How to Register and Adjust Units (Credits) for WRITE 95/101 in CTCLink

Use this step-by-step guide to register for the Writing Skills classes using CTCLink. This will show you how to...

Register for the WRITE classes & select your unit (credit) amounts as you register: Adjust WRITE Class Unit (Credit) Amount After Registration

Register for the WRITE classes & select your unit (credit) amounts as you register:

- 1. Sign into CTCLink and select your Student Homepage.
- 2. Once you're in the Student Homepage, click on the Manage Classes tile, as seen below.



3. Click on Class Search and Enroll in the menu on the left side.

CtcLink Student Homepage	View My Classes	Â	Q	:	Ø
🚞 View My Classes	You are not registered in any classes at this time				
View My Exam Schedule					
📆 Enrollment Dates					
Q Class Search and Enroll	~~				
Enroll by My Requirements					
Shopping Cart					
Drop Classes					
📝 Update Classes					
韋 Swap Classes					
Browse Course Catalog					
Planner					
javascript:DoBack('win17')					

4. Scroll and Select Spring 2021 - Edmonds College from the available term choices.

ctcLink Student Homepage	Select a Value	Â	Q	:	٥
View My Classes	Terms prior to WINTER 2021				~
Tiew My Exam Schedule	Terms on or after WINTER 2021				^
inen my Enam concare	SPRING 2021				
Enrollment Dates					
Q Class Search and Enroll	Edmonds College				
Enroll by My Requirements	SPRING 2021 Highline College				
Y Shopping Cart	SPRING 2021 Lower Columbia College				
Drop Classes	SPRING 2021 North Seattle College				
Update Classes	SPRING 2021				
arr Swap Classes	SPPING 2021				_
Rowse Course Catalog	Peninsula College				
E Planner	SPRING 2021 Pierce College				
	SPRING 2021				
	Seattle Central College				
	SPRING 2021				

5. **Type WRITE into the Search** -- many search results will appear, but **scroll down** to find WRITE 95 and WRITE 101 at the very bottom.

Select WRITE 95 or WRITE 101 depending on the other writing class you are enrolled in that the WRITE class will be helping support.

WRITE 95: if you are in any AENGL class, ENGLP class, or ENGL 99 **WRITE 101**: if you are in ENGL 101, ENGL 102, or any other college-level class

CtcLink Student Homepage	Class Search and Enroll	Â	Q	:	۲
SPRING 2021 Edmonds College Change					
i View My Classes	Search For Classes ()				
	WRITE				»
Tiew My Exam Schedule	Additional ways to search				
trollment Dates	> Favorites				
Class Search and Enroll	Recently Viewed				
Enroll by My Requirements					
Y Shopping Cart					
Drop Classes					
Jupdate Classes					
韋 Swap Classes					
Browse Course Catalog					
💼 Planner					

< Class Search	Class Search Results	<u></u>	\sim	:
	LEGAL 210			
✓ Class Status	Legal Research And Writing 2 Class Ontions Available			>
Open Classes				
- Course Career	LEGAL 295 Advanced Legal Research And Writing			
Continuing Education	1 Class Option Available			1
Undergraduate				
	PREP 95			
- Subject	Writing Skills I 2 Class Options Available			>
CEWRI / ComEd Writing				
ENGL / English	PREP 99			
ENGL& / English [CCN]	Read/Write Critically			>
ENGLP / English Prep	3 Class Options Available			
ENGR / Engineering				1
JOURN / Journalism	WRITE 95 Writing Skills I			
LEGAL / Paralegal	4 Class Options Available			^
PREP / College Career Prep				2
UWRITE / Writing Skills Lab	WRITE 101			
	Writing Skills III 4 Class Options Available			>
 Number of Units 				
O Units				
1 - 2 Units				

6. Once you've chosen a course (below we've chosen WRITE 101), you'll see all available sections of that course.

Choose the section you want to enroll in by **clicking on the arrow to the very right**.

< Class Search Results				Course Information	1			â	Q	۲	: (Ø
SPRING 2021 Edmonds College												
🚞 View My Classes	WRITE	101										
View My Exam Schedule	Writing S	kills III										
Enrollment Dates	Cours	se Infor	mation									
Q Class Search and Enroll	✓ Class Select a class	Select	ion on 🕦					ç	Selecter	d Filters	4 optic	ons
Enroll by My Requirements	Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	s	ieats		_
🧺 Shopping Cart	1	Open	Open Entry/Open Exit	CLN - Section 01 - Class Nbr 6208	04/05/2021 - 06/18/2021	To be announced	Online	Asha Lickley Dor	re C o)pen Seat f 18	s 18)	>
Drop Classes	2	Open	Open Entry/Open Exit	CLN - Section 02 - Class Nbr 6209	04/05/2021 - 06/18/2021	To be announced	Online	Asha Lickley Dor	re C o	pen Seat f 18	s 18	>
Update Classes	3	Open	Open Entry/Open Exit	CLN - Section 03 - Class Nbr 6210	04/05/2021 -	To be	To be	Joel Ozretich	C	pen Seat	s 18	
韋 Swap Classes					06/18/2021	announced	announced		0	118	>	>
Browse Course Catalog	4	Open	Open Entry/Open Exit	CLN - Section 04 - Class Nbr 18762	04/05/2021 - 06/18/2021	To be announced	Online	Katrina Lefranco Hanson	is- C 0	pen Seat f 18	s 18	>
Planner												

7. Once you've chosen your section, you'll move on to the next step of the enrollment process.

Review the class section, and make sure it's the one you want. If so, **click Next up at the top right**.

× Exit		Class Search and Er	nroll		i i i i i i i i i i i i i i i i i i i
SPRING 2021 Undergraduate Edmonds College					Next >
1 Review Class Selection Visited	Step 1 of 4: Review Class Sele	ection			
2 Review Class Preferences Not Started	You have selected WRITE 101 Writing Skills III				
3 Enroll or Add to Cart Not Started	Class	Session	Meeting Dates	Days and Times	Seats
4 Review and Submit Not Started	CLN - Section 01 - Class Nbr 6208	Open Entry/Open Exit	04/05/2021 - 06/18/2021	To be Announced	Open Seats 18 of 18

8. Now you will move on to **Review Class Preferences**. This is the step where you will choose how many units (credits) of WRITE to enroll in.

We strongly suggest that students only enroll in 1 or 2 units of WRITE. You should choose 1 unit if you think you will want to get help from your instructor only a minimal amount/every couple of weeks, and 2 units if you want to get quite a bit of help and ask a lot of questions, perhaps once a week.

× Exit	Class Search and Enroll	▼ 8
SPRING 2021 Undergraduate		< Previous
Edmonds College 1 Review Class Selection Complete Complete	Step 2 of 4: Review Class Preferences	Accept
2 Review Class Preferences In Progress	WRITE 101 Writing Skills III CLN - Section 01 - Class Nbr 6208 - Open	
3 Enroll or Add to Cart Not Started	Add to waitlist if class is full? Permission Number	
4 Review and Submit Not Started	Units	
	1.00 Enter the date you monor of the closer valid range is between 04/05/2021 and 04/23/2021.	
	Start Date	

Click the drop-down to select your desired unit amount.

9. Select your unit amount. After that, you must select the date you intend to start the class. Make sure to choose the first available date. When you're finished, click on the green Accept button.

Note: If you do not select a Start Date, you will receive an error at the end of the Registration process.

× Exit	Class Search and Enroll	₹ :
SPRING 2021 Undergraduate Edmonds College		< Previous
1 Review Class Selection Complete	Step 2 of 4: Review Class Preferences	Accept
Review Class Preferences In Progress In Progress	1 00 2 00 3 00 4 00 5 00	
	2.00 Enter the date you intend to start this class. Valid range is between 04/05/2021 and 04/23/2021. Start Date	

10. To finish enrolling, on the **Enroll or Add to Cart page**, **select Enroll**, and then **Next**. The picture below shows what that page looks like.



11. Finally, on the **Review and Submit page**, make sure that everything looks accurate. You can **click on Class Preferences** to verify your unit amount. If all looks good, **click on the green Submit button on the top right** and the enrollment process will be complete. You will then see a confirmation page telling you the class has been added to your schedule.

× Exit			Class Search and E	nroll		۲. ا
SPRING 202 Undergraduate Edmonds Colle	21 Sige					< Previous
1 Review Complet	v Class Selection	Step 4 of 4: Review and Submit				Submit
2 Review Complet	v Class Preferences te	You have selected to enroll in WRITE 101 Writing Skills III				
3 Enroll o Complet	or Add to Cart te	Class	Session	Meeting Dates	Days and Times	Seats
4 Review Visited	r and Submit	CLN - Section 01 - Class Nbr 6208	Open Entry/Open Exit	04/05/2021 - 06/18/2021	To be Announced	Open Seats 18 of 18
< ctcl	Link Student Homepage		Confirmatio	n		A 🤇 : 🖉
SPRIN Undergr Edmond	IG 2021 raduate ds College					
Vie	ew My Classes	✓ WRITE 101 - Writing Skills III				
TR Vie	ew My Exam Schedule	This class has been added to your s	schedule.			
📷 En	nrollment Dates	Return to Keyword Search Page				
Q Cla	ass Search and Enroll					
🔀 En	nroll by My Requirements					
∖ ∰ Sh	opping Cart					
🗟 Dr	op Classes					
💽 Up	odate Classes					
韋 Sw	vap Classes					
🖹 Bro	owse Course Catalog					

Adjust WRITE Class Unit (Credit) Amount After Registration

After you enroll, if you find that you would like to change your registration to add another unit (credit) of WRITE or to drop one, this can be done using the Update Classes page.

- 1. Sign into CTCLink and select your Student Homepage.
- 2. Once you're in the Student Homepage, **click on the Manage Classes tile**, as seen below.



3. Click on Update Classes in the menu on the left side

SPRING 2021 Undergraduate Edmonds College							
📛 View My Classes		By Class			By Date		
View My Exam Schedule		Show Enrolled Classes	Show Waitlis	ted Classes	Show Dropped Classe	S	
Enrollment Dates	Printable Page	ng Skills III					
Q Class Search and Enroll							
Fnroll by My Requirements	Status	Units Grading Basis	Grade	Academic Program	Requirement De	signation	
	Enrolled	2.00 Satisfactory/Unsatisfactory		Academic			
Y Shopping Cart	Class		Start/End Dates	D	ays and Times	Room	
Drop Classes	CLN - Section 01 -	Class Nbr 6208	04/05/2021 - 06/18/2021	I D Ti	ays: To be Announced	Online	>
📝 Update Classes	Enrollment D	eadlines					
韋 Swap Classes							
Browse Course Catalog							
🔁 Planner							

4. Select the class you want to update by clicking the arrow to the right.

ctcLink Student Homepage		Update Classes			^ Q	: 0
SPRING 2021 Undergraduate Edmonds College						
View My Classes	Choose classes to update	9				
Tiew My Exam Schedule	Class	Description	Days and Times	Units	Status	5
Enrollment Dates	CLN - Section 01 - Class Nbr 6208	WRITE 101 Writing Skills III	To be Announced	2.00	Enrolled	>
Q Class Search and Enroll						U
Enroll by My Requirements						
Y Shopping Cart						
Drop Classes						
Update Classes						
arr Swap Classes						
Browse Course Catalog						
E Planner						

5. Using the drop-down, **select the number of units you want to take.** In this example, we have already signed up for 2 units, but will be changing to 1 unit. When you have made the change, **click the green Accept button**.

× Exit	ι	Jpdate Classes		۲ ا
SPRING 2021 Undergraduate Edmonds College				
1 Class Preferences In Progress	Step 1 of 2: Class Preferences			Accept
2 Review and Submit Not Started	WRITE 101 Writing Skills III CLN - Section 01 - Class Nbr 6208 - Open Permission Number Units 2 00 1 00 2 00 3 00 4 00 5 00	v	←	

6. After you have clicked Accept, you will see a confirmation page telling you that your class has been updated.

C ctcLink Student Homepage	Confirmation	â	Q	:	۲
SPRING 2021 Undergraduate Edmonds College					
Tiew My Classes	WRITE 101 - Writing Skills III Selected class has been updated.				
View My Exam Schedule					
Enrollment Dates					
Q Class Search and Enroll					
Enroll by My Requirements					
Y Shopping Cart					
Drop Classes					
Update Classes					
Nwap Classes					
Erowse Course Catalog					
Planner					