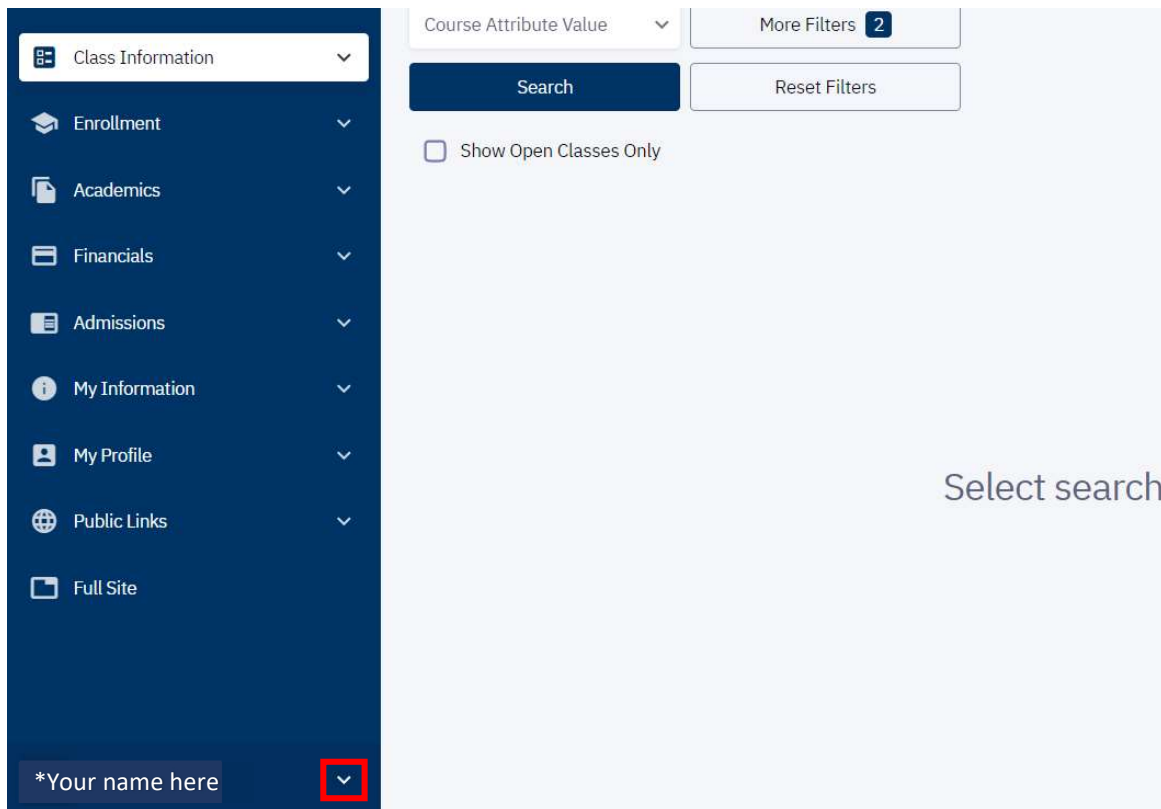**Students: How to Enroll in Classes**

(ctcLink Student Homepage and Class Search Tool)

Class Search Tool:

1. Open Tacoma Community Colleges home page (https://www.tacomacc.edu/) and hover over/click on **Academics & Programs** on the top left side of the page. A drop down list will appear, click on **Class Search** on the left hand list.
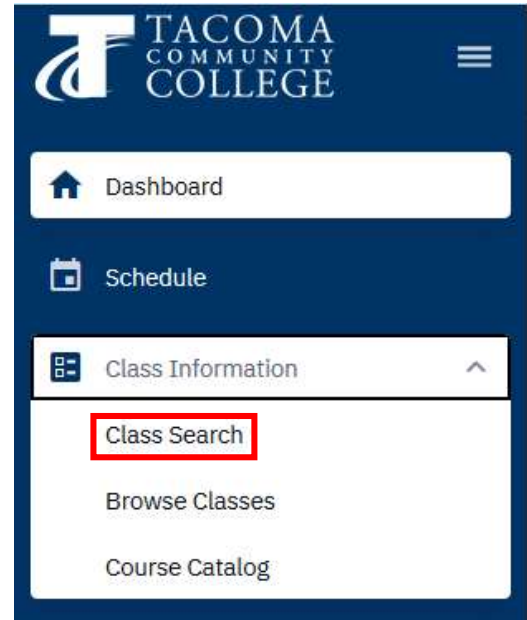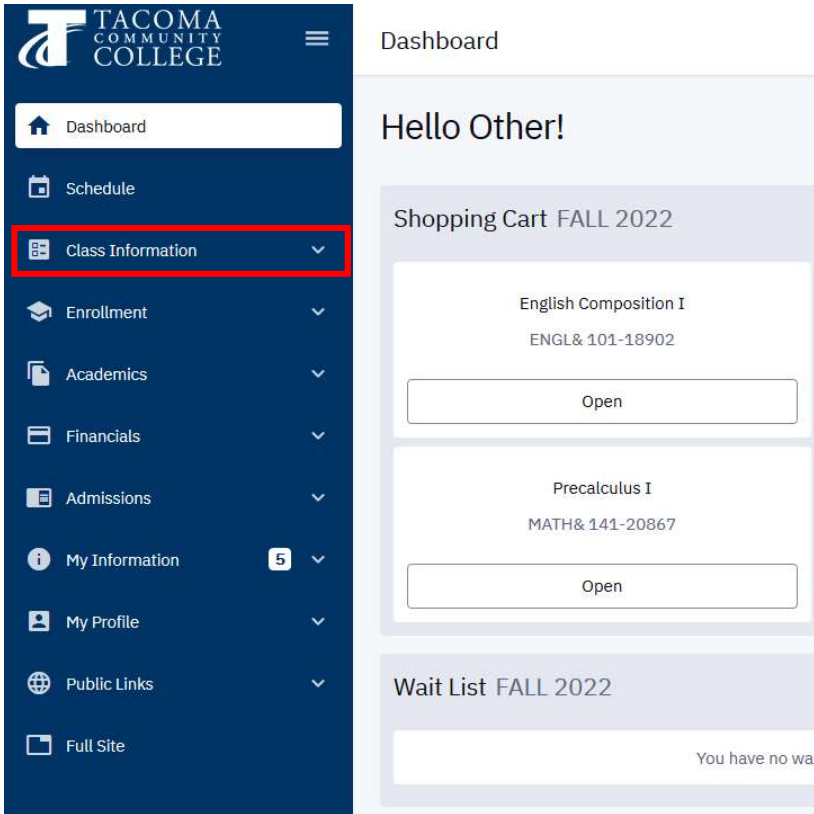

2. This will take you to your Dashboard screen. If you are not automatically logged in to your account, click on the bottom arrow option on the left-hand side to log in the same way you would to ctcLink.

3. From the drop down list on the left hand side of the page, select **Class Information**. Then select **Class Search**.

4. This screen will allow you to type in the subject, course number, and other criteria to search for your class. Please fill in any or all boxes and click search. You will need to have the current quarter selected.

5. This will then pull up a list of classes under the criteria you have searched. You can click on the drop down arrows on the left hand side of the screen to view expanded class information.


English Composition I | ENGL& 101

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS	
> 01HY-LEC (17363)	-	1	MoWe	7:30 am	8:20 am	Building 19 - 6	Joshua Eskew	01/04 - 03/23	0 25/25	⋮
> 02FS-LEC (18079) 🗀	-	1	MoTuWeTh	11:30 am	12:20 pm	-	Diana Marre	01/04 - 03/23	0 25/25	⋮
> 02HY-LEC (17364)	-	1	TuTh	8:30 am	10:50 am	Building 19 - 6	Kimberly Napier	01/04 - 03/23	0 25/25	⋮
> 03HY-LEC (17367)	-	1	MoWeFr	9:30 am	11:00 am	-	Nicole Scoggins	01/04 - 03/23	0 25/25	⋮
> 04HY-LEC (17368)	-	1	MoWeFr	12:30 pm	1:20 pm	-	Peter Bacho	01/04 - 03/23	0 25/25	⋮
> 05HY-LEC (17373)	-	1	MoWe	9:30 am	11:50 am	-	Andrew Brottlund	01/04 - 03/23	0 25/25	⋮

6. Once you have found the class you would like to enroll in click the class listing and scroll to the bottom and select **Add To Cart**.


Enrollment Requirements:	Completion of the English Directed Self Placement tool; or appropriate placement required.
Class Attributes:	Open Educational Resources:No Textbook to Purchase
Class Notes:	This course does not require the purchase of a textbook. All course materials are open educational resources (OER) and will be provided online at no charge. If you prefer a printed version, please check with your instructor and/or the bookstore to see if a low-cost printed copy is available for purchase.

This is a Hybrid lecture course. This course requires you to come to campus for required meeting times. You will also interact with other instructional materials online on your own time. For meeting times please look at the Day/Time line for this course. |

TEXTBOOKS
Textbooks to be determined

Bookstore

AVAILABILITY
Status: Open
Seats Open: 25/25
Wait List Open: 5/5

Share   Add To Planner   Add To Cart

7. Once you have your class/classes added to your shopping cart return to the left hand side of the page and select **Enrollment**, then **Shopping Cart**. (If you have any classes that are corequisites, they will need to be added to the shopping cart first and then checked out together.)
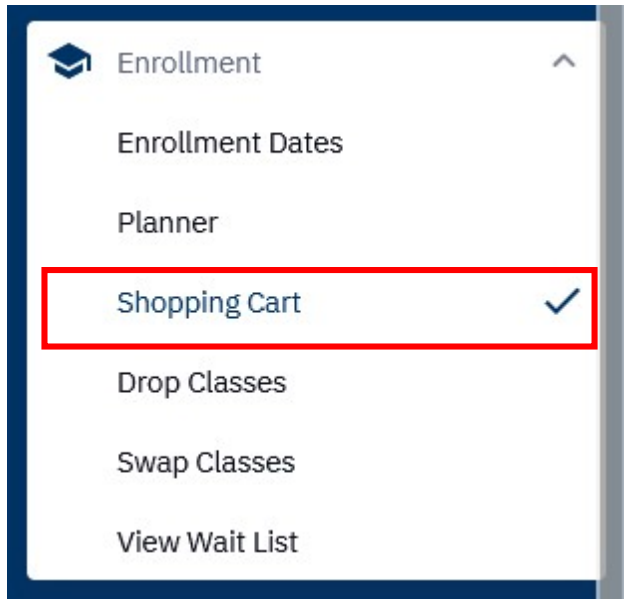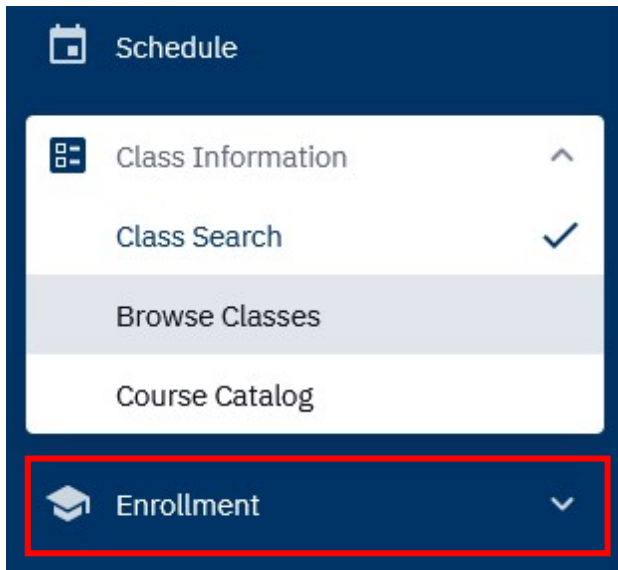
8. Once in your Shopping Cart please validate your classes by checking the checkboxes next to the class/classes. Then click **Validate** in the top right hand corner. This will let you know if there are any co/prerequisites that are needed prior to enrolling in the class, please contact the professor or Department for next steps if you receive any messages.
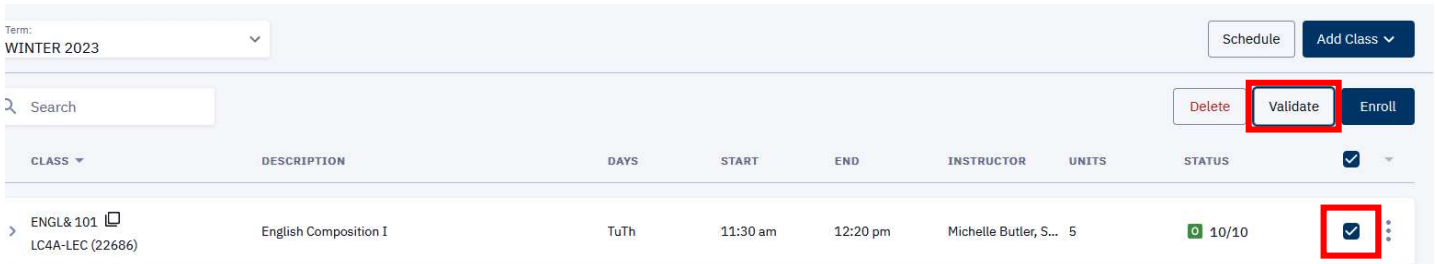
9. Once you have validated your classes make sure your classes both still have the check boxes checked, then select **Enroll** in the upper right hand corner. This will enroll you into classes or let you know if there were any errors and what would need to be resolved.