



Adding Permission Numbers to a Class

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

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

Clark Students

Need help registering for classes?
Come to APH 210:
Friday December 6, 10 a.m. - 2 p.m.
Monday December 9, 1 - 4 p.m.
Tuesday December 10, 1 - 4 p.m.
Wednesday December 11, 9 a.m. to noon

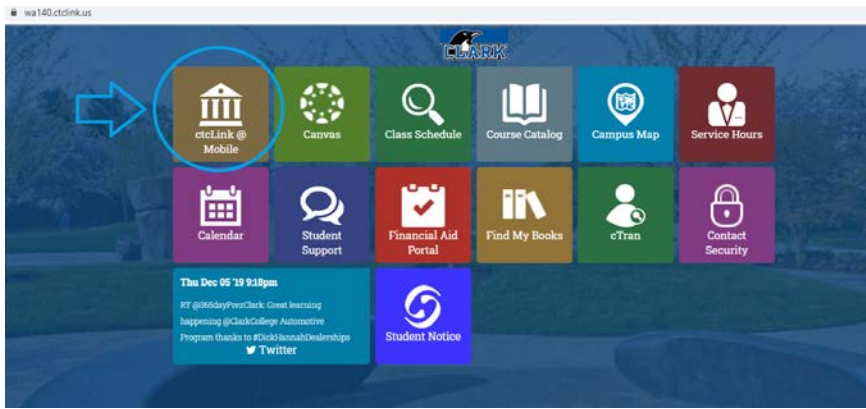
As of October 31, 2019, all Clark College students must get new student ID numbers
Clark College has upgraded to the state's new software system, called ctcLink. As part of this upgrade, all Clark College students must log into the new system to get their new student ID number and activate their new MyClark account. Students should do this as soon as possible so that they can register for classes on time.
Please read the directions on Activate your ctcLink MyClark Account carefully before logging into the system to access your new student ID number.

For Assistive Tech Users
You'll have a more accessible experience using this ctcLink mobile website

MyClark @ctcLink	MyClark @Clark	Canvas	Class Schedule	Course Catalog	Campus Map
Service Hours	Calendar	Student Support	Financial Aid Portal	Find My Books	cTran
Contact Security	Student Notice				

ctcLink Mobile App
Android
Apple

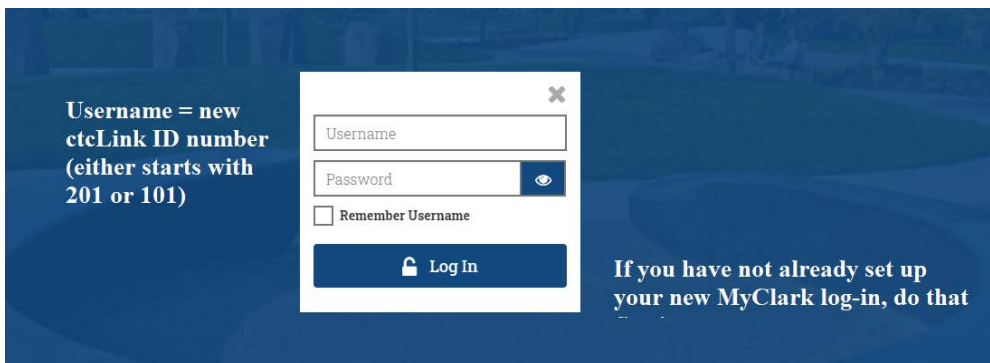
Click on the @ctcLink Mobile App on the right sidebar.



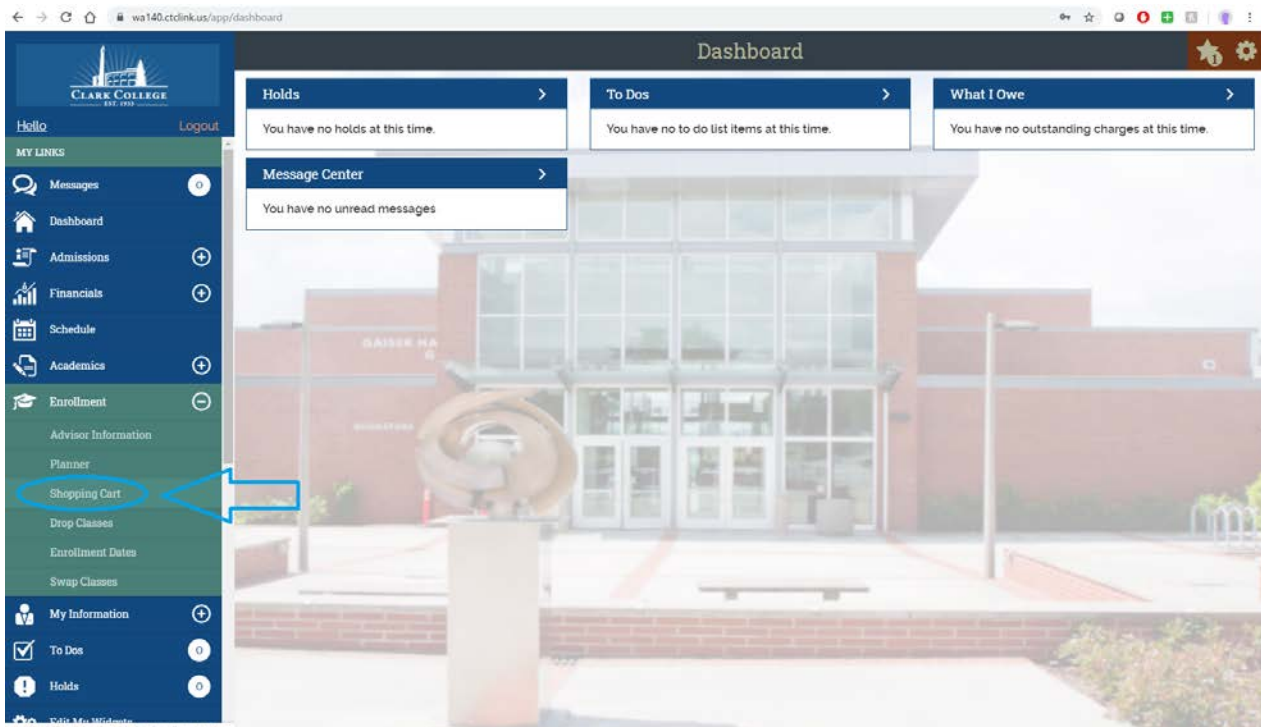
This takes you to the mobile version of ctcLink. Log in with your ctcLink ID (either starts with 201 or 101) and the password you set up when you previously set up your new MyClark log-in.

If you haven't done this yet,

refer to this [Activating your ctcLink MyClark Account Guide](#).

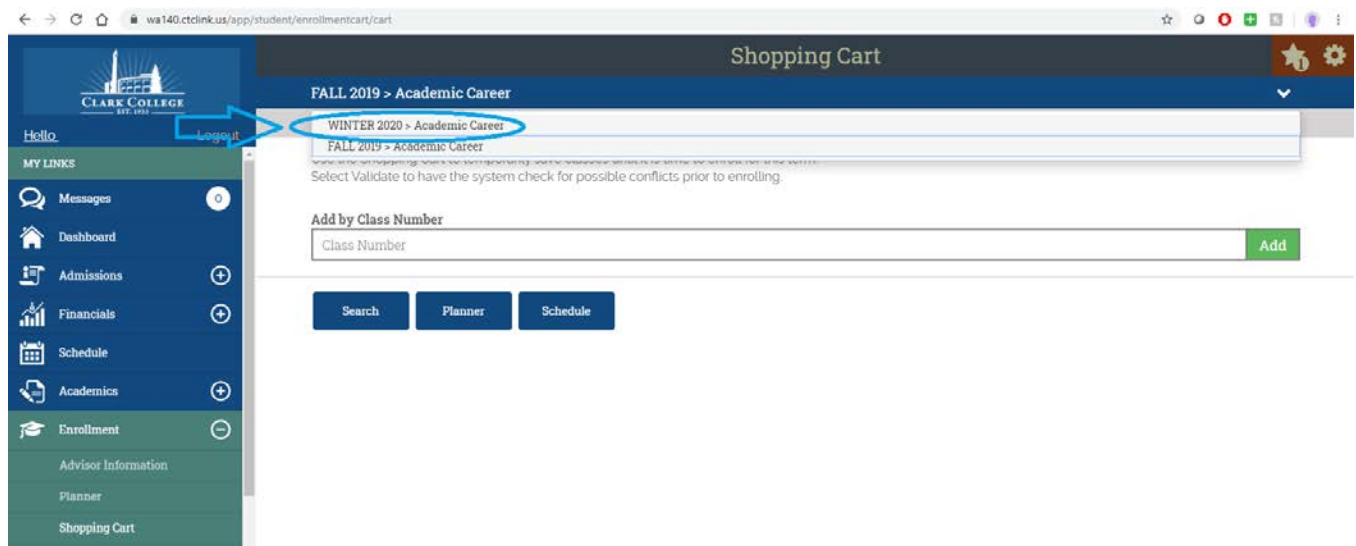


Upon logging in, you will select the drop down for Enrollment from the left side-bar, and then select Shopping Cart.

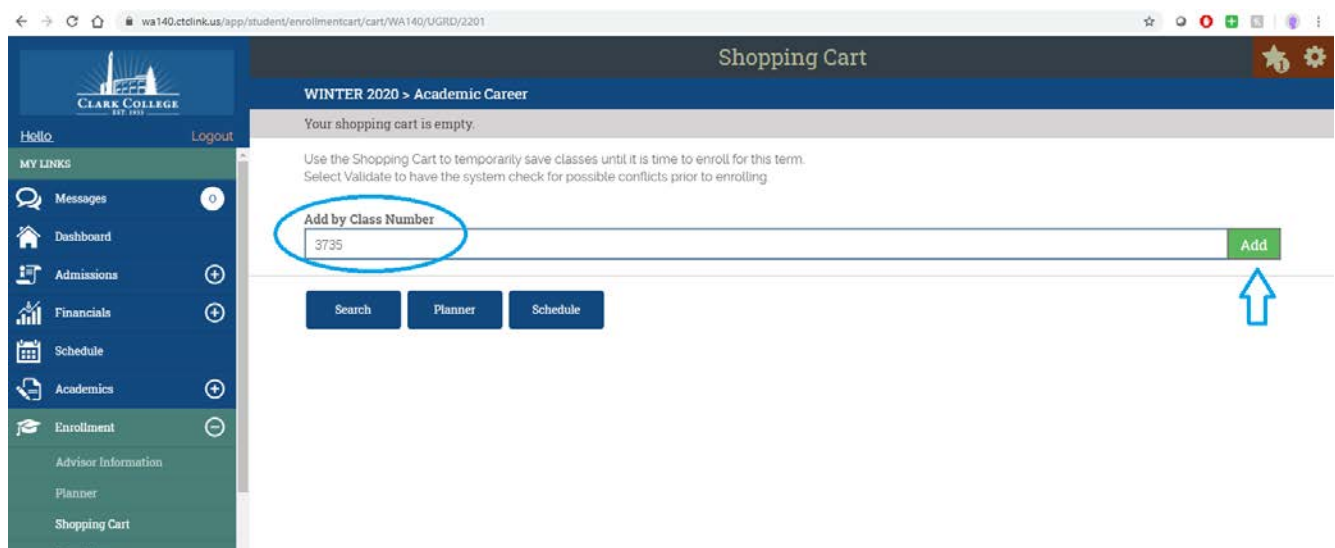


Once in your Shopping Cart, you can search for and add classes to your cart (Note: Adding a class to your shopping cart will NOT hold your spot in the class, you will still need to register).

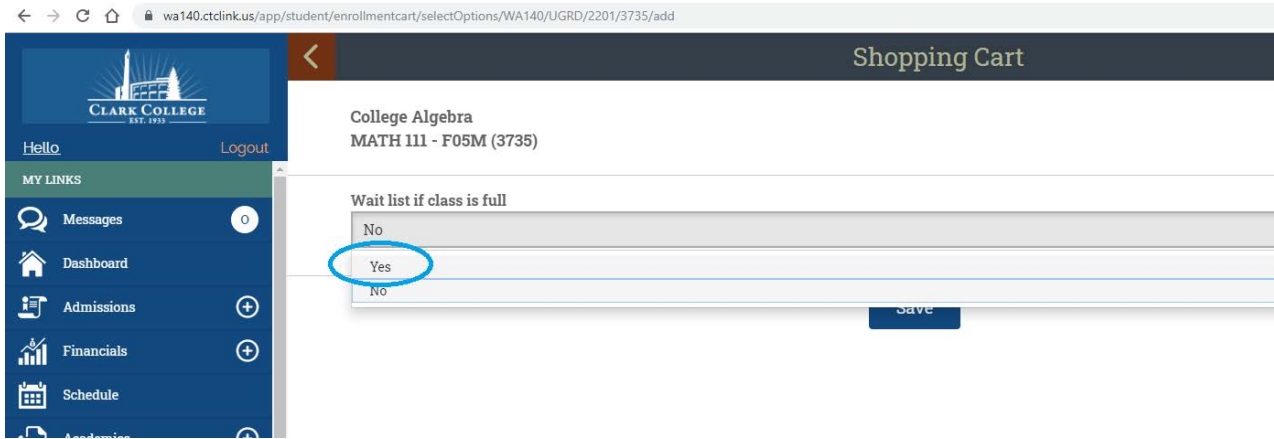
Make sure you are looking at the correct term (i.e. you want to add classes for Winter 2020, make sure the top of the page is accurate)



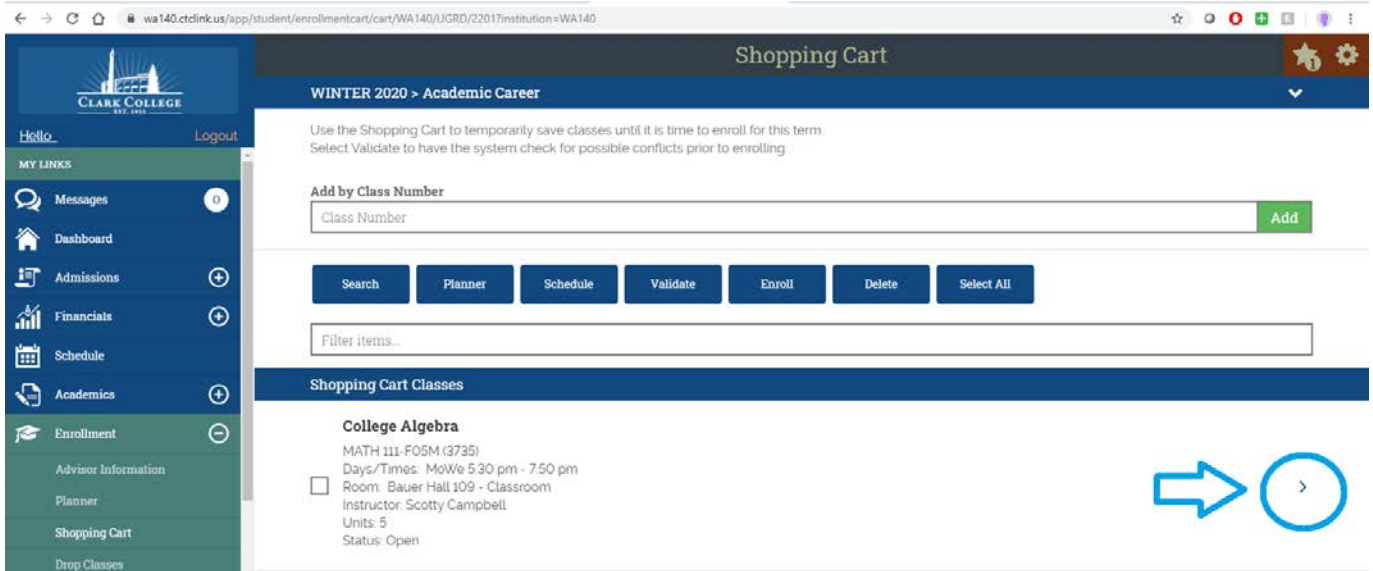
Complete the Add by Class Number line by entering the class number of the section for which you received a permission code. Note: Permission codes are ONLY valid for a specific section. If you need to enroll in a different section (different day, time, instructor, etc.) you will need to contact your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



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



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



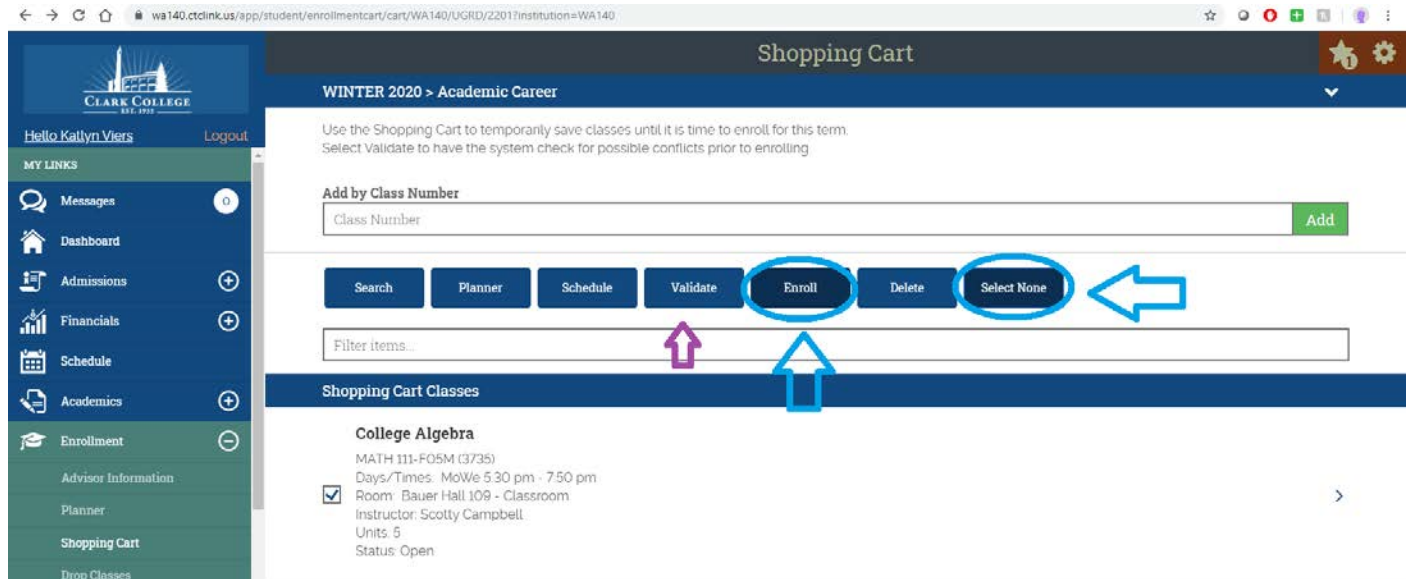
From here, select the Edit button

The screenshot shows the Clark College website interface for the course MATH 111 - F05M. The left sidebar contains navigation links such as Messages, Dashboard, Admissions, Financials, Schedule, Academics, Enrollment, My Information, To Dos, Holds, and Edit My Widgets. The main content area displays course details including Session (Regular Academic Session), Class Number (3735), Career (Academic Career), Units (5 units), and Grading (Graded). A description of the course is provided, along with enrollment requirements. The 'Class Actions' section features a row of buttons: Enroll, Validate, Edit, Delete, and Share. The 'Edit' button is highlighted with a blue circle, and a blue arrow points to it from above.

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

The screenshot shows the 'Shopping Cart' page for the course MATH 111 - F05M (3735). The page includes a 'Wait list if class is full' dropdown menu set to 'Yes'. Below this is a text input field labeled 'Permission Number' with a placeholder text 'Permission Number'. The 'Save' button is located to the right of the input field. Both the 'Permission Number' field and the 'Save' button are circled in blue. A blue arrow points upwards towards the 'Permission Number' field.

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.



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

