

## Student: How to Enroll in Classes with Permission Codes

1. Start by opening your **Student Homepage** from **ctcLink**.

ctcLink My Institution View Welcome Titan One!

TACOMA COMMUNITY COLLEGE

ctcLink GATEWAY

Canvas

**Student Homepage**

**Your Gateway to ctcLink**

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from employee to student, your user ID will never change.

**How do I...?**

If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.

2. Then select the **Manage Classes** tile.

Message Center

Tasks

Academic Progress

3 Holds

**Manage Classes**

Financial Account

Academic Records

Financial Aid

Profile

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Additional Resources

Immunization Attestation

Admissions

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3. Select Class Search and Enroll, then make sure you have the current quarter selected for TCC. You may need to scroll down just a bit.

View My Classes	<b>SPRING 2022</b> Spokane Falls Community College
View My Exam Schedule	<b>SPRING 2022</b> Bates Technical College
Enrollment Dates	<b>SPRING 2022</b> Cascadia College
<b>Class Search and Enroll</b>	<b>SPRING 2022</b> Tacoma Community College
Enroll by My Requirements	<b>SPRING 2022</b> Yakima Valley College
Shopping Cart	
Drop Classes	

4. Input the specific class number, or you can search the course name as well if you don't have the class number, this will just pull up more options.

Search For Classes

30200

Additional ways to search

▶ Favorites

▼ Recently Viewed

**PE 100**  
Total Fitness  
1 option available for Class Number 30200

5. Locate the class you have received the permission code for, and click on the space next to the class, if you click on the course blue writing directly it will show you a course description. Repeat this process on the next screen after this.

PE 100

Total Fitness

1 Option Available for Class Number 30200

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Option	Status	Session	Class
1	Open	Regular Academic Session	LEC - Section 01 - Class Nbr 30200

6. You will then want to confirm once more that the class information is correct, then click next in the upper right-hand corner.

SPRING 2022  
Undergraduate  
Tacoma Community College

Next >

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

PE 100 Total Fitness

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section 01 - Class Nbr 30200	Regular Academic Session	03/28/2022 - 06/10/2022	Monday Wednesday Friday 10:30AM to 11:20AM	Open Seats 7 of 30

7. This screen will show a long box at the bottom requesting your **Permission Number**, this box will only show if there has been a Permission Number/Code assigned for this class. If you do not see a box you may want to touch base with the instructor or professor to make sure the code was assigned for the class you have open. Once you see the box you can input your code and then select **Accept** to enroll.

SPRING 2022  
Undergraduate  
Tacoma Community 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

PE 100 Total Fitness

LEC - Section 01 - Class Nbr 30200 - Open

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

Permission Number ⓘ

Accept