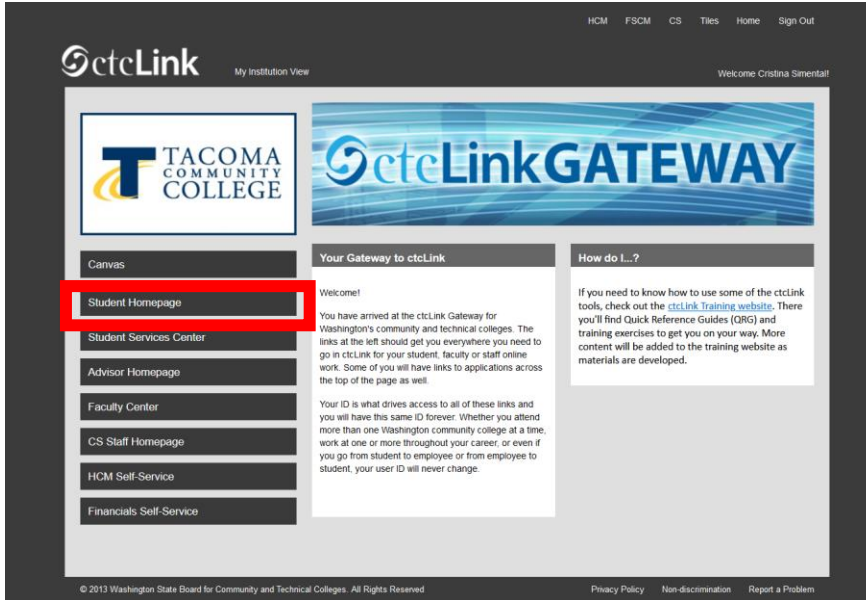


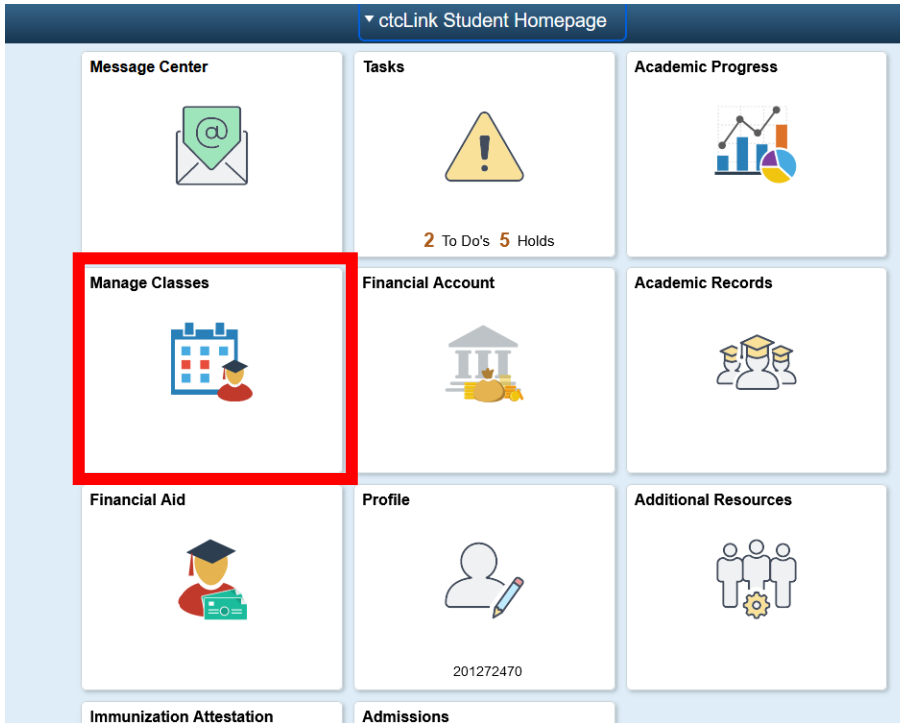
How to Validate Classes

Prior to your Registration Appointment time you can check if you meet the requirements for enrollment.

1. Start by opening your **Student Homepage** from [ctcLink](#).



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



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
View My Classes		Terms prior to WINTER 2023
View My Exam Schedule		Terms on or after WINTER 2023
Enrollment Dates		SPRING 2023 Wenatchee Valley College
Class Search and Enroll		SPRING 2023 Big Bend Community College
Enroll by My Requirements		SPRING 2023 Columbia Basin College
Shopping Cart		SPRING 2023 Tacoma Community College
Drop Classes		SPRING 2023 Edmonds College
Update Classes		SPRING 2023 Lake Washington Institute of Technology
Swap Classes		SPRING 2023 Clover Park Technical College
Browse Course Catalog		SPRING 2023 Peninsula College
Planner		

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

ctcLink Student Homepage		Class Search and Enroll
SPRING 2023 Tacoma Community College		<input type="button" value="Change"/>
View My Classes	Search For Classes ⓘ	
View My Exam Schedule	<input type="text" value="18139"/>	
Enrollment Dates	Additional ways to search	
Class Search and Enroll	<input type="button" value="Favorites"/> <input type="button" value="Recently Viewed"/>	
Enroll by My Requirements		
Shopping Cart		
Drop Classes		
Update Classes		
Swap Classes		
Browse Course Catalog		
Planner		

- Locate the class you wish to enroll in, 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.

ENGL& 101 English Composition I 1 Option Available for Class Number 18139	<input type="button" value="←"/>
--	----------------------------------

Select a class option 1 Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Regular Academic Session	LEC - Section 01HY - Class Nbr 18139	04/03/2023 - 06/16/2023	Monday Wednesday 8:30AM to 10:20AM	Staff	Open Seats 25 of 25

- 7.
8. You will then want to confirm once more that the class information is correct, then click next in the upper right-hand corner.

Next >

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

ENGL& 101 English Composition I

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section 01HY - Class Nbr 18139	Regular Academic Session	04/03/2023 - 06/16/2023	Monday Wednesday 8:30AM to 10:20AM	Open Seats 25 of 25

- a.
9. Select **Accept**

Accept

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

ENGL& 101 English Composition I

LEC - Section 01HY - Class Nbr 18139 - Open

Add to waitlist if class is full? No

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

Submit

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

ENGL& 101 English Composition I

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section 01HY - Class Nbr 18139	Regular Academic Session	04/03/2023 - 06/16/2023	Monday Wednesday 8:30AM to 10:20AM	Open Seats 25 of 25

[Class Preferences](#)

- a.
11. Select your **Shopping Cart** and the **Term**

Select a Value

View My Classes	WINTER 2023 Undergraduate Tacoma Community College
View My Exam Schedule	SPRING 2023 Undergraduate Tacoma Community College
Enrollment Dates	
Class Search and Enroll	
Enroll by My Requirements	
Shopping Cart	
Drop Classes	
Update Classes	
Swap Classes	
Browse Course Catalog	
Planner	

- a.
12. Select all of your courses and click **Validate**.

ctcLink Student Homepage Shopping Cart

SPRING 2023 Undergraduate 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

Your Shopping Cart

Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/> Open	LAB - Section 01A - Class Nbr 20875	BIOL& 260 General Microbiology	Regular Academic Session	Tuesday Thursday 9:00AM to 10:20AM	Building 15-320L	C. Moon	5.00 Open Seats 18 of 18	Change Preferences
<input checked="" type="checkbox"/> Open	LEC - Section 01 - Class Nbr 20874		Monday Wednesday Friday 9:30AM to 10:50AM	Building 15 - 220	C. Moon		Open Seats 36 of 36	
<input checked="" type="checkbox"/> Open	LEC - Section 01HY - Class Nbr 18139	ENGL& 101 English Composition I	Regular Academic Session	Monday Wednesday 8:30AM to 10:20AM	To be Announced	Staff	5.00 Open Seats 25 of 25	Change Preferences

- 13.
14. Once the Validate button is selected, ctcLink will let you know if the class will be **“Okay to Add to Class Schedule”** with a green check mark. Or a red x will indicate there is a conflict. Work on resolving your conflicts before your enrollment appointment time. **Remember to log back into ctcLink and enroll in classes during your registration appointment time!** Validating classes is not the same as enrolling into classes. This validate tool is to ensure your registration goes smoothly once your time has arrived.

ctcLink Student Homepage Confirmation

SPRING 2023 Undergraduate 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

ENGL& 101 - English Composition I
 Okay to Add to Class Schedule.

BIOL& 260 - General Microbiology
 There is a time conflict for class number 18139 and class number 20874. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.

15.

Questions?

Contact Enrollment Services at enrollmentservices@tacomacc.edu