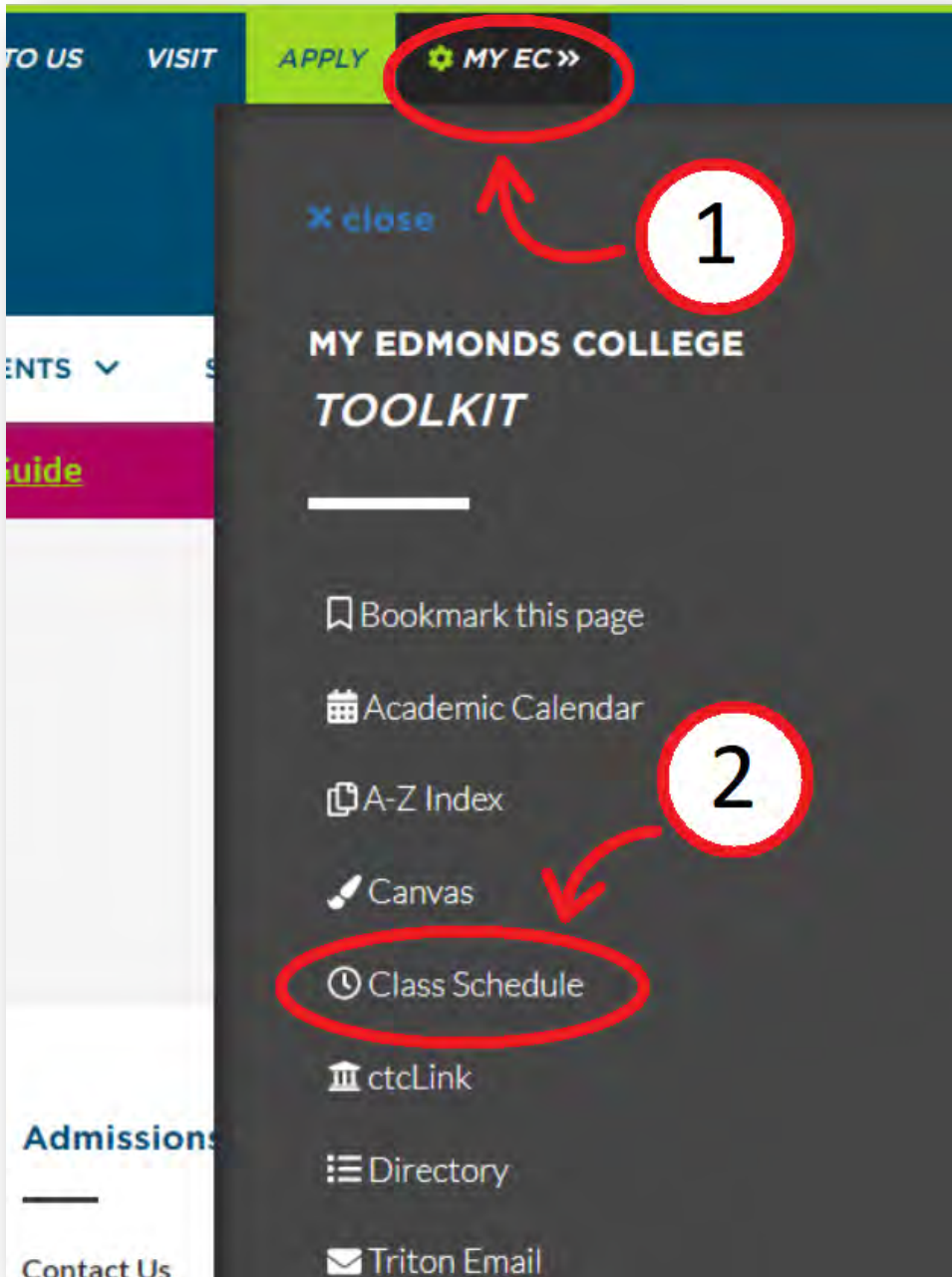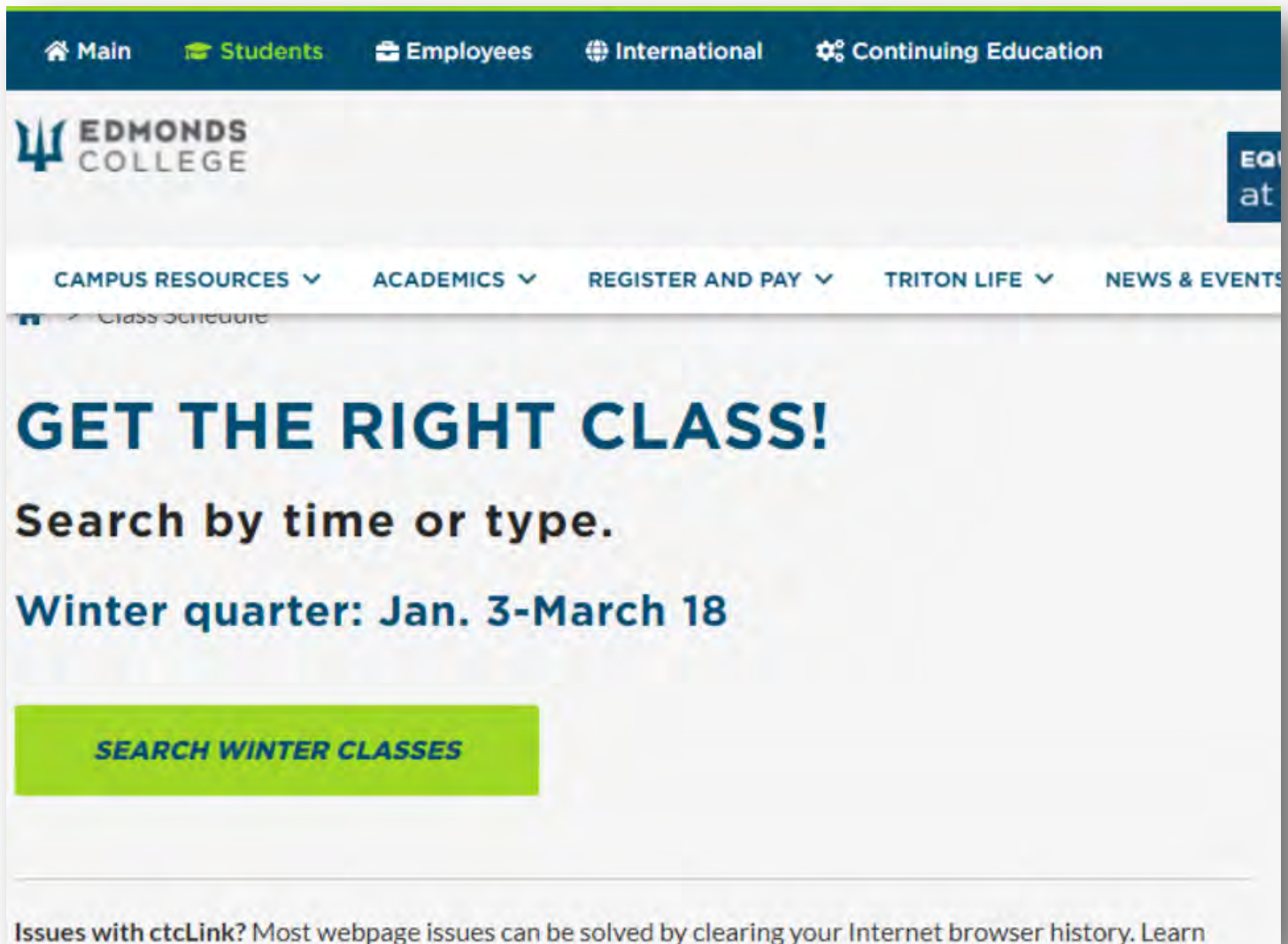# How to Register for Classes at Edmonds College

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-right, click on "My EC".
2. In the dark-gray sidebar that appears, click on "Class Schedule"

3. Scroll down a little bit and click on the green "Search ___ Classes" button

EDMONDS COLLEGE

EQ
at

CAMPUS RESOURCES ∨   ACADEMICS ∨   REGISTER AND PAY ∨   TRITON LIFE ∨   NEWS & EVENTS

Class Schedule

GET THE RIGHT CLASS!

Search by time or type.

Winter quarter: Jan. 3–March 18

SEARCH WINTER CLASSES

Issues with ctcLink? Most webpage issues can be solved by clearing your Internet browser history. Learn

4. Take note of the blue menu bar on the left. If it's a short list that looks like the following, you'll need to log in. Do this by **clicking on the Edmonds College logo** at the top-left, followed by the "**ctcLink Login**" tile on the next page.
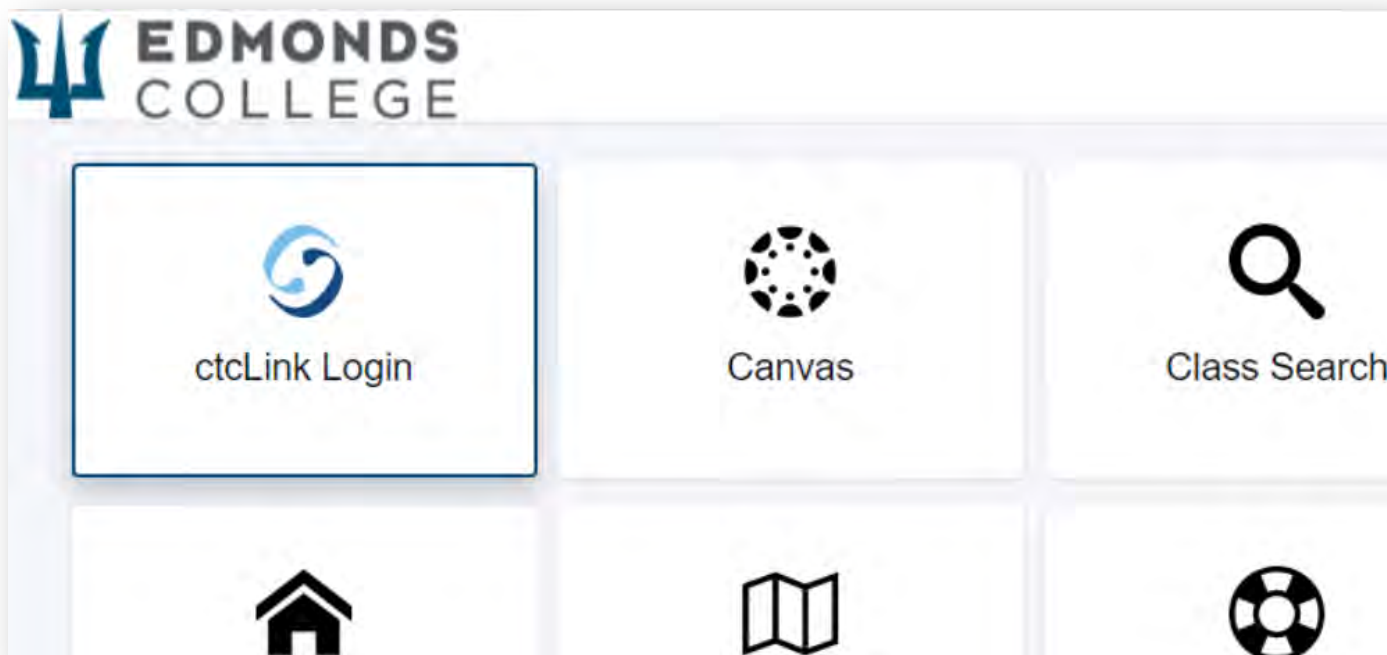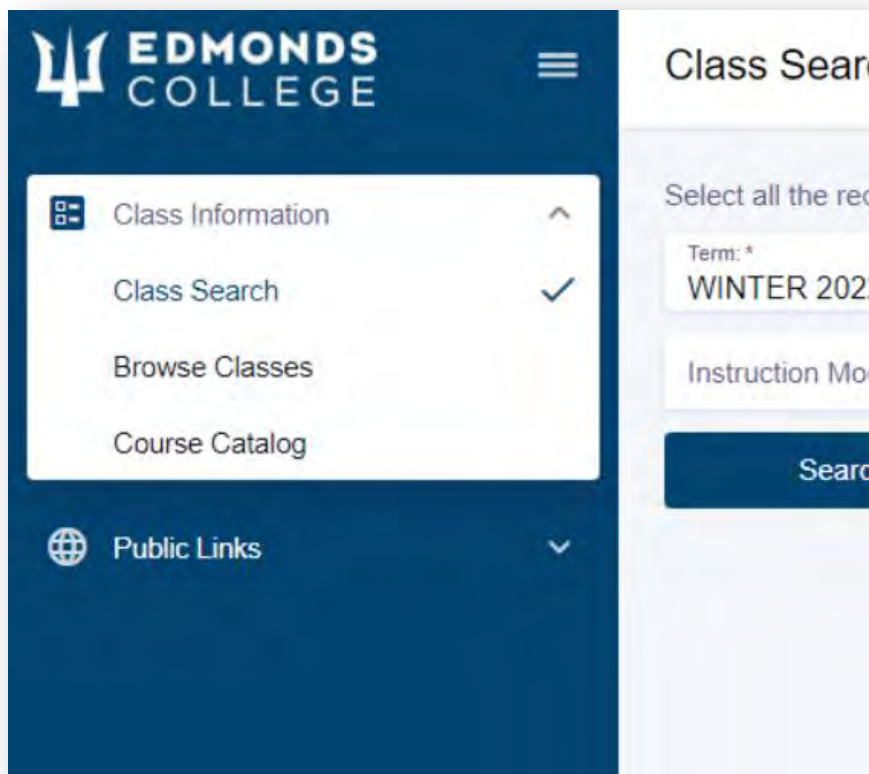
5. After logging in, you should see a much longer list of links in the blue side menu, along with your initials and name at the bottom.
6. In the menu, return to "Class Information" > "Class Search"
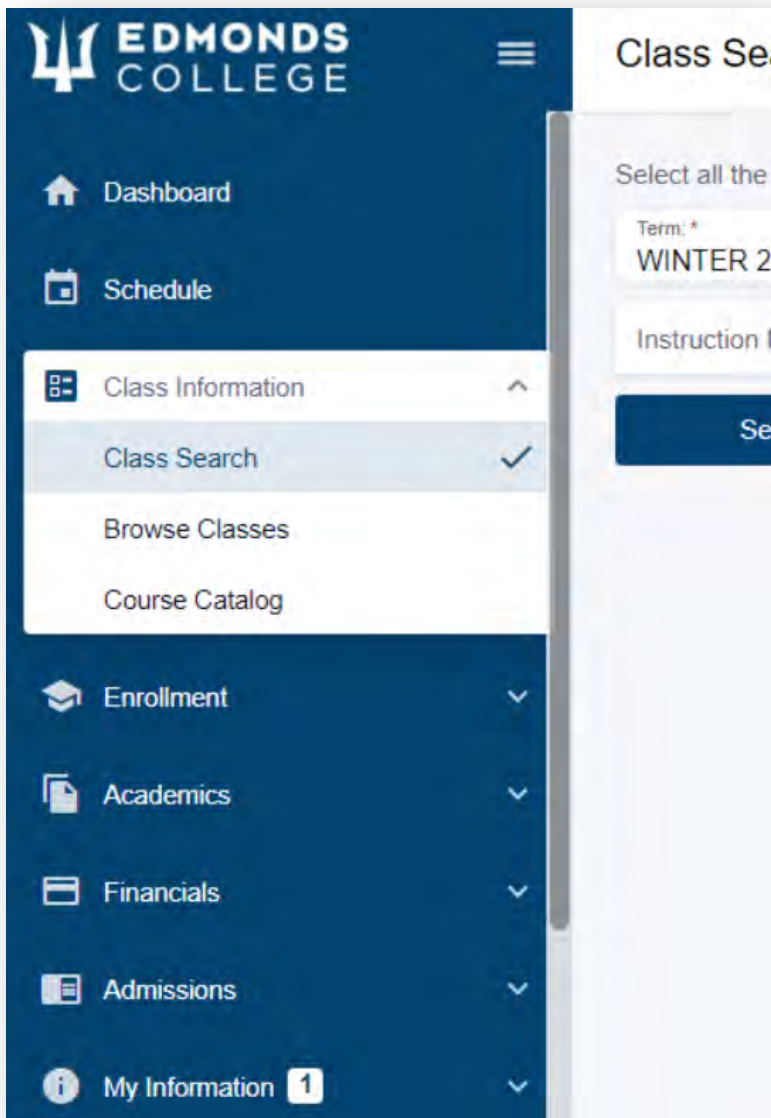
7. Make sure the correct term is selected.
8. Click on "Academic Organization" and type the department that you're looking for. For example, you can type "ENGL" or "English", and a dropdown list will filter the results. Make sure you click the result from this list, otherwise the field will remain blank when you click or tab out of it.
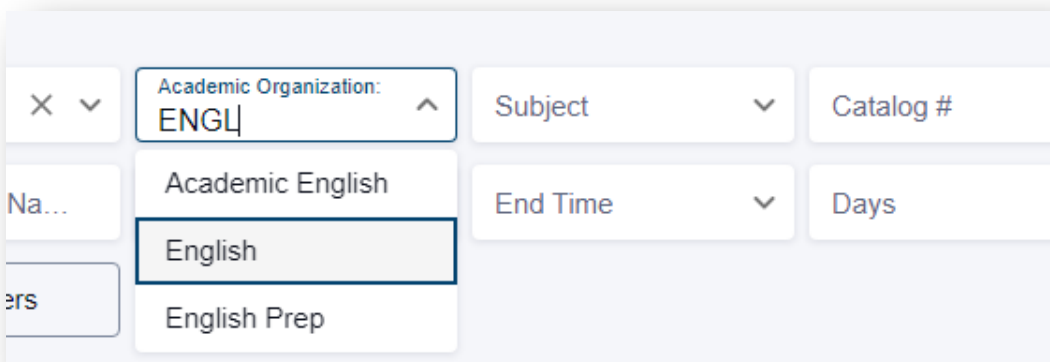

9. Leave the Subject blank.

10. If needed, you can enter the Catalog #.
    o If you're looking for English 101, you'd just type "101" for the Catalog #
    o If you're looking for Math 81, 82, 83, 84, you can simply type "8" as the Catalog # and it'll pull up any applicable classes that start with an 8.
11. Generally that's enough to find your class, but you can search by more fields if needed.
12. Once you've clicked Search, scroll down and click on the class to expand it so that you can read the description and notes to ensure this is the correct class.
13. When the details are expanded, you should find a blue "Enroll" button at the bottom-right.
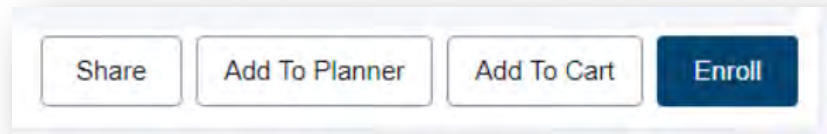
14. If you don't see that, you might be trying to register before your assigned Enrollment Appointment date, or you might not be term activated.
    o To check your Enrollment Appointment date, in the left blue menu, click on "Enrollment", then "Enrollment Dates".
    o If you aren't seeing one, you might not be term activated. Contact Enrollment Services (registration@edmonds.edu) with your name, ctcLink ID, and ask to be term activated.
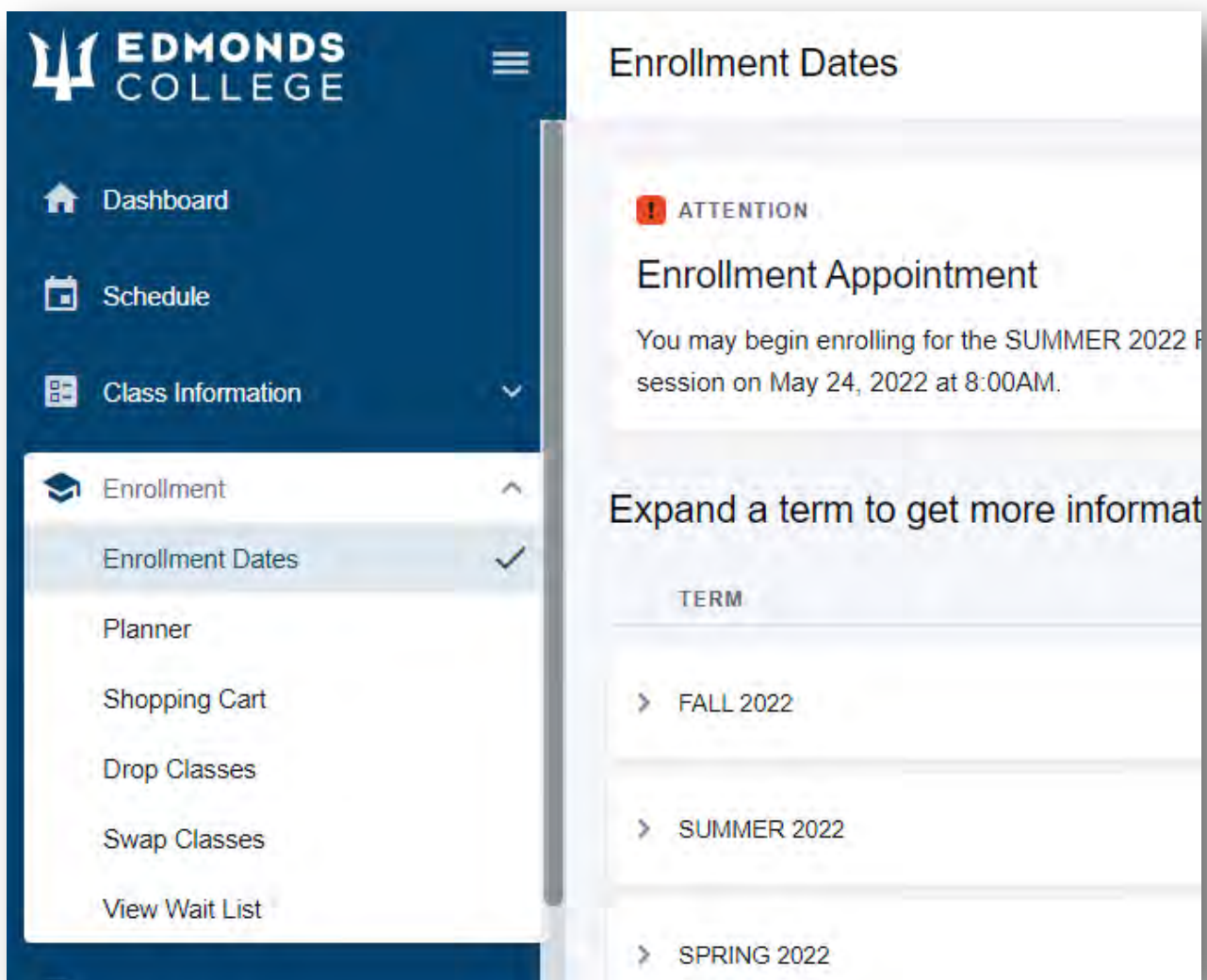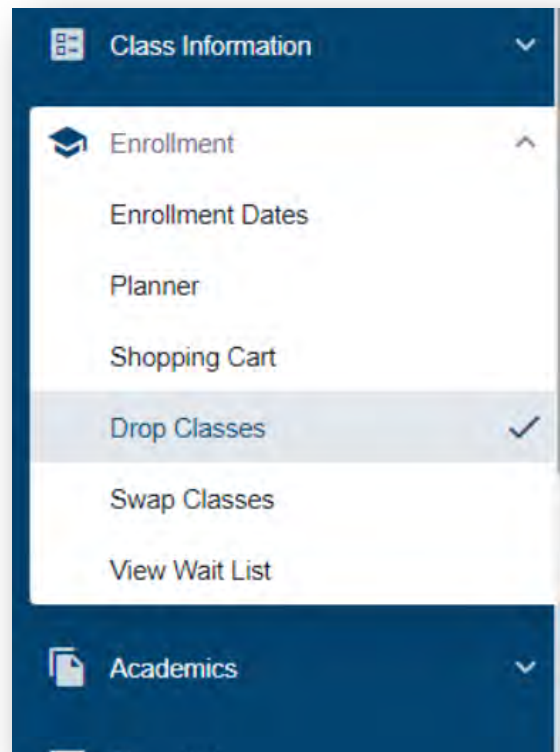
15. After you click the Enroll button, you'll see a pop-up appear that asks you for a "Permission Number" and it may also ask if you'd wish to waitlist if the class is full. If you do have a Permission Number enter it otherwise, just leave it blank and click "Save".
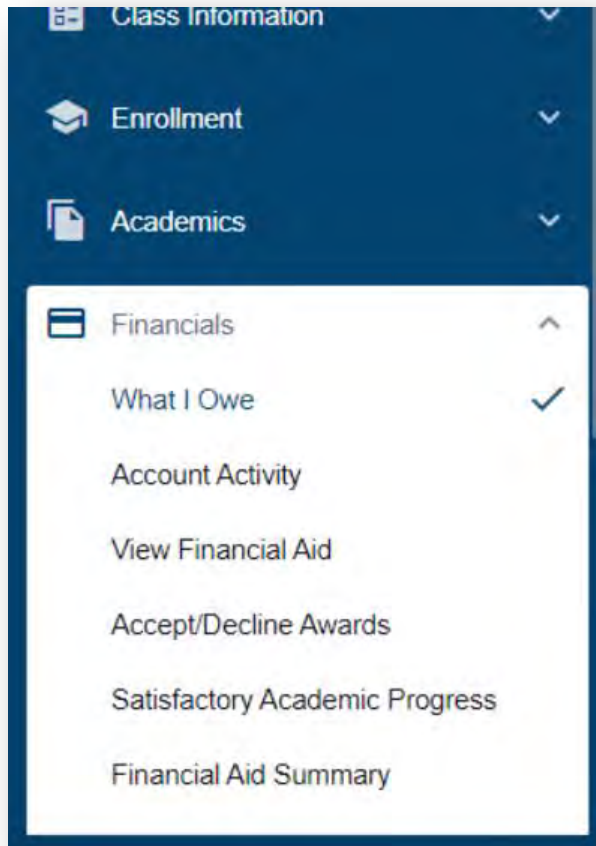
Permission Number	
Cancel	Save

16. It should now 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.
17. To double check your schedule, in the blue menu bar on the left, go to "Enrollment", then "Drop Classes". This lets you see all classes you're currently registered for.

18. To make payment, go to "Financials" > "What I Owe".

Class Information ⌄

🎓 Enrollment ⌄

📄 Academics ⌄

💳 Financials ⌃

What I Owe ✓

Account Activity

View Financial Aid

Accept/Decline Awards

Satisfactory Academic Progress

Financial Aid Summary

19. After verifying the amount, click on the blue "Make Payment" button.