

## Adding Permission Numbers to a Class

This guide has been created using the mobile app web browser version of ctcLink. <u>https://wa140.ctclink.us/</u>

This process is to be completed after an Advisor/Faculty member has provided you with a Permission Number for the specific class (formerly known as section) you have chosen to register for.

Start at the current students page and click on the Mobile App version



Click on the @ctcLink Mobile App on the right sidebar.



This takes you to the mobile version of ctcLink. Log in with your ctcLink ID (either starts with 201 or 101) and the password you set up when you previously set up your new MyClark log-in.

If you haven't done this yet,

refer to this Activating your ctcLink MyClark Account Guide.

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Username	
🔓 Log In	If you have not already set up your new MyClark log-in, do that
	Username

Upon logging in, you will select the drop down for Enrollment from the left side-bar, and then select Shopping Cart.

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			Dashboard	*
CLARK COL	LEGE	Holds	> To Dos >	What I Owe
Hello	Logout	You have no holds at this time.	You have no to do list items at this time.	You have no outstanding charges at this time.
		Message Center	>	
Q Messages	•	You have no unread messages		
Dashboard				
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		and the		
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Holds	٥			

Once in your Shopping Cart, you can search for and add classes to your cart (Note: Adding a class to your shopping cart will NOT hold your spot in the class, you will still need to register).

Make sure you are looking at the correct term (i.e. you want to add classes for Winter 2020, make sure the top of the page is accurate)

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		Shopping Cart	*6 *
CLARK COLLI	EGE	FALL 2019 > Academic Career	✓
Hello	Legeut	WINTER 2020 > Academic Career	
MY LINKS	1	FALL 2019 - Academic Career	
Q Messages	0	Select Validate to have the system check for possible conflicts prior to enrolling.	
		Add by Class Number	
Dashboard		Class Number	Add
Admissions	Ð		
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Schedule			
Academics	€		
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Shopping Cart			

Complete the Add by Class Number line by entering the class number of the section for which you received a permission code. Note: Permission codes are ONLY valid for a specific section. If you need to enroll in a different section (different day, time, instructor, etc.) you will need to contact your advisor or the instructor for a new code.

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			Shopping Cart WINTER 2020 > Academic Career	***
	CLARK COLLEGE		Your shopping cart is empty.	
Helle MY L	2000	Logout	Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.	
Q	Messages	0	$\frown$	
俞	Dashboard		Add by Class Number 3735	Add
Ð	Admissions	Ð		^
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i	Schedule			
1	Academics	€		
P	Enrollment	Θ		
	Advisor Information			
	Shopping Cart			
	Dana Channes			

If the class is full, select yes to adding the class to the waitlist, if you would like to be on the waitlist.

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	Shopping Cart					
Clark College	College Algebra					
Hello Logout	MATH 111 - F05M (3735)					
MY LINKS	A					
Q Messages 0	Wait list if class is full No					
🏠 Dashboard	Yes					
Admissions 🔶	Save					
Financials 🕀						
Schedule						

Once back in your Shopping Cart, select the class you have the permission number for.

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24			Class Number	Add
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<b></b>	Schedule		Filter items	
	Academics	€	Shopping Cart Classes	
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	Advisor Information		Days/Times: MoWe 530 pm - 7:50 pm	3
	Planner		Instructor: Scotty Campbell	
	Shopping Cart		Units: 5 Status: Open	
	Drop Classes			

## From here, select the Edit button

. Your		MATH 111 - F05M			
CLARK COLLE	IGR	College Algebra			
<u>dio</u>	Logout	Session	Regular Academic Session		
LINKS		Class Number	3735		
Messages	•	Career	Academic Career		
Dashboard					
Admissions	•	Units	5 units		
Financials	•	Grading	Graded		
Schedule		Description An introduction to functions from symbolic, numerical, and graphical points of view Topics include polynomial, logarithmic, and exponential functions, inequaliti			
Academics	⊕	absolute value equations and inequalities, systems of equations, conic sections, and mathematical model intended for those majoring in Mathematics, Physical Science or Engineering, It is a preparatory class for th	ing. This is a challenging and technical course primarily		
Enrollment	⊕				
My Information	⊙	Enrollment Requirements Eligibility for Math Level	60. Contact an Advisor for questions regarding Math Levels.		
		Class Actions			
To Dos	•	Enroll Validate Edit Delete Share -			
Holds	•				
Edit My Widgets		Class Details			
BLIC LINKS		Instructor(s)	Scotty Campbell		
Canvas		Meets	MoWe 5.30PM - 7.50PM		
Class Schedule		Dates	01/06/2020 - 03/13/2020		
Course Catalog	-	Room	Bauer Hall 109 - Classroom >		
Campus Map					

On this screen, you will input the Permission Number you were provided and choose Save!

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		K Shopping C	Cart 🔥 🌣
CLARK COLLEG		College Algebra MATH 111 - F05M (3735)	
Hello Katlyn Viers My Links	Logout	WINTIN 11 - 103W (3133)	
Q Messages	0	Wait list if class is full	
		Yes	•
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Admissions	€	Permission Number	×
Financials	⊕	L'entinessen tranier	
Schedule		Save	
Academics	⊙		
🞓 Enrollment	€	1 r <sup>2</sup>	
My Information	⊕		
To Dos	0		
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PUBLIC LINKS			
Canvas			
Q Class Schedule			
Course Catalog			
🛞 Campus Map			

When it is your day and time to register, you will be able to Select the classes in your Cart, and click the Enroll button. If you want to double check that the Permission Number worked first, you can click Validate, and then Enroll following that.

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- SMUA	8.		Shopping Cart		*5 *
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Financials	Ð				
Schedule		Filter items	<u> </u>		
Academics	⊕	Shopping Cart Classes			
🞓 Enrollment	Θ	College Algebra MATH 111-FO5M (3735)			
Advisor Informatio	n -	Days/Times. MoWe 5:30 pm - 7 Room: Bauer Hall 109 - Classroo			
Planner		Instructor: Scotty Campbell Units. 5	rn.		2
Shopping Cart		Status Open			
Drop Classes					

The following screenshots are examples of what the Validate screen will indicate if the permission number worked or not.



