



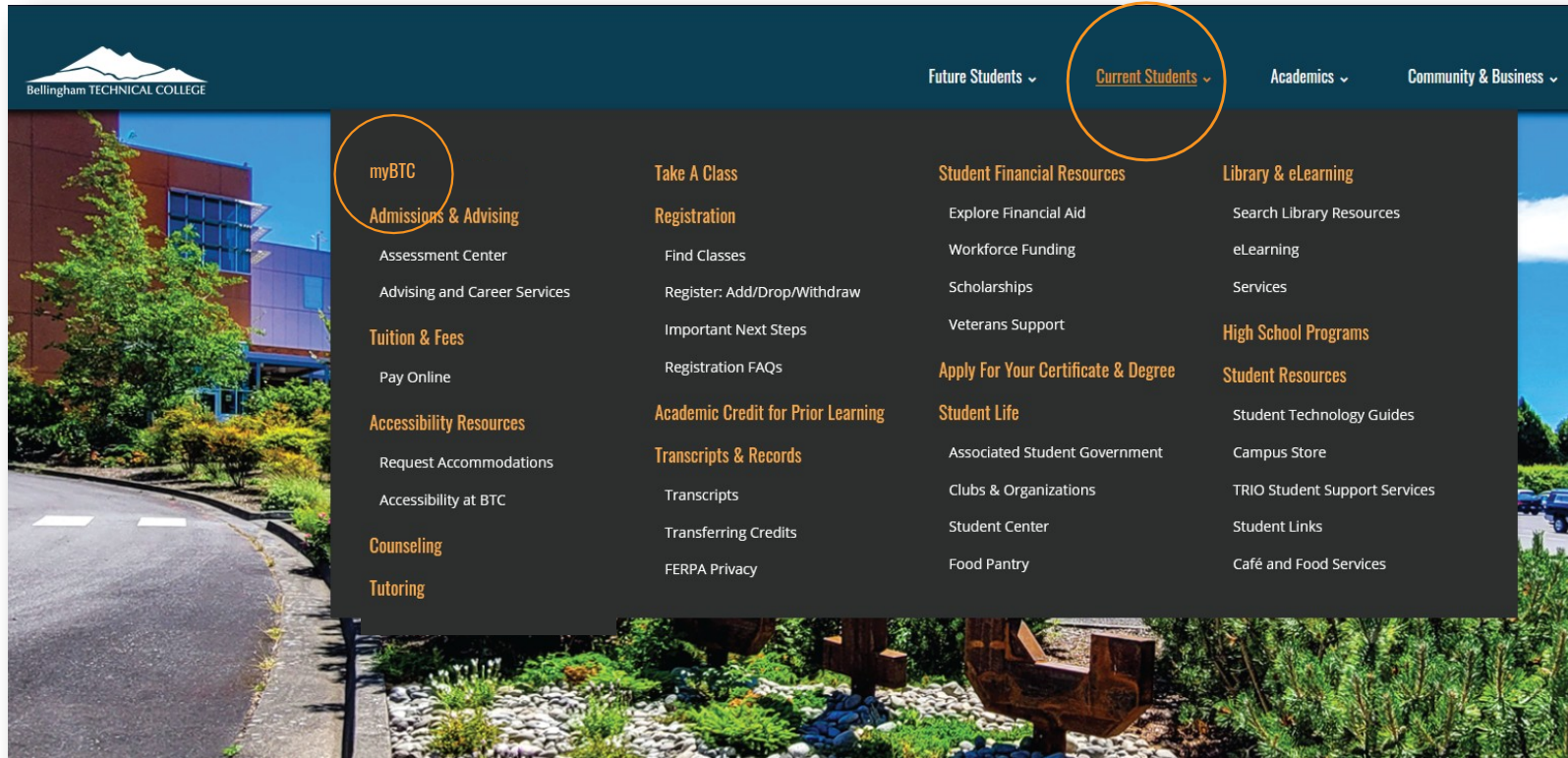
BELLINGHAM TECHNICAL COLLEGE

Enroll in a Class

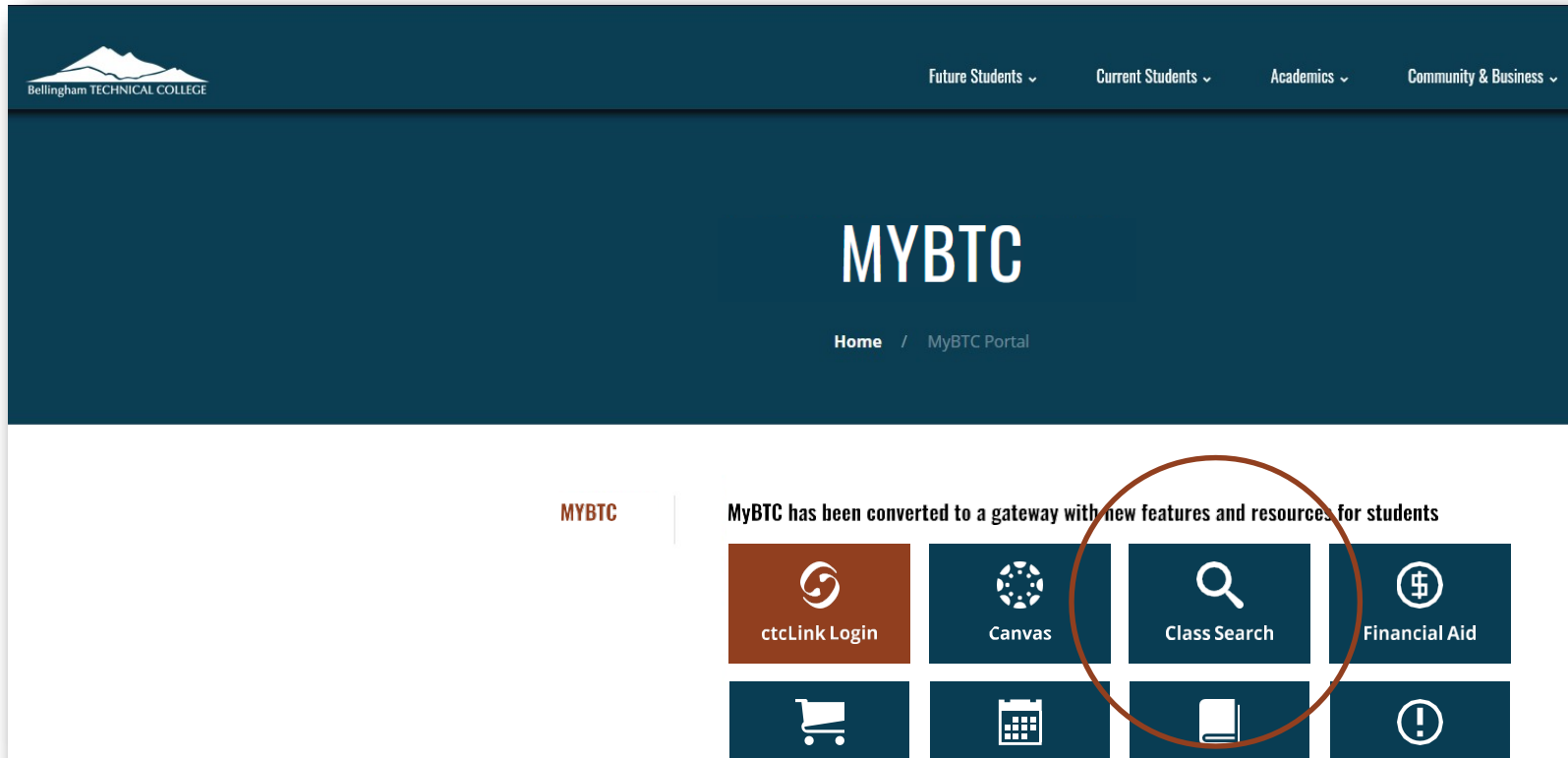
All pages display differently depending on the size of the screen. You may need to scroll to see all information.

mobile friendly

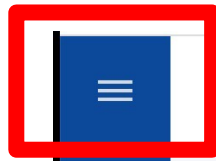




Step 1: Open a browser and go to the BTC website.
Click on **Current Students** > **myBTC**



Step 2: Click on the Class Search icon.



Class Search



Select and (*) search criteria.

Term: *
SUMMER 2021

Acad Career

Subject *

Catalog #

Keyword

More Filters 1

Search

Reset Filters

Show Open Classes Only

Select search criteria to view classes.

Step 3: Click the **3-line menu** (hamburger button) at the top left.

Bellingham TECHNICAL COLLEGE

- Class Information
- Class Search
- Browse Classes
- Course Catalog
- Public Links

criteria.

Acad Career

Subject *

Catalog #

Reset Filters

Step 4: Click the college logo.



ctcLink Login



Website



New Students



Course Catalog



Browse Classes



Class Search



Bookstore



Payments



Calendar



Canvas



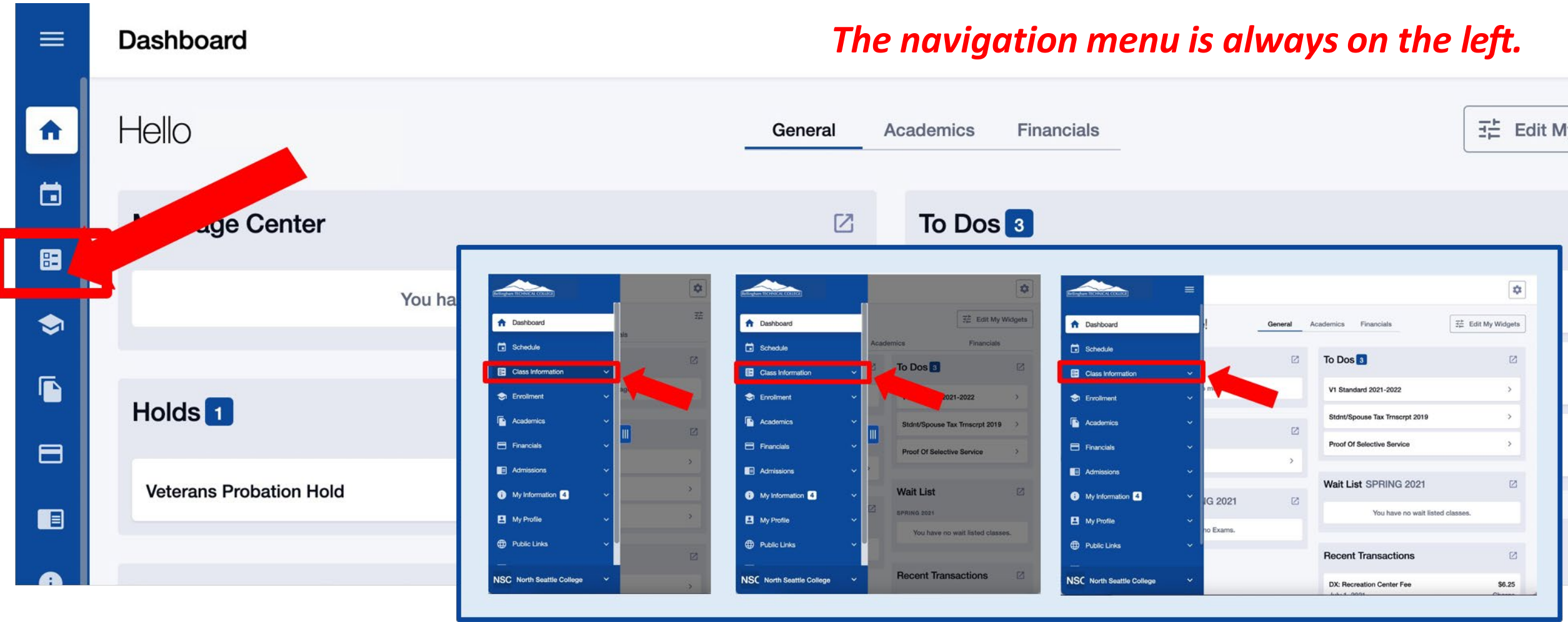
Step 5: Click ctcLink Login.

The screenshot shows the ctcLink login interface for Washington State Community and Technical Colleges. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The main form area has a red box around the "ctcLink ID" label and its corresponding text input field. Below the input field is a "Remember me" checkbox. A large red arrow points to the "Next" button. At the bottom of the form, there is a "Password Help" link. Below the form, there are two links: "How to Enable Screen Reader Mode" and "Activate Your Account".

The screenshot shows the ctcLink login interface for Washington State Community and Technical Colleges. At the top is the ctcLink logo. Below it, a circular icon contains a padlock and the text "****". The text "Enter Your Password" is centered. The main form area has a red box around the "Password" label and its corresponding password input field. A large red arrow points to the "Verify" button. At the bottom right of the form, there is a "Back to sign in" link. Below the form, there are two links: "How to Enable Screen Reader Mode" and "Activate Your Account".

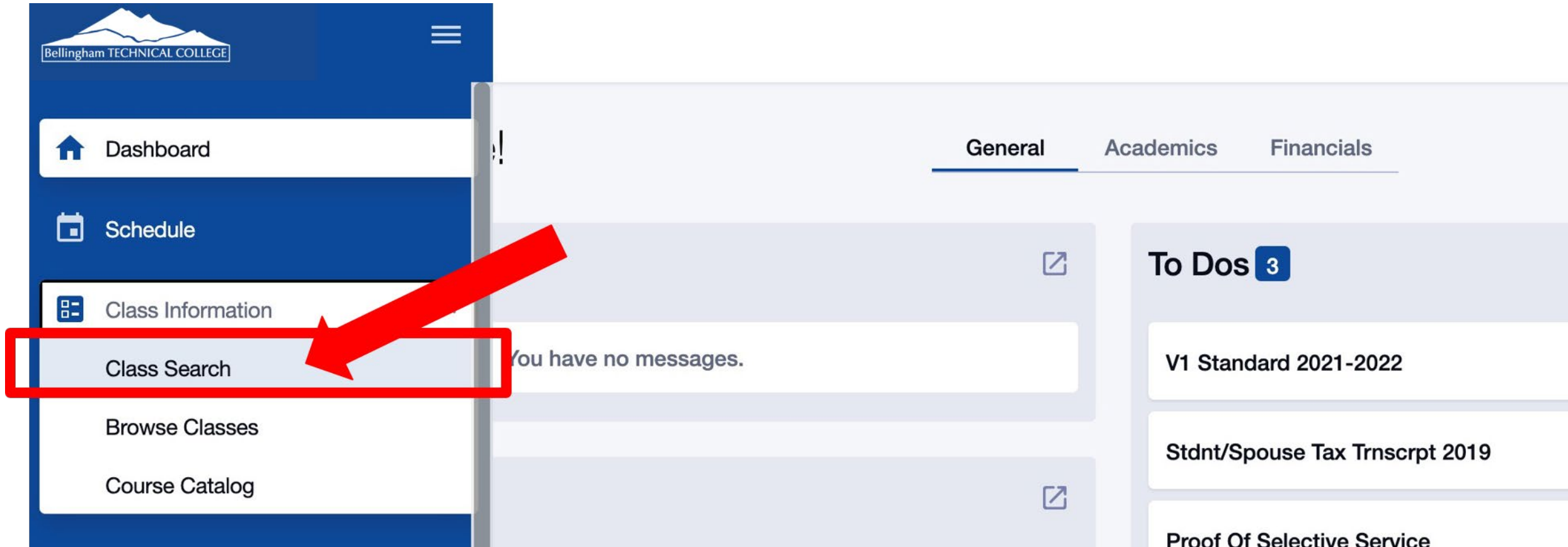
- Step 6:
- Log in to your account.
- Enter your ctcLink ID and click Next.
 - Enter your ctcLink password and click Verify.

The navigation menu is always on the left.



Step 7: Click the Class Information icon in the left navigation bar to expand the menu. You can expand the menu at any time using the menu icon.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.



Click Class Search to search for a class by *Subject*, *Keyword*, *Instructor Last Name*, *Time*, *Days*, *Instruction Mode*, and many other criteria.

Step 8: Use Browse Classes to see all classes by *Term* and *Subject*.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.

The screenshot shows a 'Class Search' interface. At the top left is a blue sidebar with navigation icons. The main area has a search form with the following elements:

- Header: 'Class Search' and a settings gear icon.
- Instruction: 'Select all the required (*) search criteria.'
- Filters: 'Term: *' (SUMMER 2021), 'Acad. C' (Graduate), 'Subject: *' (Biology (CCN)), 'Catalog #', and 'Keyword'.
- Buttons: 'Search' (highlighted with a red box and arrow) and 'Reset Filters'.
- Checkbox: 'Show Open Classes Only' (highlighted with a red box and arrow).
- More Filters: 'More Filters 3'.

*Check the **Show Open Classes Only** box to see **ONLY OPEN CLASSES**.
Leave it unchecked to see open and closed (full) classes.*

Use the options and additional filters to narrow your search. Then click Search.

Step 9: Check the Show Open Classes Only box to see only Open Classes. Don't check this box if you want to add yourself to the Waitlist of a full class.





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SUMMER 2021

Search Reset Filters

Show Open Classes Only

Biology Of The Pacific Northwest | BIOL 125

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> D01-LEC (4556) 	-	1	ARR	-	-	Online	06/28 - 08/20	Elizabeth Goulet	 15/30 
> D01L-LAB (4557)	-	1	ARR	-	-	Online	06/28 - 08/20	Elizabeth Goulet	

Enroll

Add to Cart

Add to Planner

Share

Review the course/class options. Pay attention to the Section name: LEC = Lecture and LAB = Laboratory/Studio. Click on the class section to see more information about it, including special registration instructions, class notes, and textbook information. You can enroll or take other actions from the expanded view.

Step 10: You can also click the 3-dot menu on the right to take quick action.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.

The screenshot shows a course page for V1-LEC (2277). The page is divided into several sections: INFORMATION, DETAILS, TEXTBOOKS, and AVAILABILITY. The INFORMATION section includes Class Number (2277), Career (Undergraduate), Session (Regular Academic Session), Units (5 units), Grade (Graded), and Description (English 101 is a college-level writing course...). The DETAILS section includes Instructor (Justina Rompogren), Dates (06/28/2021 - 08/19/2021), Meets (Tu 10:50am - 12:20pm), Instruction Mode (Optional - F2F or OL), Room (Virtual), Location (Virtual), and Components (Lecture Required). The TEXTBOOKS section includes Special Instructions (SEE NSC BOOKSTORE FOR INFORMATION). The AVAILABILITY section includes Status (Open), Seats Open (15/25), and Wait List Open (15/15). The Enrollment Requirements section is highlighted with a red box and contains the text: "This section of ENGL& 101 requires enrollment in ENGL 99 (class number 2273). Add both classes to your shopping cart before submitting the enrollment transaction. ENGL 098 with gpa of 2.0 or higher or placement." The bottom right corner of the page features four buttons: Share, Add To Planner, Add To Cart, and Enroll. The Enroll button is highlighted with a red box. A red arrow points from the top right towards the Enroll button, and another red arrow points from the top left towards the Enrollment Requirements section.

INFORMATION	DETAILS
Class Number: 2277	Instructor: Justina Rompogren
Career: Undergraduate	Dates: 06/28/2021 - 08/19/2021
Session: Regular Academic Session	Meets: Tu 10:50am - 12:20pm
Units: 5 units	Instruction Mode: Optional - F2F or OL
Grade: Graded	Room: Virtual
Description: English 101 is a college-level writing course that emphasizes academic writing and major strategies of reading and writing analytically. Writing assignments focus on engaging with and responding to a variety of texts. Instruction encourages students to develop, through revision and reflection,	Location: Virtual
	Components: Lecture Required

Enrollment Requirements: This section of ENGL& 101 requires enrollment in ENGL 99 (class number 2273). Add both classes to your shopping cart before submitting the enrollment transaction. ENGL 098 with gpa of 2.0 or higher or placement.

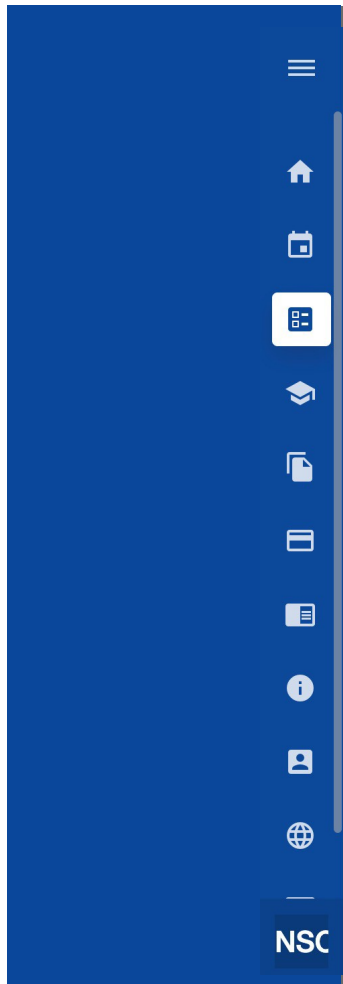
TEXTBOOKS	AVAILABILITY
Special Instructions: SEE NSC BOOKSTORE FOR INFORMATION	Status: Open
>	Seats Open: 15/25
	Wait List Open: 15/15

Buttons: Share, Add To Planner, Add To Cart, Enroll

Step 11:

Review the *Enrollment Requirements*. Some classes require you to enroll in two courses at the same time. If so, put both classes in your *Shopping Cart* (click Add to Cart) and go to Step 15. To enroll now, click Enroll and go to the next slide.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.



Related Classes ✕

BIOL 125 - Biology Of The Pac Nw

SELECTED CLASS

Class #:	4556 (D01)	Room:	Online
Section:	D01	Start:	-
Days:	-	End:	-
Instructor:	Elizabeth Goulet	Status:	Wait List

Select Laboratory section (Required)

CLASS #	SECTION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS	
LAB (4557)	D01L	-	-	-	Online	Elizabeth Goulet	! 1/25	<input checked="" type="radio"/>

You may be prompted to choose the Lab/Studio section. If so, check the option button next to your preferred Lab/Studio section and click Continue.

Step 12: If NOT prompted to choose a Lab/Studio section, go to Step 13.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.

The screenshot shows a web application interface with a sidebar on the left containing navigation icons. The main content area is divided into 'INFORMATION' and 'DETAILS' sections. The 'INFORMATION' section includes fields for Class Number (4556), Career (Undergraduate), Session (Regular Academic Session), Units (5 units), Grading (Graded), and Description (Discover fundame... through readings, course fulfills the... Natural World La...). The 'DETAILS' section includes Instructor (Elizabeth Goulet), Dates (06/28/2021 - 08/20/2021), and Meets (TBA). A modal window titled 'Enrollment options' is open, displaying the class name 'BIOL 125: Biology Of The Pac Nw| D01 - 4556'. The modal contains a 'Permission Number' input field, a checked checkbox for 'Wait list if class is full', and 'Cancel' and 'Save' buttons. Red annotations highlight the 'Permission Number' field and the 'Save' button. A red arrow points from the 'Permission Number' field to the 'Save' button. A red box surrounds the 'Permission Number' field with the text: 'This box is here by default. You do not need a Permission Number for every class.' Another red box surrounds the 'Save' button.

Please note:

- *Permission Numbers may or may not be required for a class.*
- *If you don't think you need one but actually do, the next step will show an error and inform you a permission number is needed.*
- *Some classes may require you to EDIT the class to enter the permission number.*
- *Don't hesitate to reach out for help.*

Step 13: Select if you want to be added to the Waitlist and/or enter a Permission Number if required. Then click Save.

graduate
ar Academic
s
d
ver fundam
gh readings
e fulfills the
al World La
e see NSC

Instructor: Elizabeth Gould
Dates: 06/28/2021 - 08/20/2021
Master: TBA

Enrollment Results

Enrollment results of 1 class(es) for the term SUMMER 2021

CLASS	RESULTS
Class # 4556	■ Added to your schedule.

This class has been added to your schedule. Class 4556 is full. You have been placed on the wait list in position number 12.

OK

Class # 4805 ■ Error

Unable to add this class - requisites have not been met. MATH 098 with a 2.0 or better.

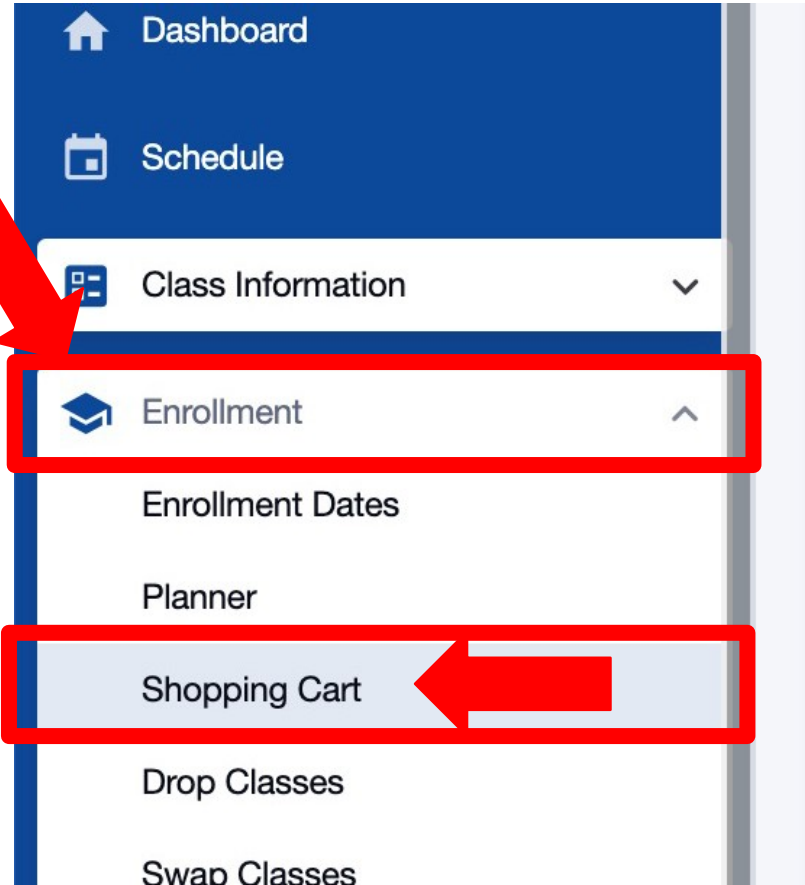
Class # 6973 ■ Added to your schedule.

This class has been added to your schedule.

Review the Enrollment Results to confirm you've been added to the class. A green results box = Success! Red = Error.

Step 14: If you've been added to the Waitlist, you'll see your position number here. Click OK to exit out of this page.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.



A vertical navigation menu with a blue header. The items are: Dashboard (with a home icon), Schedule (with a calendar icon), Class Information (with a document icon and a dropdown arrow), Enrollment (with a graduation cap icon and an up arrow), Enrollment Dates, Planner, Shopping Cart (with a cart icon and a left arrow), Drop Classes, and Swap Classes. Red annotations include a box around the Enrollment item, a box around the Shopping Cart item, and a red arrow pointing to the Enrollment item.

the reading, writing, and critical thinking skills needed to write at the career and college ready level.

Enrollment Requirements: This section of ENGL 99 requires enrollment in ENGL& 101 (class number 2277). Add both classes to your shopping cart before submitting the enrollment transaction.
Completion of ENGL 098, must be enrolled concurrently with ENGL& 101

Class Attributes: Low-Cost Textbooks (Less than \$50)

Class Notes: Attendance in weekly Zoom sessions is required.

TEXTBOOKS

Special Instructions: SEE NSC BOOKSTORE FOR INFORMATION

>

Step 15: To enroll in classes in your Shopping Cart, select Shopping Cart from the Enrollment dropdown in the left navigation bar.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.

Shopping Cart

Term: SUMMER 2021

Schedule Add Class

Delete Validate Enroll

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	ENROLL
> ACCT& 201 D1-LEC (8096)	Principles Of Accounting I	-	-	-	Staff	5	C 35/35	<input type="checkbox"/>
> CHEM& 139 V02-LEC (4805)	General Chemistry Prep	We	9:30 am	10:20 am	Kalyn Owens	5	O 15/30	<input type="checkbox"/>
> ENGL 99 V1-LEC (2273)	Support For Engl& 101	Tu	9:10 am	10:40 am	Justina Rompo...	5	O 16/25	<input checked="" type="checkbox"/>
> ENGL& 101 V1-LEC (2277)	English Composition I	Tu	10:50 am	12:20 pm	Justina Rompo...	5	O 15/25	<input checked="" type="checkbox"/>
> ENGL& 101 D2-LEC (2283)	English Composition I	ARR	-	-	Cathryn Cabral	5	O 3/25	<input type="checkbox"/>

Step 16: Check the boxes for the classes in which you want to enroll. Then click Enroll.

Page displays differently depending on the size of the screen. You may need to scroll to see all information.

The screenshot shows a user interface for managing class enrollment. On the left is a blue navigation sidebar with categories like 'Class Information', 'Enrollment', 'Academics', 'Financials', 'Admissions', and 'My Information'. The main area displays a list of classes with details such as course number, title, and enrollment status. A modal window titled 'Enrollment Results' is open, showing the results for two classes: 'Class # 2211' and 'Class # 2215'. Both classes show a green status indicator and the message 'Added to your schedule.' Below the modal is a blue 'OK' button, which is highlighted with a red box and a red arrow pointing to it from the left.

Review the Enrollment Results to confirm you've been added to the class. A green results box = Success! Red = Error.

Step 17: If you've been added to the Waitlist, you'll see your position number here. Click OK to exit out of this page.