# **Steps for Adding and Dropping Class in HighPoint**

## **CtcLink Mobile App**

* iPhone App [Link to Mobile App for iPhone](https://apps.apple.com/us/app/ctclink/id1281598044)
* Web App [Link to ctcLink Mobile Website](https://wa140.ctclink.us/)

## **Steps to Registering for Classes**

### **Adding a class using Class Schedule**

1. Navigate to [ctcLink HighPoint Website](https://wa140.ctclink.us/app/springboard)
2. Login by selecting CTCLink login tile
3. Navigate to Class Schedule Link
4. Select class subject from Select Subject list
5. Select Search link
6. List of classes displays
7. Select link for selected class
8. Select Add to Cart link
9. Waitlist if class is full screen opens. Class title will be presented at the top of the screen. Drop-down list defaults to No (meaning you would not want to be on the waitlist).
10. Select Save button
11. Shopping Cart page opens > Navigate down to the course listed under shopping cart classes
12. Check box to add the class in your cart
13. Navigate back up to the Enroll button and select the Enroll button (listed between the Validate button and Delete button)
14. Results page displays with message “Success: This class has been added to your schedule.”
15. Select Okay button.

### **Adding a Class Using Class Number**

1. Navigate to [ctcLink HighPoint App](https://wa140.ctclink.us/app/springboard)
2. Login by selecting CTCLink login tile
3. Expand Enrollment list (located on left pane of screen)
4. Select Shopping Cart from the Enrollment list
5. Enter class number (four to five digit number)
6. Select Add button
7. Waitlist if class is full screen opens. Class title will be presented at the top of the screen. Drop-down list defaults to No (meaning you would not want to be on the waitlist).
8. Select Save button
9. Shopping Cart page opens > Navigate down to the course listed under shopping cart classes
10. Check box for the class in your cart
11. Navigate back up to the Enroll button and select the Enroll button (listed between the Validate button and Delete button)
12. Results page displays with message “Success: This class has been added to your schedule.”
13. Select Okay button.

## **Steps for Dropping a Class:**

1. Navigate to [ctcLink HighPoint App](https://wa140.ctclink.us/app/springboard)
2. Login by selecting CTCLink login tile
3. Expand Enrollment list (located on left pane of screen)
4. Select Drop Classes from the Enrollment list
5. Drop Classes page displays with enrolled classes
6. Select check box for class you would like to drop
7. Select drop button
8. Drop Pop-up displays with message “Are you sure you want to drop the selected class(es)? – Select Yes button
9. Results page displays with message, “Success: This class has been removed from your schedule”
10. Select Okay button