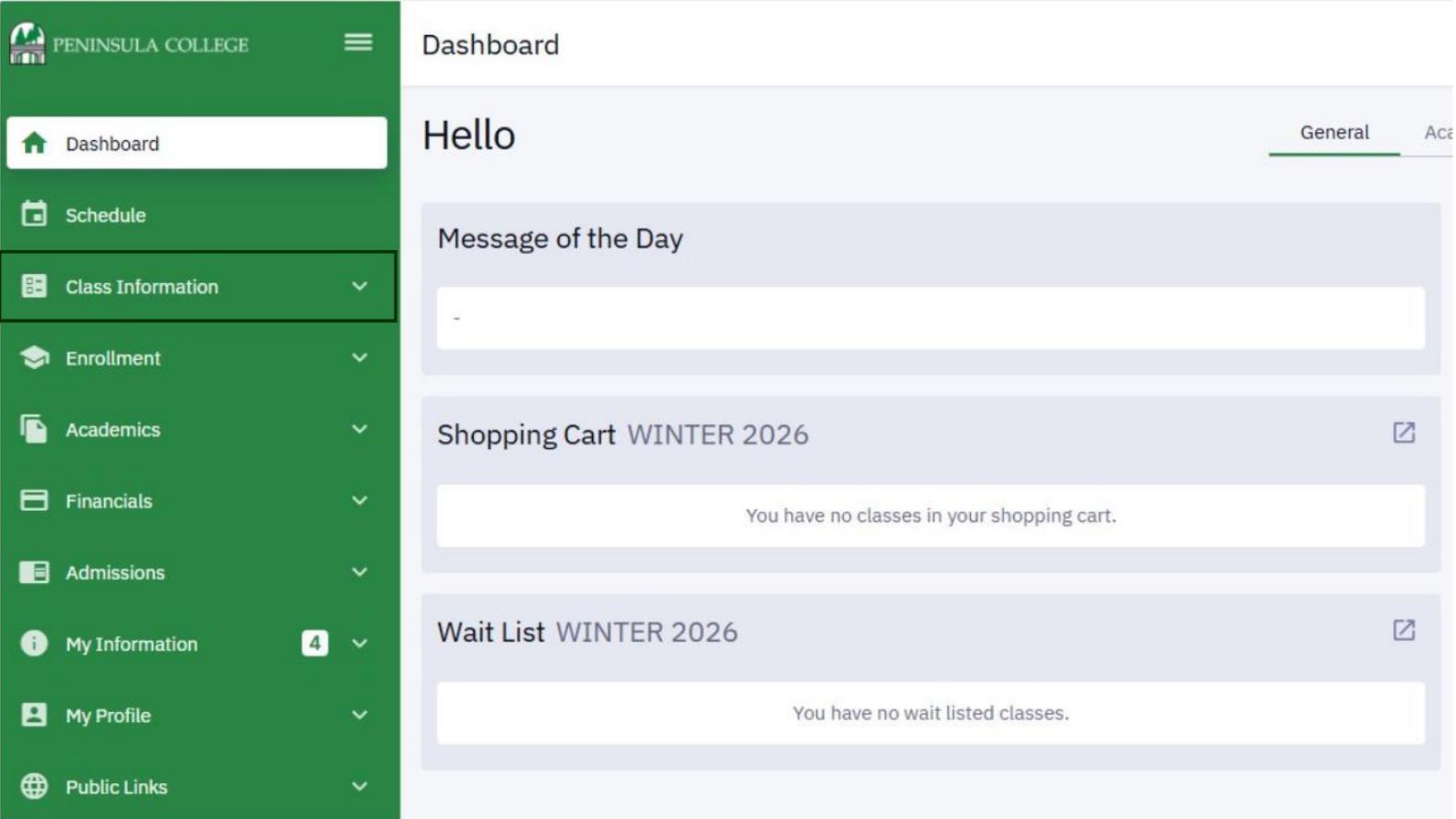
[Help](#)

[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 menu items: Dashboard, Schedule, Class Information (highlighted with a green arrow and a dropdown arrow), Enrollment, Academics, Financials, Admissions, My Information (with a notification badge '4'), My Profile, and Public Links. The main content area is titled 'Dashboard' and 'Hello'. It features a 'Message of the Day' section, a 'Shopping Cart WINTER 2026' section with a message 'You have no classes in your shopping cart.', and a 'Wait List WINTER 2026' section with a message 'You have no wait listed classes.'.

Class Search:

5. Select **Class Search**.



The screenshot shows the Peninsula College dashboard navigation menu. The 'Class Information' section is expanded, and 'Class Search' is highlighted with a black border. Other options include Dashboard, Schedule, Enrollment, Academics, Financials, Admissions, and My Information. The dashboard content on the right includes a 'Hello' greeting, a 'Message of the Day' section, a 'Shopping Cart WINTER 2026' section, and a 'Wait List WINTER 2026' section.



Find Your Classes:

6. Use the search to find your **preferred class** and your **backup class**.

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), and 'Browse Classes'. The main content area is titled 'Class Search' and contains the following elements:

- A header with the Peninsula College logo and a settings gear icon.
- A prompt: 'Select all the required (*) search criteria.'
- Search criteria dropdowns: 'Term:*' (set to 'SPRING 2026'), 'Acad Group', 'Instruction Mode', 'Location', 'Instructor Last Name', and 'Units'.
- Additional dropdowns: 'Course Attribute' and 'Course Attribute Value', followed by a 'More Filters' button.
- A 'Search' button (highlighted with a green box and a green arrow) and a 'Reset Filters' button.
- A checkbox labeled 'Show Open Classes Only'.

Review the Search Results:

7. Find your **preferred class** and **backup class**.

English Composition I ENGL& 101									
SECTION	INSTRUCTION MODE	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	STATUS
> 1 - LEC (26358)	Online Asynchron...	ONL	preferred class		Online	Janet Lucas	04/01 - 06/16	5	W 30/30 O 0/23
> 2 - LEC (25986)	Flexible	TuTh	10:20 am	11:20 am	Maier Hall E242-M...	Matthew Teorey	04/01 - 06/16	5	O 5/23
		TuTh	10:20 am	11:20 am	Zoom Class	Matthew Teorey	04/01 - 06/16		
> 3 - LEC (25994)	Hybrid	WeFr	backup class		Maier Hall E241-M...	Janet Lucas	04/01 - 06/16	5	O 20/23



Enroll in Your Backup Class:

8. Select the **three dots** next to your backup class. Choose **Enroll**.

>	3 - LEC (25994)	Hybrid	WeFr	11:30 am	12:30 pm	Maier Hall E241-M...Janet Lucas	04/01 - 06/16	5	20/23	
Enroll										



Save:

9. Select **Save** to finish enrolling in your backup class.

English Composition I | ENGL& 101

SECTION	INSTRUCTION MODE	DAYS	START	UNITS	STATUS
> 1 - LEC (26358)	Online Asynchron...	ONL	-	5	W 30/30 O 0/23
> 2 - LEC (25986)	Flexible	TuTh	10:2	5	O 5/23
> 3 - LEC (25994)	Hybrid	WeFr	11:3	5	O 20/23

Enrollment options

ENGL& 101: English Comp I | 3 - 25994

Permission Number ⓘ

Wait list if class is full

Cancel Save



Confirm Enrollment:

10. Select **Ok** to confirm enrollment in your backup class.

The screenshot shows the Peninsula College enrollment system interface. A modal dialog titled "Enrollment Results" is displayed in the foreground, indicating that the class ENGL& 101 (25994) has been successfully added to the user's schedule. The dialog includes a confirmation message and an "OK" button, which is highlighted with a red box and a red arrow. The background shows a list of available classes, including "Fundamentals of English | ENGL 90" and "English Composition I | ENGL& 101".

SECTION	INSTRUCTION MODE	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	STATUS
1 - LEC (25982)	Hybrid	TuTh	9:30					5	0 17/20
2 - LEC (25983)	Online Asynchron...	ONL						5	0 10/20
1 - LEC (26358)	Online Asynchron...	ONL						5	W 30/30 0 0/23

Open Enrollment:

11. On the left, expand the **Enrollment** menu.

The screenshot shows the Peninsula College enrollment system. On the left, a green sidebar contains navigation options: Dashboard, Schedule, Class Information, Class Search, Browse Classes, Course Catalog, Enrollment, Academics, Financials, Admissions, and My Information. A green arrow points to the 'Enrollment' menu item. The main content area displays search results for 'Fundamentals of English | ENGL 90' and 'English Composition I | ENGL& 101'. An 'Enrollment Results' modal window is open, showing the following details:

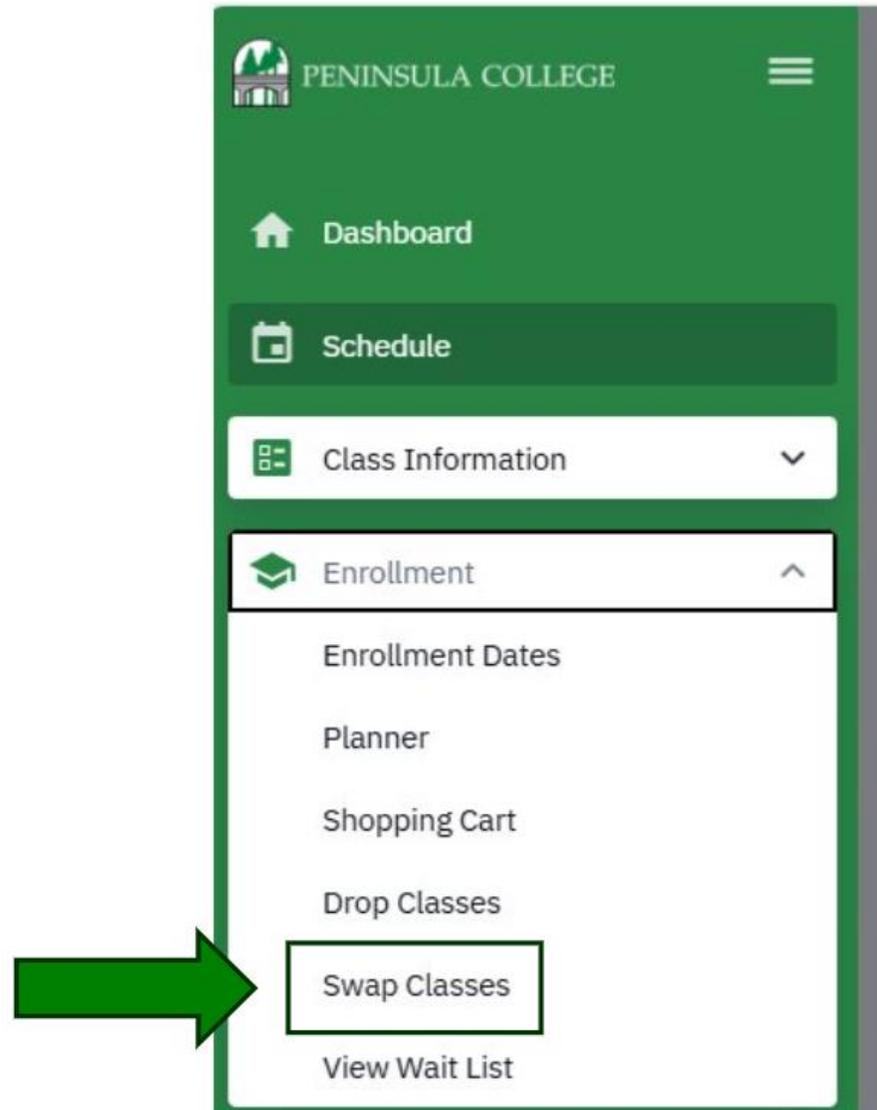
CLASS	RESULTS
ENGL& 101 (25994)	Added to your schedule.

Below the table, a message states: "This class has been added to your schedule." and an "OK" button is visible.



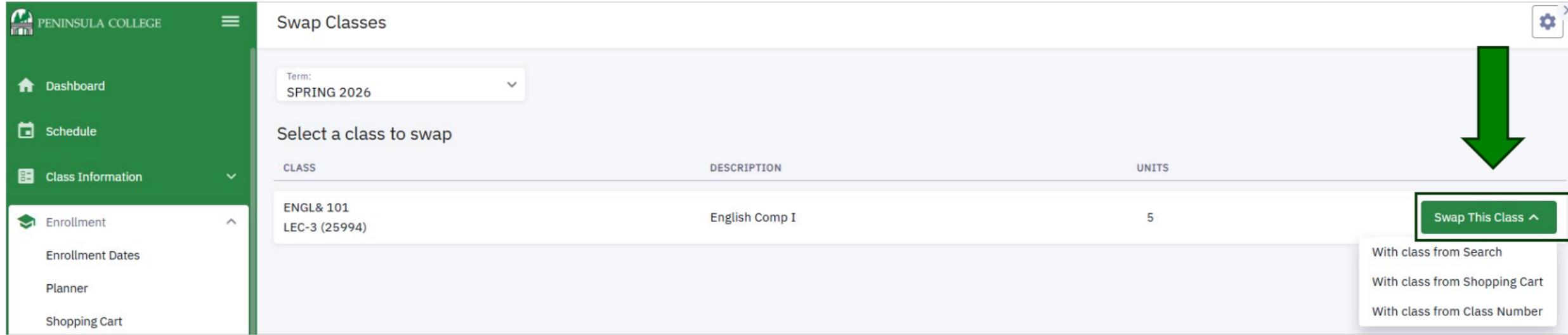
Swap Classes:

12. Select **Swap Classes**.



Choose the Class to Swap:

13. Select **Swap This Class** for your backup class (this is the class you will drop if a seat opens). Choose to enroll from the Search, Shopping Cart or with a Class Number.



The screenshot shows the 'Swap Classes' 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 is titled 'Swap Classes' and features a 'Term:' dropdown menu set to 'SPRING 2026'. Below this is the heading 'Select a class to swap' followed by a table with columns for CLASS, DESCRIPTION, and UNITS. The table lists one class: ENGL& 101 LEC-3 (25994) with the description 'English Comp I' and 5 units. A green arrow points to the 'Swap This Class ^' button in a dropdown menu that also includes options for 'With class from Search', 'With class from Shopping Cart', and 'With class from Class Number'.

CLASS	DESCRIPTION	UNITS
ENGL& 101 LEC-3 (25994)	English Comp I	5

Swap:

14. Enter the class number then select **Swap**.

The screenshot shows the 'Swap Classes' interface on the Peninsula College website. The left sidebar contains navigation options: Dashboard, Schedule, Class Information, Enrollment (with sub-options: Enrollment Dates, Planner, Shopping Cart, Drop Classes, Swap Classes, View Wait List), Academics, and Financials. The main content area is titled 'Swap Classes' and shows a dropdown menu for 'Term: SPRING 2026'. Below this is a table with the heading 'Select a class to swap'. The table has columns for 'CLASS', 'DESCRIPTION', and 'UNITS'. One row is visible: 'ENGL& 101 LEC-3 (25994)' under 'CLASS', 'English Comp I' under 'DESCRIPTION', and '5' under 'UNITS'. To the right of this row is a button labeled 'Swap This Class'. A modal window titled 'Swap by Class Number' is overlaid on the table. It contains a text input field labeled 'Class Number:' with the value '26358'. Below the input field are two buttons: 'Cancel' and 'Swap'. A green arrow points to the 'Swap' button.

CLASS	DESCRIPTION	UNITS
ENGL& 101 LEC-3 (25994)	English Comp I	5



Add Your Preferred Class:

15. Check the box for **Wait list if class is full**. Select **Save**.

The screenshot shows the 'Swap Classes' interface on the Peninsula College website. The left sidebar contains navigation options: Dashboard, Schedule, Class Information, Enrollment, Academics, and Financials. The 'Enrollment' section is expanded, showing options like Enrollment Dates, Planner, Shopping Cart, Drop Classes, Swap Classes (checked), and View Wait List. The main content area is titled 'Swap Classes' and shows a dropdown for 'Term: SPRING 2026'. Below this is a table with the heading 'Select a class to swap'. The table has columns for 'CLASS', 'DESCRIPTION', and 'UNITS'. One row is visible: 'ENGL& 101 LEC-3 (25994)' with description 'English Comp I' and '5' units. An 'Enrollment options' dialog box is open over the table. It contains the text 'ENGL& 101: English Comp I| 1 - 26358', a 'Permission Number' field, and a checked checkbox for 'Wait list if class is full'. At the bottom of the dialog are 'Cancel' and 'Save' buttons. A green arrow points from the 'Swap Classes' option in the sidebar to the dialog box. Another green arrow points from the 'Wait list if class is full' checkbox to the 'Save' button.

CLASS	DESCRIPTION	UNITS
ENGL& 101 LEC-3 (25994)	English Comp I	5

Enrollment options

ENGL& 101: English Comp I| 1 - 26358

Permission Number

Wait list if class is full

Cancel Save

Confirm:

16. Review your Swap. Select **Confirm**.

Peninsula College

Swap Classes > ... > Swap confirmation

You are replacing this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
ENGL& 101-3 (25994)	English Comp I (Lecture)	J. Lucas	5	Enrolled

With this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
ENGL& 101-1 (26358)	English Comp I (Lecture)	J. Lucas	5	Wait List

Cancel Confirm

Review:

17. Select **Drop Classes** to check your schedule.

You will see that you are enrolled in your back-up class and on the waitlist for your preferred class. If you get into your preferred class, you will be automatically dropped from your back-up class.

Drop Classes

Term: **SPRING 2026** Enrolled Units: 5 Drop

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
> ENGL& 101 1-LEC (26358)	English Comp I	ONL	-	-	Online	Janet Lucas	1	preferred class
> ENGL& 101 3-LEC (25994)	English Comp I	WeFr	11:30 am	12:30 pm	Maier Hall E241-Main Campus	Janet Lucas		backup class

Success:

18. You're all set! If a seat opens in your preferred class, you will be notified by email and ctcLink will automatically swap the classes for you.



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

