

# Step by Step Guide

Signing Up for your College in the High School Course

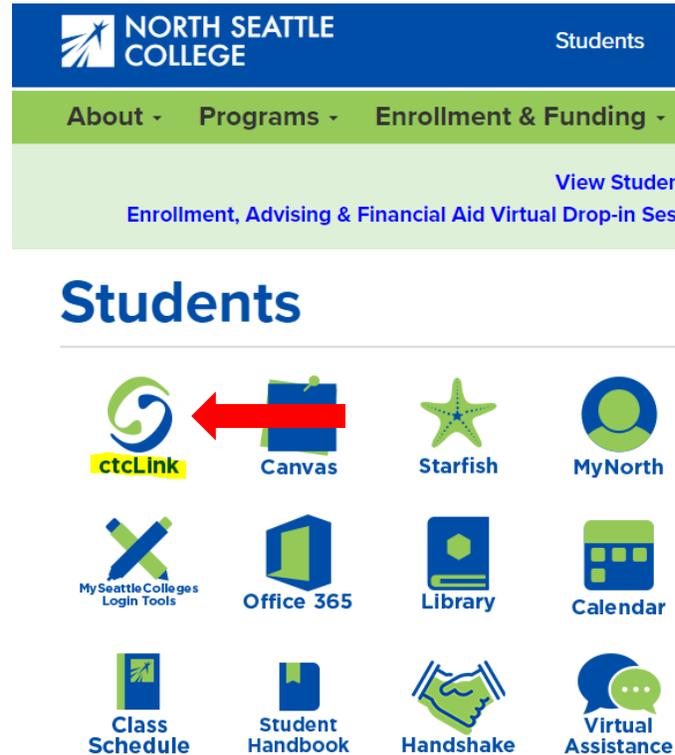
# What You Need

- Make sure you have activated your ctcLink account. If you haven't activated your account, ask your instructor for directions or watch the video [at this link](#).
- You'll need your 5-digit course number from your teacher before you can sign up for your class.

Full URL: <https://www.seattlecolleges.edu/ctclink/ctclink-students/ctclink-help-resources-students>

## Step 1

- Navigate to ctcLink from the *Students* page of the North Seattle College Website.
- Log in to your ctcLink account using your 9-digit Student Identification Number and the password you created when you activated your account.



The screenshot shows the North Seattle College website. At the top, there is a blue header with the college logo and the word "Students". Below the header is a green navigation bar with links for "About", "Programs", and "Enrollment & Funding". A light green banner below the navigation bar contains the text "View Student Enrollment, Advising & Financial Aid Virtual Drop-in Sessions". The main content area is titled "Students" and features a grid of service icons: ctcLink (highlighted with a red arrow), Canvas, Starfish, MyNorth, My Seattle Colleges Login Tools, Office 365, Library, Calendar, Class Schedule, Student Handbook, Handshake, and Virtual Assistance.



Washington State Community and  
Technical Colleges

ctcLink ID

Password

Keep me signed in

Sign in

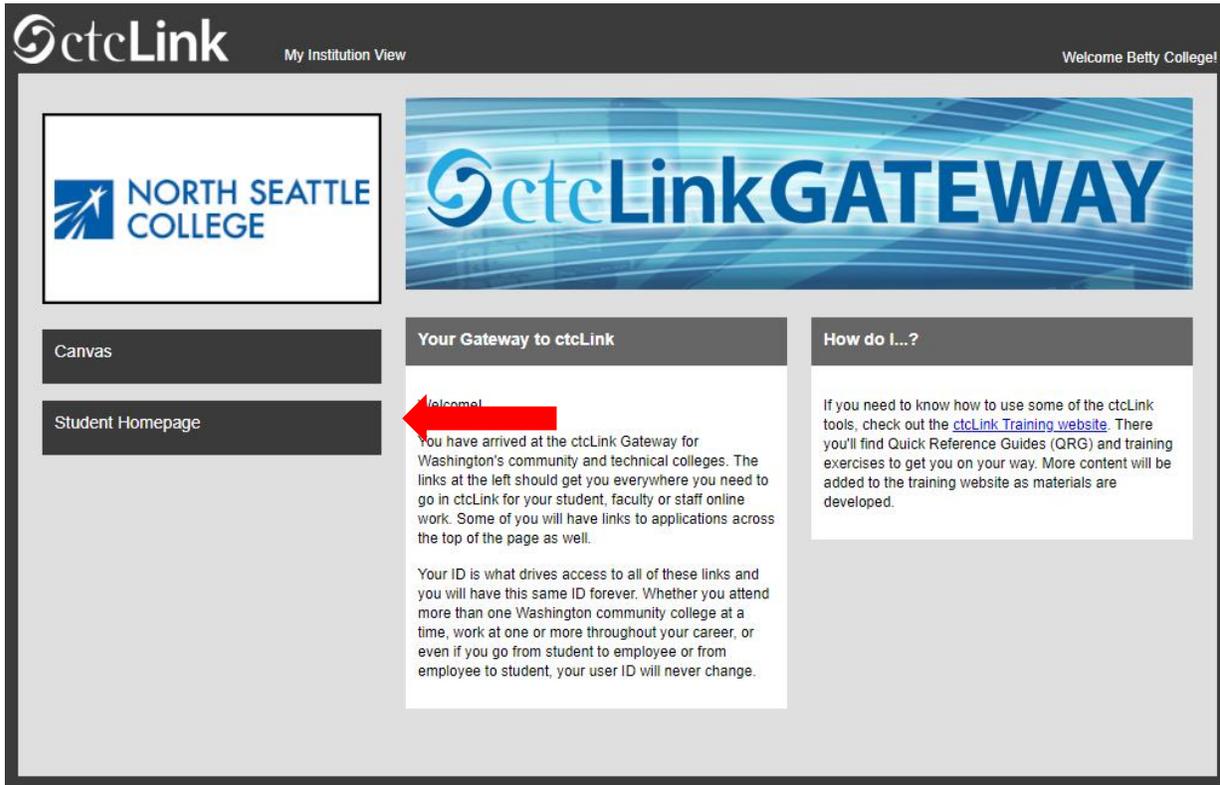
[Reset Password](#)

[Unlock Account](#)

[Help](#)

<https://www.northseattle.edu>

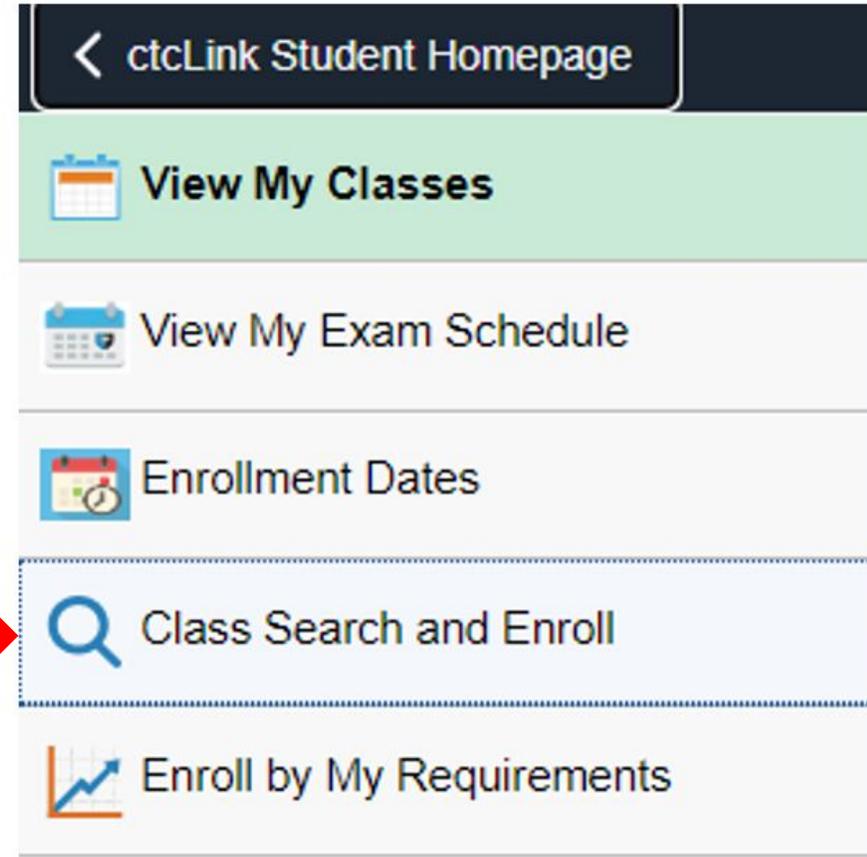
**Step 2** - After logging in, you'll arrive at the screen shown below. Click on *Student Homepage*.



**Step 3** - Click on the *Manage Classes* tile/icon.



**Step 4** – From the menu on the left side of the page, select *Class Search and Enroll*.



**Step 5** – Scroll through the quarters and college names until you reach North Seattle College and the quarter for which you are signing up. (*Winter* for year-long and fall semester courses, *Spring* for spring semester courses.)

 View My Classes	<b>WINTER 2024</b> Clover Park Technical College
 View My Exam Schedule	<b>WINTER 2024</b> Whatcom Community College
 Enrollment Dates	<b>WINTER 2024</b> Olympic College
 <b>Class Search and Enroll</b>	<b>WINTER 2024</b> Everett Community College
 Enroll by My Requirements	<b>WINTER 2024</b> Seattle Central College
 Shopping Cart	<b>WINTER 2024</b> North Seattle College
 Drop Classes	<b>WINTER 2024</b> South Seattle College
 Update Classes	<b>WINTER 2024</b> Centralia College
 Swap Classes	<b>WINTER 2024</b> Yakima Valley College
 Browse Course Catalog	<b>WINTER 2024</b> Columbia Basin College
 Planner	<b>WINTER 2024</b> Walla Walla Community College
	<b>WINTER 2024</b> Edmonds College
	<b>WINTER 2024</b> Renton Technical College

**Step 6** – Enter the five-digit course number provided by your teacher in the *Search for Classes* field, then click on the arrow on the right.

Search For Classes 

31385

→

[Additional ways to search](#)

▶ **Favorites**

**Step 7** – The results of your class search will appear. Since you searched by number, you'll only see your class. Click on the title of the class which will take you to the next screen.

### View Search Results

1 Course with keyword: 31385

[ENGL& 101](#)



English Composition I

1 Option Available for Class Number 31385

**Step 8** – More information on your class will appear. Click on the tiny arrow on the right side of the screen.

ENGL& 101

English Composition I

★ [Add to favorite courses](#)

▶ [Course Information](#)

▼ [Class Selection](#)

Select a class option 

[Selected Filters](#) 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open / Dropped	Regular Academic Session	<a href="#">LEC - Section CS1A - Class Nbr 31385</a>	01/02/2024 - 03/20/2024	Arranged		Open Seats 20 of 30 >



## Step 9 - Click *NEXT*.



### 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
<a href="#">LEC - Section CS1A - Class Nbr 31385</a>	Regular Academic Session	01/02/2024 - 03/20/2024	Arranged	Open Seats 20 of 30

**Step 11** – Make sure the *Enroll* button is selected and click *Accept*.  
You don't need a Permission Number, it's okay to leave it blank.

**Step 2 of 3: Review Class Preferences**

ENGL& 101 English Composition I

LEC - Section CS1A - Class Nbr 31385 - Open

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

- Enroll**
- Add to Shopping Cart

Permission Number ⓘ



## Step 12 – Click *Submit*

### Step 3 of 3: Review and Submit

You have selected to enroll in

ENGL& 101 English Composition I



Submit

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section CS1A - Class Nbr 31385	Regular Academic Session	01/02/2024 - 03/20/2024	Arranged	Open Seats 20 of 30

If all went well, you'll see the screen below and will be finished.

[< ctcLink Student Homepage](#) Confirmation

**WINTER 2024**  
Undergraduate  
North Seattle College

 View My Classes	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"><p>✔ <b>ENGL&amp; 101 - English Composition I</b> This class has been added to your schedule.</p></div> <p> <a href="#">Return to Class Search Results</a></p> <p> <a href="#">Return to Keyword Search Page</a></p>
 View My Exam Schedule	
 Enrollment Dates	
 <b>Class Search and Enroll</b>	
 Enroll by My Requirements	
 Shopping Cart	
 Drop Classes	
 Update Classes	
 Swap Classes	

If there is a hold on your account, you will see this screen. See the next slide to find out what to do.

[< ctcLink Student Homepage](#) Confirmation

**WINTER 2024**  
Undergraduate  
North Seattle College

 View My Classes	<p><b>✘ ENGL&amp; 101 - English Composition I</b> You have a hold on your record. The hold on your record must be removed before this transaction can be processed.</p> <p> <a href="#">Return to Class Search Results</a></p> <p> <a href="#">Return to Keyword Search Page</a></p>
 View My Exam Schedule	
 Enrollment Dates	
 <b>Class Search and Enroll</b>	

Go back to your student homepage and click on the *Tasks* tile. This will show you what your holds are for. The most common holds will be an underage block, a registration hold, a cashier's hold, or a Running Start Hold.



Click on the small arrow on the right for details. Contact information for all holds is on the next slide.

### Hold

Hold	Institution	Department	
Past Due Balance	North Seattle College	BUSINESS OFFICE	 >
Past Due Balance	North Seattle College	CASHIERING	>

# Contacts

- For Underage Holds: [parvaneh.ahmadi@seattlecolleges.edu](mailto:parvaneh.ahmadi@seattlecolleges.edu)
- For Running Start Holds: [nsccrstart@seattlecolleges.edu](mailto:nsccrstart@seattlecolleges.edu)
- For Registration Holds: [NSCRegistration@seattlecolleges.edu](mailto:NSCRegistration@seattlecolleges.edu)
- For Cashier Holds: [nscccashier@seattlecolleges.edu](mailto:nscccashier@seattlecolleges.edu)

Other Questions:

[parvaneh.ahmadi@seattlecolleges.edu](mailto:parvaneh.ahmadi@seattlecolleges.edu)