

Student: How to add yourself to a class waitlist

1. Open your **Student Homepage** from ctcLink.

The screenshot shows the ctcLink Gateway interface. At the top left is the ctcLink logo and "My Institution View". At the top right is "Welcome Titan One!". Below the logo is the Tacoma Community College logo. A navigation menu on the left includes "Canvas" and "Student Homepage", with "Student Homepage" highlighted with a red box. The main content area has a header "Your Gateway to ctcLink" and a "How do I...?" section. The "Your Gateway to ctcLink" section contains a welcome message and instructions about the ID system.

ctcLink My Institution View Welcome Titan One!

TACOMA COMMUNITY COLLEGE

Canvas

Student Homepage

Your Gateway to ctcLink

How do I...?

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

2. Select **Manage Classes**.

The screenshot shows a grid of icons for various services. The "Manage Classes" icon, which depicts a calendar and a graduation cap, is highlighted with a red box. Other icons include Message Center, Tasks (with 3 Holds), Academic Progress, Financial Account, Academic Records, Financial Aid, Profile (with ID 201272470), Additional Resources, Immunization Attainment, and Admissions.

Message Center

Tasks 3 Holds

Academic Progress

Manage Classes

Financial Account

Academic Records

Financial Aid

Profile 201272470







Additional Resources

Immunization Attainment



Admissions

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

 View My Classes	SPRING 2022 Spokane Falls Community College
 View My Exam Schedule	SPRING 2022 Bates Technical College
 Enrollment Dates	SPRING 2022 Cascadia College
 Class Search and Enroll	SPRING 2022 Tacoma Community College
 Enroll by My Requirements	
 Shopping Cart	

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.

SPRING 2022 Tacoma Community College	
Search For Classes 	
<input type="text" value="Nutrition 101"/>	
Additional ways to search	
▶ Favorites	
▼ Recently Viewed	
HIT 105 Comprehensive Medical Terminology 1 class option available	
	NUTR& 101 Human Nutrition  6 Class Options Available

5. If the class shows a waitlist and you want to add yourself, proceed as though you are enrolling in the class by clicking on the open space next to the class number.

Option 4 - Wait List	
Session	Regular Academic Session
Dates	03/28/2022 - 06/10/2022
LEC - 04 - 16563	
Status	Wait List
Days/Times	Tuesday Thursday 6:00PM to 8:30PM
Instructor	Trever Gray

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6. Confirm that the class information is correct before selecting next.

Step 1 of 3

Next >

Step 1 of 3: Review Class Selection

Term: SPRING 2022
Academic Career: Undergraduate
Institution: Tacoma Community College

You have selected

NUTR& 101 Human Nutrition

Option Status: Wait List

• LEC - 04 - 16563	Waitlist Available Places: 22 of 24
Seats	Regular Academic Session
Session	03/28/2022 - 06/10/2022
Meeting Dates	Tuesday Thursday
Days	6:00PM to 8:30PM
Times	

7. On the right hand side there will be an option to check “**Add to waitlist if class is full?**” When this is checked it will say yes and show green. Once you have done this you may proceed by selecting **Accept**.

Step 2 of 3

< Previous

Step 2 of 3: Review Class Preferences

NUTR& 101 Human Nutrition

LEC - 04 - 16563 - Wait List

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

Enroll
 Add to Shopping Cart

Add to waitlist if class is full? Yes

Accept