

How to Register for Classes at Edmonds College

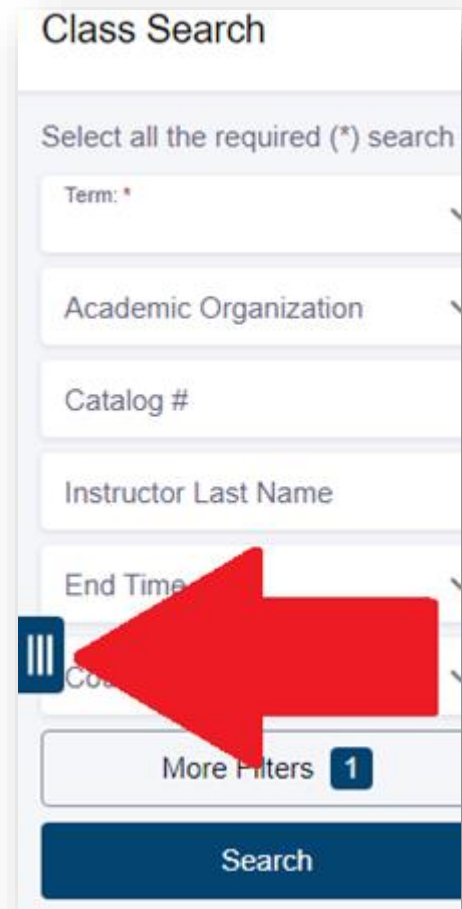
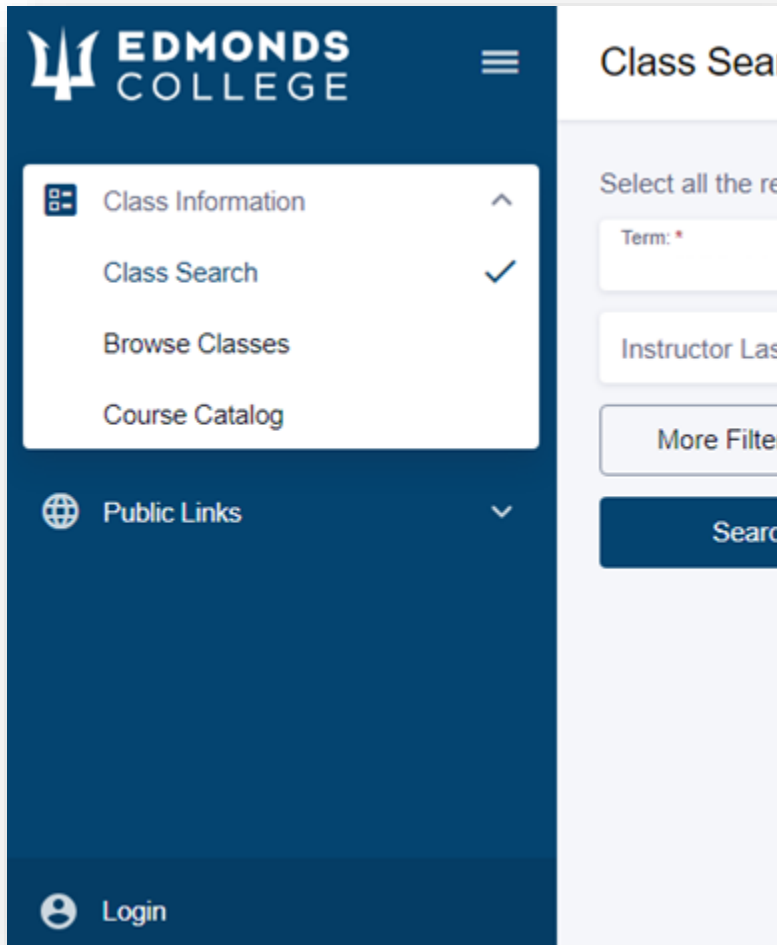
If you haven't already been admitted to Edmonds College, you'll need to [apply first](#). The following steps for registration assume you're already been admitted and have activated your ctcLink account.

Start at www.edmonds.edu

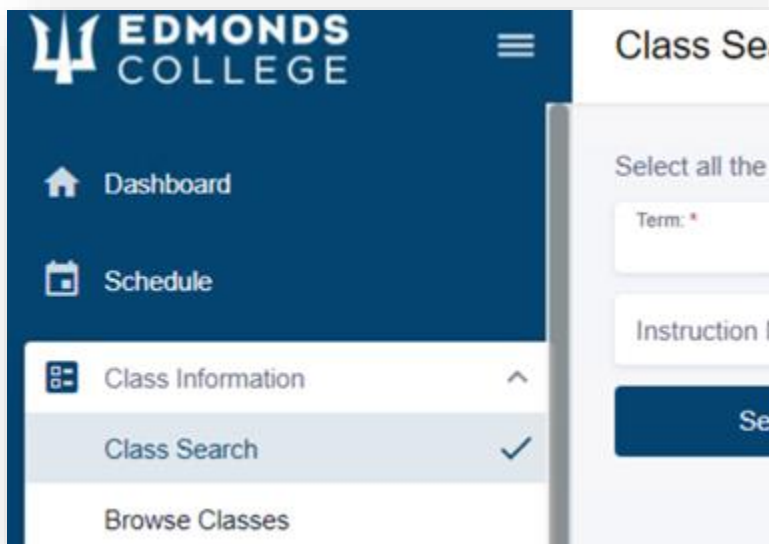
1. At the top-center, click on "Class Schedule". If you're on a mobile device, click the menu button (☰) at the top-right, then scroll down to find the "Class Schedule" link.
2. Scroll down a little bit and click on the green "Search ____ Classes" button.

The screenshot shows the Edmonds College website's Class Schedule page. At the top left is the Edmonds College logo. To its right are navigation links: CALENDAR, CLASS SCHEDULE (highlighted with a red box and a circled '1'), and APPLY. Below this is a dark blue navigation bar with links: New? Start Here, Programs & Degrees, Admission & Tuition, and Student. Below the navigation bar is a breadcrumb trail: ← Edmonds College ← Student Services. The main heading is "CLASS SCHEDULE" in large blue letters. Below the heading is the text "Get the right class! Search by time or type." Below this is a search form with a dropdown menu labeled "quarter:" and a green button labeled "SEARCH CLASSES" (highlighted with a red box and a circled '2'). A red arrow points from the "CLASS SCHEDULE" link in the top navigation to the search button. At the bottom of the page, there is a line of text: "All students are assigned an enrollment date for when they can begin registering for classes f".

3. Take note of the blue menu bar on the left. Depending on your screen/device, you may need to click the button with the three horizontal or vertical lines to open the menu. Make sure you click “Login” at the bottom (if you’re not already logged in).



4. After logging in, you should see a much longer list of links in the blue menu, along with your initials and name at the bottom.
5. In the menu, return to “Class Information” > “Class Search”



6. Make sure the correct term is still selected.
7. Generally, you'll search by:
 - "Academic Organization" (e.g., Biology, English, Horticulture, etc.) and
 - "Catalog Number" (e.g., 211, 101, 117, etc.). If you don't know the catalog number, it's ok to leave it blank.

Class Search

Select all the required (*) search criteria.

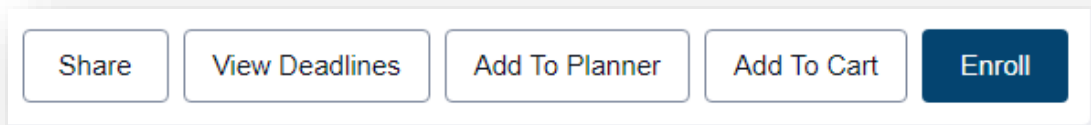
Term: * Instruction Mode Academic Organization: English Subject Catalog #: 101

Instructor Last Na... Start Time End Time Days Course Attribute

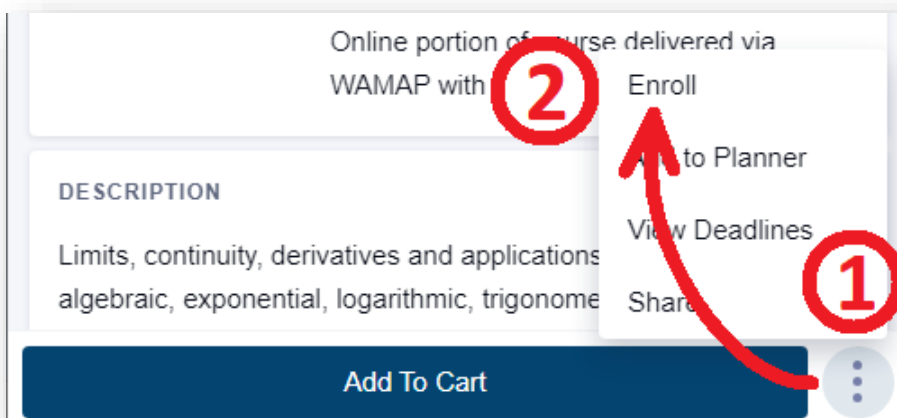
Fewer Filters 3

Class Number Location Session Units Subject Begins W

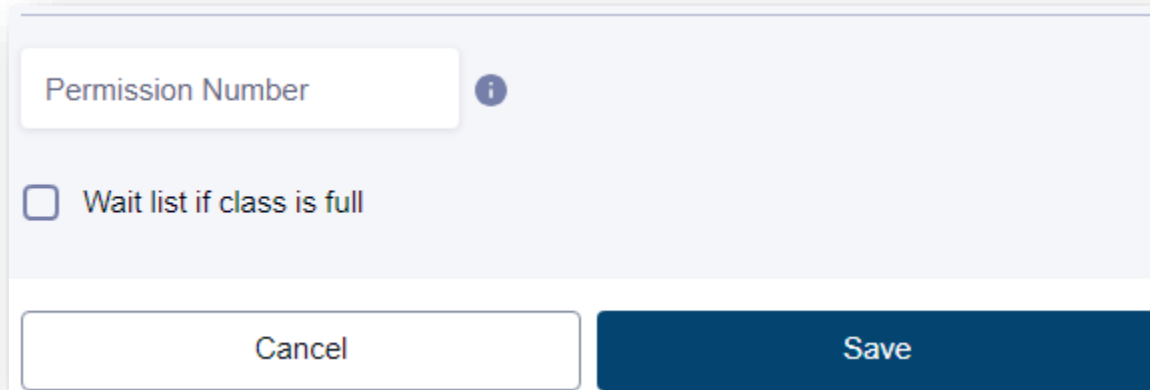
8. If needed, you can make use of the other filters.
9. Click "Search" to find your class.
10. Click on the class to expand it so that you can read the description/notes to ensure this is the correct class and that you meet the enrollment requirements (AKA prerequisites).
11. When the details are expanded, you should find a blue "Enroll" button at the bottom-right.



12. Note that if you're on a mobile device, you'll instead find the Enroll option within a three-dot menu at the bottom-right.



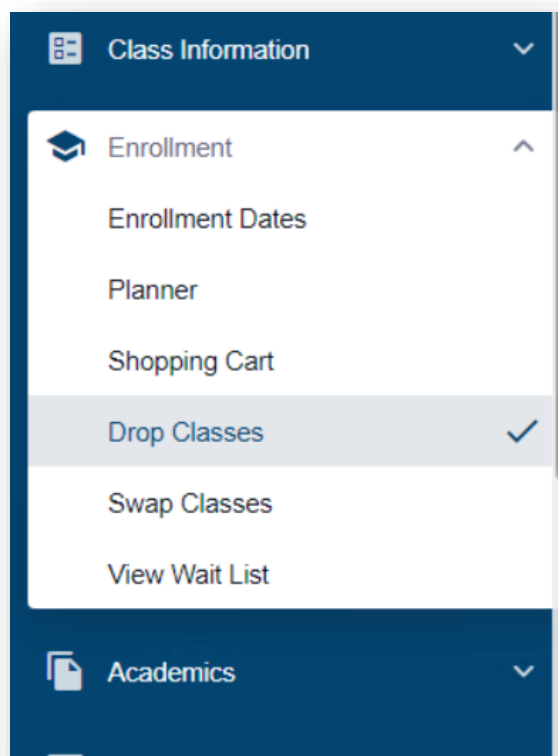
13. After you click “Enroll”, you’ll see a pop-up that asks you for a “permission number”. Think of this like when you’re shopping online and you’re asked if you have a coupon code; if you don’t have one, just leave it blank and click “Save”.



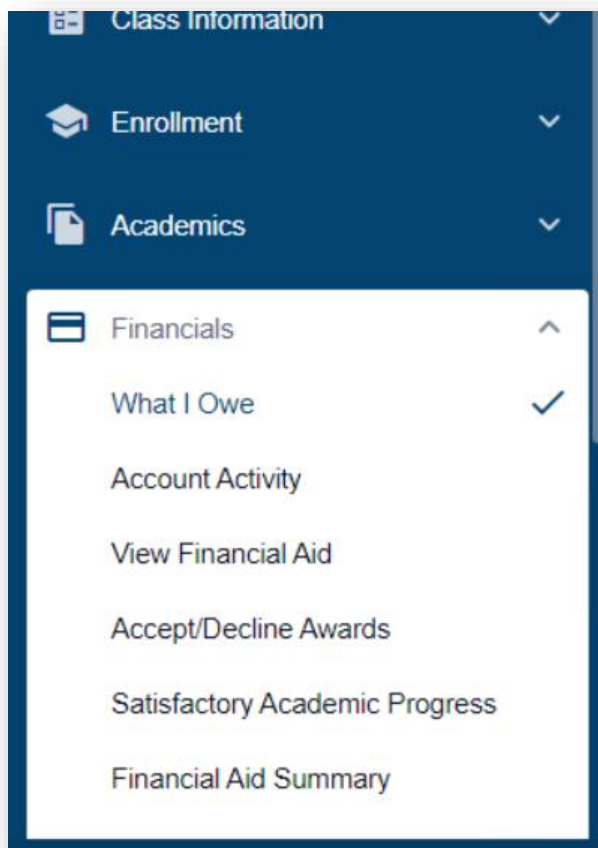
The image shows a light blue pop-up form. At the top, there is a text input field labeled "Permission Number" with a small blue information icon to its right. Below the input field is a checkbox labeled "Wait list if class is full". At the bottom of the form, there are two buttons: a white "Cancel" button on the left and a dark blue "Save" button on the right.

14. After you click “Save”, it should say whether you are now enrolled or if it ran into any errors. If you do get any errors, take note of the message and the class and contact registration@edmonds.edu so that we can assist you further.

15. After you’re done registering, to double-check your schedule, in the blue menu bar on the left, go to “Enrollment” > “Drop Classes”. This lets you see all classes you’re currently registered for.



16. To make payment, go to “Financials” > “What I Owe”.



17. After verifying the amount, click on the blue “Make Payment” button.

For further questions or assistance, please contact us at:

- [Advising](#) (425)640-1458 advising@edmonds.edu
- Cashiers..... (425)640-1563 cashiersoffice@edmonds.edu
- [Enrollment](#) (425)640-1000 registration@edmonds.edu
- [Financial Aid](#)..... (425)640-1457 Via Support Request: <https://app.edcc.edu/fasr>
- [Running Start](#) (425)640-1761 runningstart@edmonds.edu
- [Testing and Assessment Services](#) (425)640-1546 testingcenter@edmonds.edu

For instructional offices, see the [Department Head List](#). Note that you'll want to click on the header for the divisional office (e.g., STEM) to find their Contact Us page.