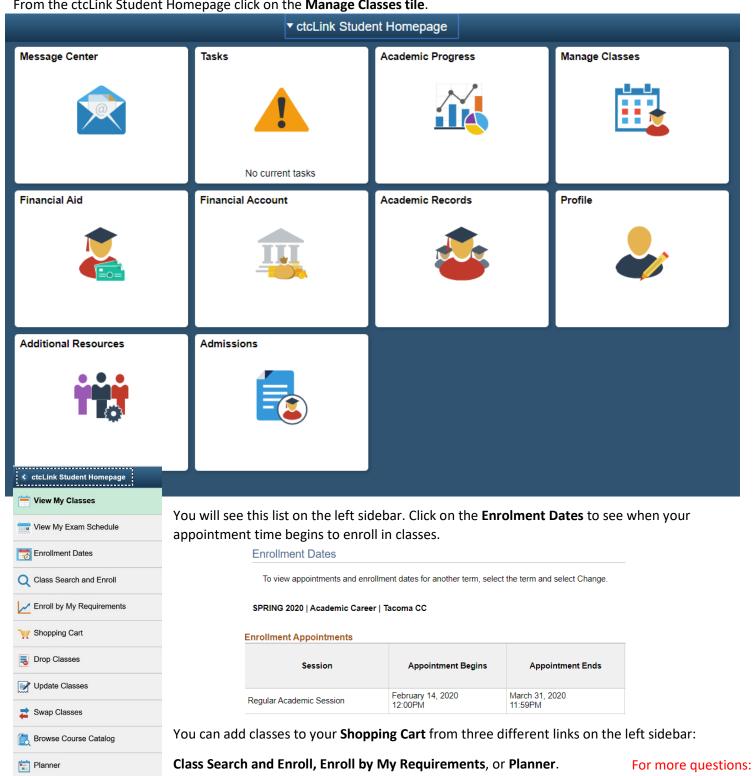MyClark @ctcLink

Desktop https://ptprd.ctclink.us/psp/ptprd/EMPLOYEE/EMPL/?cmd=logout
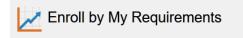
Register for Classes

From the ctcLink Student Homepage click on the **Manage Classes tile**.

▼ ctcLink Student Homepage

Message Center	Tasks	Academic Progress	Manage Classes
	No current tasks		

Financial Aid	Financial Account	Academic Records	Profile

Additional Resources	Admissions

< ctcLink Student Homepage

- View My Classes
- View My Exam Schedule
- Enrollment Dates
- Class Search and Enroll
- Enroll by My Requirements
- Shopping Cart
- Drop Classes
- Update Classes
- Swap Classes
- Browse Course Catalog
- Planner

You will see this list on the left sidebar. Click on the **Enrolment Dates** to see when your appointment time begins to enroll in classes.

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and select Change.

SPRING 2020 | Academic Career | Tacoma CC

Enrollment Appointments

Session	Appointment Begins	Appointment Ends
Regular Academic Session	February 14, 2020 12:00PM	March 31, 2020 11:59PM

You can add classes to your **Shopping Cart** from three different links on the left sidebar:

Class Search and Enroll, Enroll by My Requirements, or **Planner**.

For more questions:
Phone: 360-992-2183 or 360-992-2107
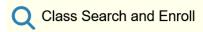E-mail: registration@clark.edu

Enroll by My Requirements

If you are working on completing one of the following degrees: Academic Transfer AA DTA, Biology DTA/MRP, Addiction Counselor Education AA and Academic Transfer AA DTA you should use the **Enroll by My Requirements** sidebar. This will provide you with the list of courses and options for your degree and show you what requirements you have already met.

Planner

If you have worked with your advisor to complete your academic plan in MyClark ctcLink you should use the **Planner** sidebar. This is where you would have already determined what classes you plan to take each term.
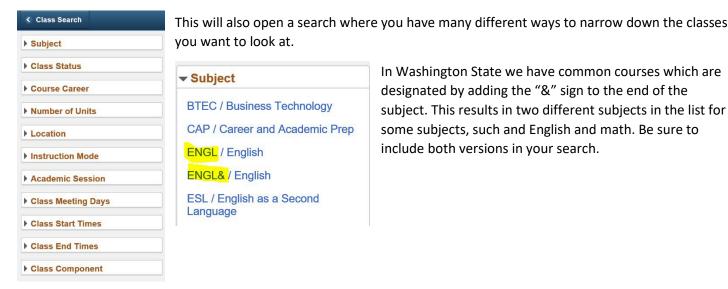
Class Search and Enroll

Everyone else will use the **Class Search and Enroll** sidebar to register for classes.

You may see classes for more than one school in Washington State. Please be sure to look for classes at Clark College and the correct term (e.g. Spring 2020). Enter a term in the search bar to bring up a list of classes.

‹ Class Search

- ▸ Subject
- ▸ Class Status
- ▸ Course Career
- ▸ Number of Units
- ▸ Location
- ▸ Instruction Mode
- ▸ Academic Session
- ▸ Class Meeting Days
- ▸ Class Start Times
- ▸ Class End Times
- ▸ Class Component

This will also open a search where you have many different ways to narrow down the classes you want to look at.

▾ Subject

BTEC / Business Technology

CAP / Career and Academic Prep

ENGL / English

ENGL& / English

ESL / English as a Second Language

In Washington State we have common courses which are designated by adding the "&" sign to the end of the subject. This results in two different subjects in the list for some subjects, such and English and math. Be sure to include both versions in your search.

‹ Course Search Results   **Course Detail**

Academic Career
Clark College

ENGL& 101

English Composition I

[View Classes] [Add to Planner]

Course Detail

Course Career	Academic Career
Units	5.00
Grading	Graded
Course Component	Lecture
Campus	Main Campus
Academic Group	Transitional Engl Comm & Hum
Academic Organization	English

Enrollment Information

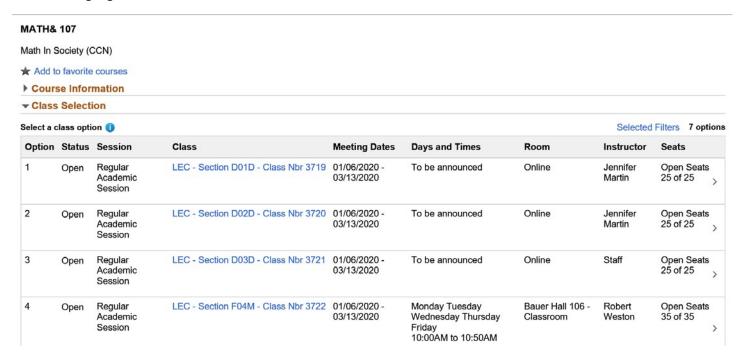|	
Enrollment Requirement	Eligibility for ENGL&101

Description

Exposition and argument, emphasizing critical thinking in response to electronic and print texts. Focus on exploring, developing, and communicating ideas in a voice appropriate to the audience. Students strengthen skills through pre-writing, drafting, revising, and editing. In-class and out-of-class writing required. [CA,SE,CT,WC]
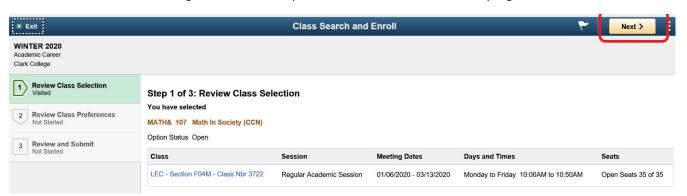
However you get to the course you are interested in you will see this information about the course.
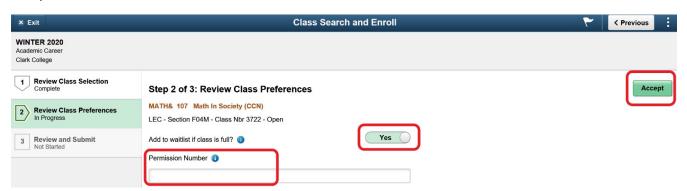
Click on **View Classes.**

This is the list of classes offered for MATH& 107, Math in Society. The *Room* column will provide you with the location of the class, which may be an online class. *Meeting Dates* does not included the final exam, which is the week after the final class meeting date. You can also see how many *seats* are open for each class. To see more details about a class use the link under the *Class* column. When you have determined which class section you want to enroll in hover over that section to highlight it, then click.

MATH& 107

Math In Society (CCN)

★ Add to favorite courses

▶ Course Information

▼ Class Selection

Select a class option ⓘ   Selected Filters 7 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	
1	Open	Regular Academic Session	LEC - Section D01D - Class Nbr 3719	01/06/2020 - 03/13/2020	To be announced	Online	Jennifer Martin	Open Seats 25 of 25	›
2	Open	Regular Academic Session	LEC - Section D02D - Class Nbr 3720	01/06/2020 - 03/13/2020	To be announced	Online	Jennifer Martin	Open Seats 25 of 25	›
3	Open	Regular Academic Session	LEC - Section D03D - Class Nbr 3721	01/06/2020 - 03/13/2020	To be announced	Online	Staff	Open Seats 25 of 25	›
4	Open	Regular Academic Session	LEC - Section F04M - Class Nbr 3722	01/06/2020 - 03/13/2020	Monday Tuesday Wednesday Thursday Friday 10:00AM to 10:50AM	Bauer Hall 106 - Classroom	Robert Weston	Open Seats 35 of 35	›

You will now be walked through the rest of the process. Note the next button top right.

× Exit	Class Search and Enroll	⚑	Next ›

WINTER 2020
Academic Career
Clark College

1	Review Class Selection Visited
2	Review Class Preferences Not Started
3	Review and Submit Not Started

Step 1 of 3: Review Class Selection

You have selected

MATH& 107 Math In Society (CCN)

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section F04M - Class Nbr 3722	Regular Academic Session	01/06/2020 - 03/13/2020	Monday to Friday 10:00AM to 10:50AM	Open Seats 35 of 35

If the class is full and you want to be on the waitlist change to yes. If you have a permission number enter it here. Then Accept.

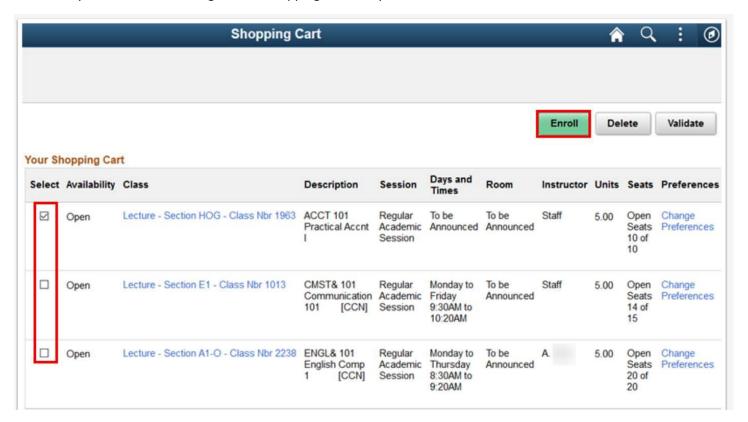| × Exit	Class Search and Enroll	⚑	‹ Previous	⋮

WINTER 2020
Academic Career
Clark College

1	Review Class Selection Complete
2	Review Class Preferences In Progress
3	Review and Submit Not Started

Step 2 of 3: Review Class Preferences   Accept

MATH& 107 Math In Society (CCN)

LEC - Section F04M - Class Nbr 3722 - Open

Add to waitlist if class is full? ⓘ   Yes ⚪

Permission Number ⓘ

[   ]

Complete the steps and you will have successfully added the class to your Shopping Cart.

You can do this work in advance of your enrollment appointment date.

When it is your enrollment time go to the Shopping Cart and you will be able to **Enroll**.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
☑	Open	Lecture - Section HOG - Class Nbr 1963	ACCT 101 Practical Accnt I	Regular Academic Session	To be Announced	To be Announced	Staff	5.00	Open Seats 10 of 10	Change Preferences
☐	Open	Lecture - Section E1 - Class Nbr 1013	CMST& 101 Communication 101 [CCN]	Regular Academic Session	Monday to Friday 9:30AM to 10:20AM	To be Announced	Staff	5.00	Open Seats 14 of 15	Change Preferences
☐	Open	Lecture - Section A1-O - Class Nbr 2238	ENGL& 101 English Comp 1 [CCN]	Regular Academic Session	Monday to Thursday 8:30AM to 9:20AM	To be Announced	A.	5.00	Open Seats 20 of 20	Change Preferences

You will now be able to view these classes by using **View My Classes.**

Once tuition has been calculated by the college you can click on the **Financial Account** tile on your homepage to pay your tuition.

For more questions:
Phone: 360-992-2183 or 360-992-2107
E-mail: registration@clark.edu