How to Enroll in NAC Classes

1. Start by opening your **Student Homepage** from <u>ctcLink</u>.



2. Then select the Manage Classes tile.

	▼ ctcLink Student Homepage	
Message Center	Tasks	Academic Progress
	<u>!</u>	
	2 To Do's 5 Holds	
Manage Classes	Financial Account	Academic Records
	1	E
Financial Aid	Profile	Additional Resources
	204272470	°°° I <mark>©</mark> I
Immunization Attestation	Admissions	

3. Select Class Search and Enroll, then select the current quarter and TCC. You may need to scroll down just a bit.

CtcLink Student Homepage	Select a Value	Â	Q	:	ø
🚞 View My Classes	Terms prior to WINTER 2023				~
is View My Exam Schedule	Terms on or after WINTER 2023				^
Enrollment Dates	WINTER 2023 Copyer Park Technical College				Î
Q Class Search and Enroll	VINTER 2023 Ciscadia College				
Enroll by My Requirements	WINTER 2023 Pierce College				
Y Shopping Cart	WINTER 2023				
Drop Classes	Lower Columbia College				
Update Classes	WINTER 2023				
arr Swap Classes	WINTER 2023 Tacoma Community College				
Browse Course Catalog	WINTER 2023 Bellingham Technical College				
📩 Planner	WINTER 2023 Shoreline Community College				
	WINTER 2023 Highline College				

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

C ctcLink Student Homepage	Class Search and Enroll
SPRING 2023 Tacoma Community College	
View My Classes	College Ses ses 18139 n Schedule Additional ways to search ates > Favorites > Requirements t es s se Catalog
View My Exam Schedule	Page Class Search and Enroll Change 18139 ule Additional ways to search > Favorites > Recently Viewed roll > Recently Viewed g
Enrollment Dates	Favorites Recently Viewed
Q Class Search and Enroll	r Recently Vieweu
Enroll by My Requirements	
€ Shopping Cart	
Drop Classes	
Jpdate Classes	
Swap Classes	
E Browse Course Catalog	
Planner	

5. Locate the class you wish to enroll in, and click on the space next to the class. If you click on the blue writing directly it will show you a course description. Click on the white/yellow repeat this process on the next screen after this.

< Class Search		Class	Search Results			â	9 4	:	٦
✓ Class Status	View Search Results								
Open Classes	1 Course with keyword: 42584								
✓ Course Career								ľ	11
Undergraduate	HT 110 Fundamentals of Patient Care	r							
✓ Subject	1 Option Available for Class Nur	ber 42584	\square						>
HT / Health Technology - HT			~~						
✓ Number of Units									
🗆 3 - 4 Units									
✓ Location									
Main Campus - Tacoma CC	-								
WINTER 2023 Tacoma Community College									
Tiew My Classes	HT 110								
View My Exam Schedule	Fundamentals of Patient Care								
Enrollment Dates	Course Information								
Q Class Search and Enroll	Class Selection Select a class option						Selected F	lters 1	option
Enroll by My Requirements	option status ession	Class	Meeting Dates	Days and Times	Room	Instructor	Seats		
Y Shopping Cart	1 Open Dynamic Dated	LEC - Section MHS2 - Class Nbr 42584	02/07/2023 - 03/10/2023	Monday Tuesday Wednesday Thursday Friday 3:00PM to 5:30PM	Building 19 - 1	Jean Borth	Open Seats	10 of 10	`
Brop Classes		LAB - Section MH2L - Class Nbr 42588	Class Options	To be announced	Building 19 - 2	Jean Borth	Open Seats	10 of 10	ĺ,
Update Classes									
Z Swap Classes									
Browse Course Catalog									
Planner Planner									

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

× Exit		Class Sea	rch and Enroll		√ :
					Next >
WINTER 2023 Undergraduate Tacoma Community College					
1 Review Class Selection Visited	Step 1 of 3: Review Class Selection				
2 Review Class Preferences	You have selected HT 110 Fundamentals of Patient Care				
Review and Submit	Option Status Open				
3 Not Started	Class	Session	Meeting Dates	Days and Times	Seats
	LEC - Section MHS2 - Class Nbr 42584	Dynamic Dated	02/07/2023 - 03/10/2023	Monday to Friday 3:00PM to 5:30PM	Open Seats 10 of 10
	LAB - Section MH2L - Class Nbr 42588	Dynamic Dated	02/07/2023 - 03/10/2023	To be Announced	Open Seats 10 of 10

7. Select Add to Shopping Cart and Accept. It is critical that all three classes NAC classes are first in your shopping cart prior to being able to enroll.

× Exit	Class Search and Enroll	۰ ۲
WINTER 2023 Undergraduate Tacoma Community College		< Previous
1 Review Class Selection Complete	Step 2 of 3: Review Class Preferences	Accept
2 Review Class Preferences In Progress	HT 110 Fundamentals of Patient Care LEC - Section MHS2 - Class Nbr 42584 - Open LAB - Section MH2L - Class Nbr 42588 - Open	
3 Review and Submit Not Started	Do you wish to enroll or add the class to your Shopping Cart?	

8. Step 3 of 3 is confirming you will be adding courses to your **shopping cart.**

× Exit		Class Sea	rch and Enroll		₩ :
					< Previous
WINTER 2023 Undergraduate Tacoma Community College					
1 Review Class Selection Complete	Step 3 of 3: Review and Submit				Submit
2 Review Class Preferences	You have selected to add to your shopping cart				
	Option Status Open				
3 Review and Submit Visited	Class	Session	Meeting Dates	Days and Times	Seats
	LEC - Section MHS2 - Class Nbr 42584	Dynamic Dated	02/07/2023 - 03/10/2023	Monday to Friday 3:00PM to 5:30PM	Open Seats 10 of 10
	LAB - Section MH2L - Class Nbr 42588	Dynamic Dated	02/07/2023 - 03/10/2023	To be Announced	Open Seats 10 of 10
	Class Preferences				

- 9. Repeat steps 3-8 for the remaining two classes. This will add all three NAC classes to your shopping cart.
- 10. Select your Shopping Cart and the Term

CtcLink Student Homepage	Select a Value	Â	Q	: (
View My Classes	WINTER 2023 Undergraduate			
Tiew My Exam Schedule	Tacoma Commun <mark>t</mark> y College			
Enrollment Dates	SPRING 2023 Undergraduate			
Q Class Search and Enroll	Tacoma Community College			
Enroll by My Requirements				
🥎 Shopping Cart				
Brop Classes				
Update Classes				
arr Swap Classes				
Browse Course Catalog				

11. Select all of your courses and click **Enroll**

C ctcLink Student Homepage			Shopping Car	t					Â	Q :
WINTER 2023 Undergraduate Tacoma Community College	•									
View My Classes							Г	Enroll	Dele	ete Val
View My Exam Schedule	Your Shopping	g Cart								
Trollment Dates	Select Availab	br <mark>t</mark> y Class	Description	Session	Days and Times	Room	Instructor	Units Sea	ts	Preference
Class Search and Enroll	Open	LEC - Section MHS2 - Class Nbr 425	84 HT 110 Fundamentals of Patient Care	Dynamic Dated	Monday to Friday 3:00PM to 5:30PM	Building 19 - 1	J. Borth	3.00 Ope Sea 10	en ts of 10	Change Preferences
Enroll by My Requirements		LAB - Section MH2L - Class Nbr 4258	38		To be Announced	Building 19 - 2	J. Borth	Ope	n ts	
🦞 Shopping Cart								10 (of 10	
E Drop Classes	Open	LAB - Section MHS2 - Class Nbr 425	HT 120 Patient Care Clinical	Dynamic Dated	To be Announced	Building 19 - 2	P. Ketzner	3.00 Op Sea 10	n ts of 10	Change Preferences
Update Classes										
	Open	LEC - Section MHS2 - Class Nbr 425	86 HT 198 Found of Nurs Assistant Care	Dynamic Dated	Monday to Friday 3:00PM to 5:30PM	Building 19 - 1	J. Borth	4.00 Ope	en ts	Change Preferences