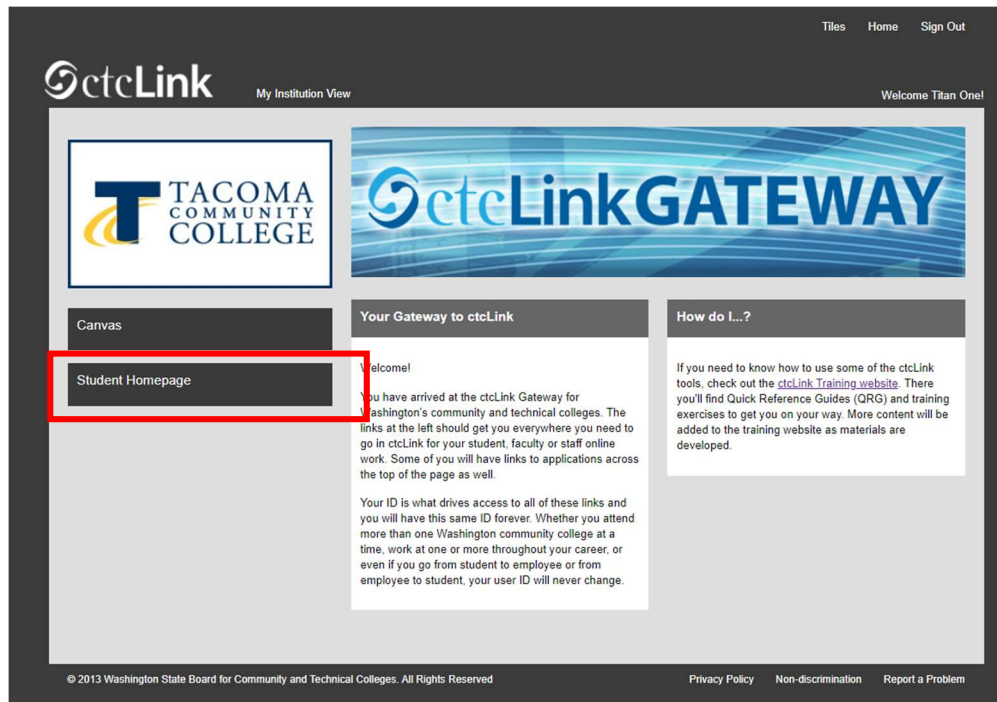


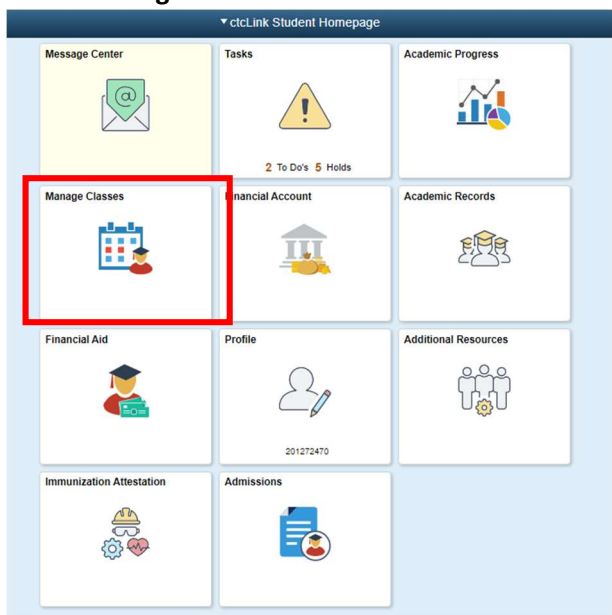
How to Enroll in Learning Communities

A Learning Community (LC) is a group of classes that are to be taken together. LC's are not intended for students who need only one class. This how to guide is based on a LC that is comprised of two classes PE 100-LC8 and HD 114-LC8. The key to enrolling in a Learning Community is having all of the classes in your shopping cart before enrolling.

1. Log into [ctcLink](#) and select **Student Homepage**
 - a. <https://gateway.ctcLink.us/>



2. Select **Manage Classes**



- 3.

4. Select the Term

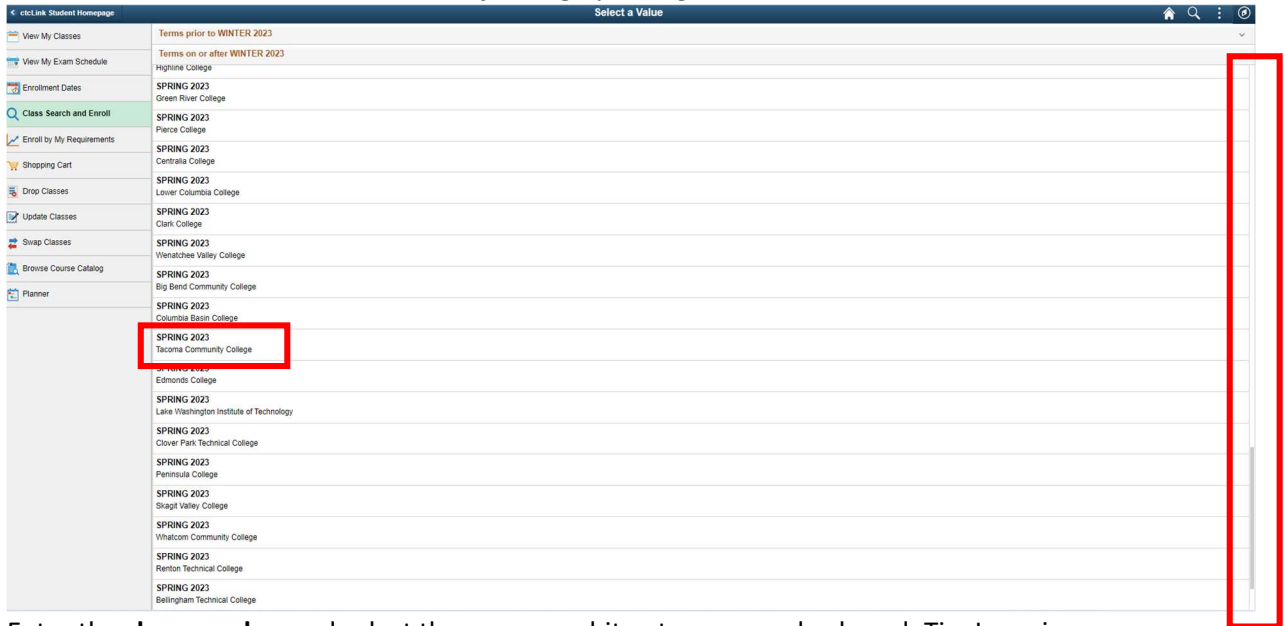
The screenshot shows the 'ctcLink Student Homepage' with a 'Select a Value' dropdown menu. The menu is open, showing two options: 'WINTER 2023 Undergraduate Tacoma CC' and 'SPRING 2023 Undergraduate Tacoma CC'. The second option is highlighted with a red box. Below the dropdown is a list of navigation links: 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, and Planner.

5. Select **Class Search and Enroll**. Tip: Ensure Tacoma Community College is the school listed.

The screenshot shows the 'ctcLink Student Homepage' with the term 'SPRING 2023 Undergraduate Tacoma Community College' displayed at the top. A 'Change' button is next to it. Below this is a list of navigation links: 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, and Planner. The 'Class Search and Enroll' link is highlighted with a red box.

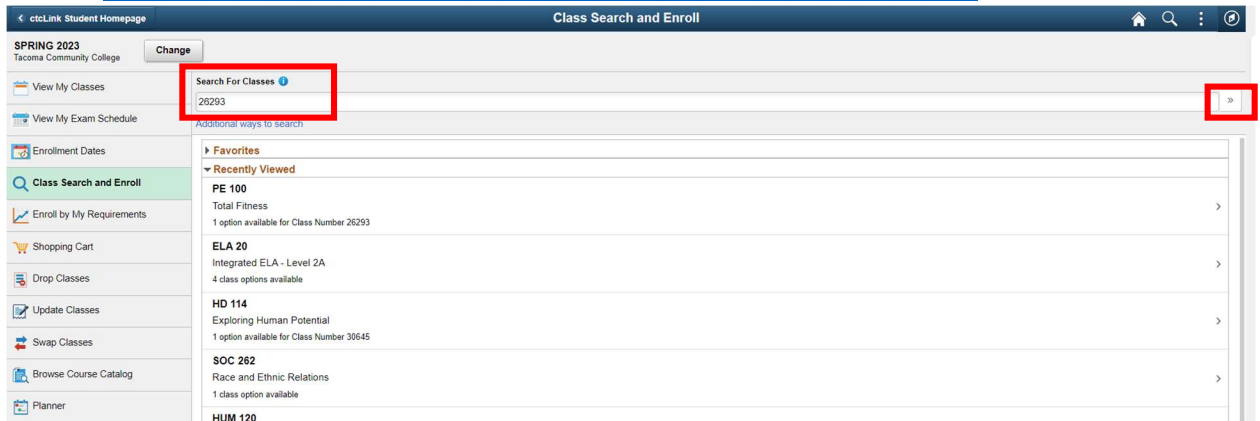
6.

7. Select the term and **Tacoma Community College** you might need to use the scroll bar to locate.

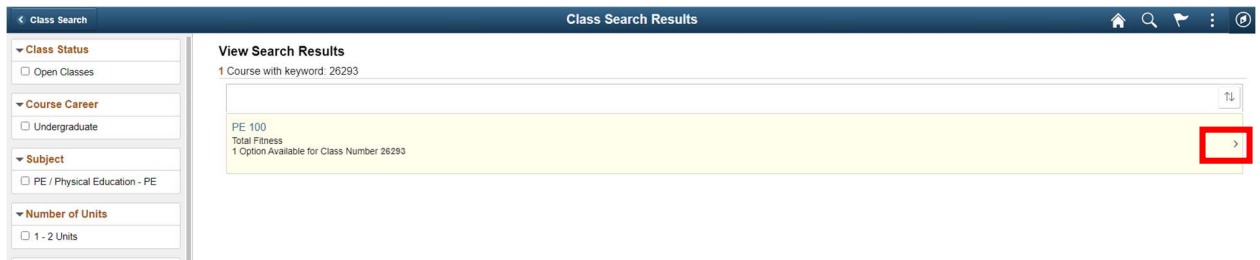


8. Enter the **class number** and select the **arrows** or hit enter on your keyboard. Tip: Learning Communities have a website with classes offered each term. Learning Communities are also typically designated with a LC in the section.

a. <https://www.tacomacc.edu/academics-programs/learningcommunities>



- 9.
10. Select the arrow next to the course.



- 11.
12. Select the **arrow** again and then **Next**. Doing so will turn the row a pale yellow to continue. Tip: Clicking on the blue hyperlink will only take you to the description of the course and not to the enrollment screen.

Course Information

SPRING 2023
Tacoma Community College

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

PE 100
Total Fitness
★ Add to favorite courses
Course Information
Class Selection

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	LEC - Section LC8 - Class Nbr 26293	04/03/2023 - 06/16/2023	Tuesday Thursday 9:30AM to 10:20AM	Building 20 - 106	Suzan Schenk, David Howard	Open Seats 27 of 30

13.

Class Search and Enroll

SPRING 2023
Undergraduate
Tacoma Community 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
PE 100 Total Fitness
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section LC8 - Class Nbr 26293	Regular Academic Session	04/03/2023 - 06/16/2023	Tuesday Thursday 9:30AM to 10:20AM	Open Seats 27 of 30

14. To successfully enroll in a LC all classes in that LC must be in your shopping cart. Courses in a learning community must be taken together and therefore enrollment will not be successful if trying to enroll in one of the classes individually.

Class Search and Enroll

SPRING 2023
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 LC8 - Class Nbr 26293 - Open

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

Enroll
 Add to Shopping Cart

15.

Class Search and Enroll

SPRING 2023
Undergraduate
Tacoma Community College

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Review and Submit
Visited

Step 3 of 3: Review and Submit

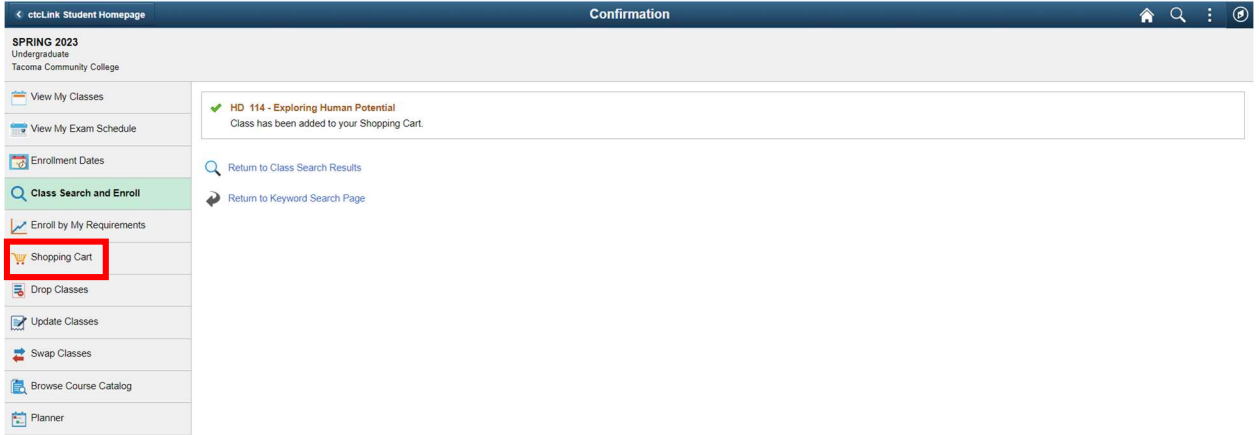
You have selected to add to your shopping cart
PE 100 Total Fitness

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section LC8 - Class Nbr 26293	Regular Academic Session	04/03/2023 - 06/16/2023	Tuesday Thursday 9:30AM to 10:20AM	Open Seats 27 of 30

16.

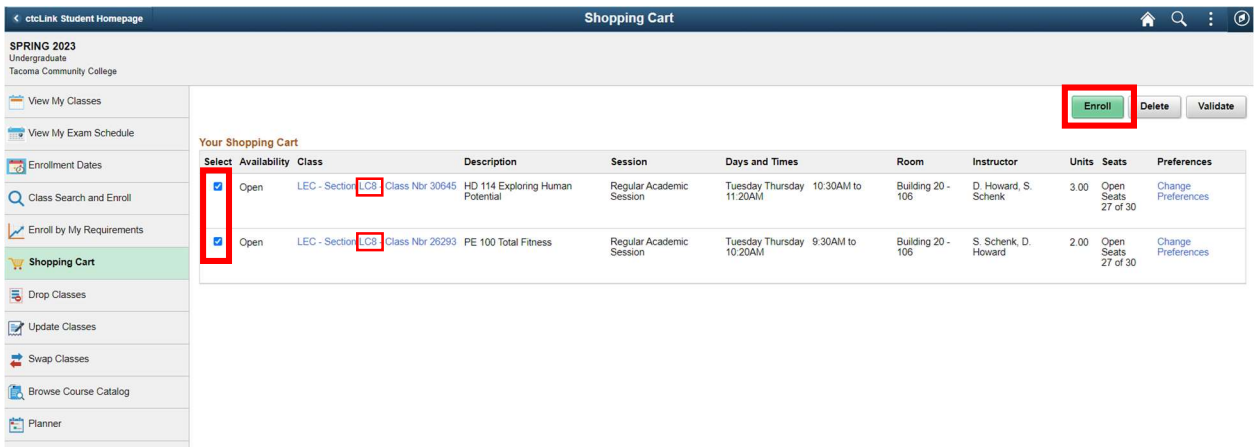
17. Repeat steps 4-15 until **all** the classes in the LC are in your shopping cart.

18. Select **Shopping Cart**



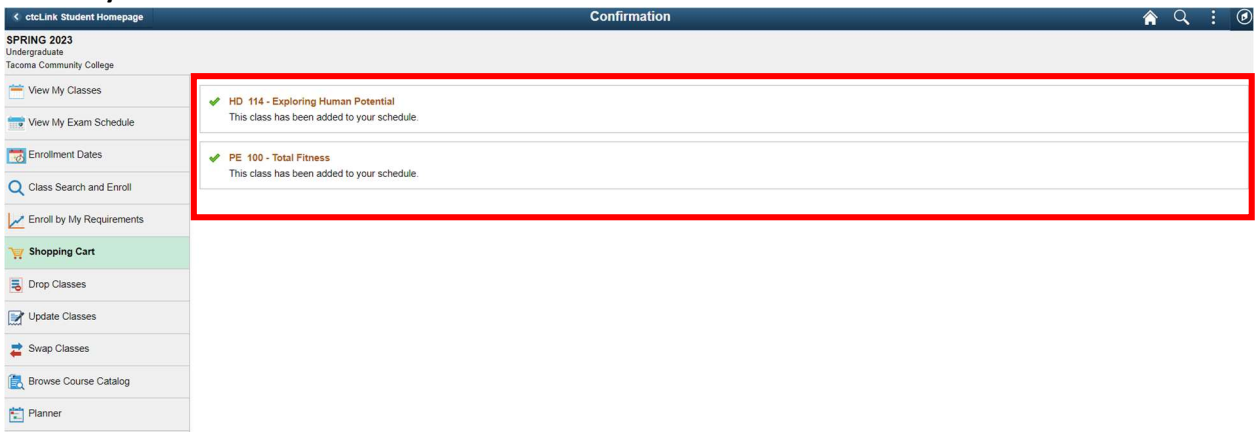
19.

20. Ensure all the classes in the Learning Community are listed. **Check** the classes in the LC and select **Enroll**.



21.

22. Success you are now enrolled:



23.

Having trouble enrolling in the learning community? Review our [website](#) for LC troubleshooting.

https://tacomacc.edu/academics-programs/academic-support/enrollmentservices/enrollment/enroll_in_classes

Questions? Contact enrollmentservices@tacomacc.edu