

How to Register for College in the High (CHS) School 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". NOTE -- 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 and Register for Classes" button.

The screenshot shows the Edmonds College website's Class Schedule page. At the top, the Edmonds College logo is on the left. To its right are links for CALENDAR, CLASS SCHEDULE, APPLY, and GIVE. The CLASS SCHEDULE link is highlighted with a red box and a red circle with the number 1. Below these links is a dark blue navigation bar with white text for 'New? Start Here', 'Programs & Degrees', 'Admission & Tuition', and 'Student Services'. Below the navigation bar, there is a breadcrumb trail: '← Edmonds College ← Student Services'. The main heading is 'CLASS SCHEDULE' in large blue letters. Below this is the text 'Get the right class! Search by time or type.' and a 'NEW:' announcement about flexible learning classes. A green button with the text 'SEARCH AND REGISTER FOR CLASSES' is highlighted with a red box and a red circle with the number 2. A red arrow points from the CLASS SCHEDULE link in the top navigation to the green button. Below the button, there is a paragraph of text: 'All students are assigned an enrollment date for when they can begin registering for classes for the next quarter. This enrollment date is based off of the number of credits you have completed.'

EDMONDS COLLEGE

CALENDAR CLASS SCHEDULE APPLY GIVE

New? Start Here ✓ Programs & Degrees Admission & Tuition Student Services

← Edmonds College ← Student Services

CLASS SCHEDULE

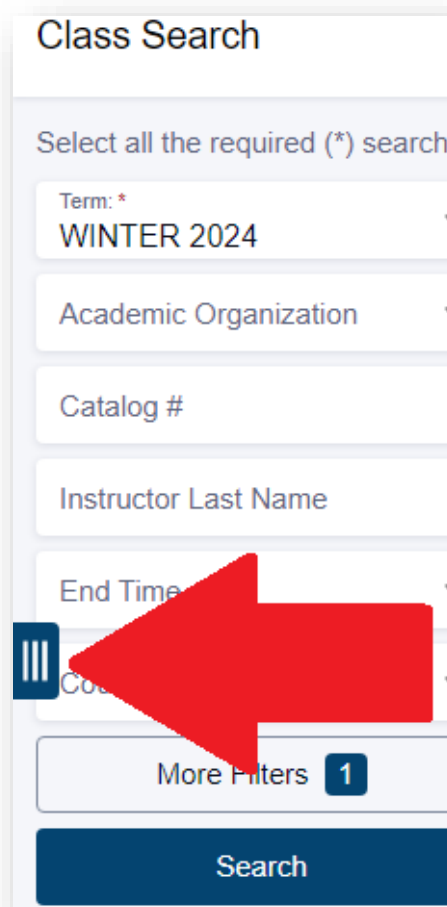
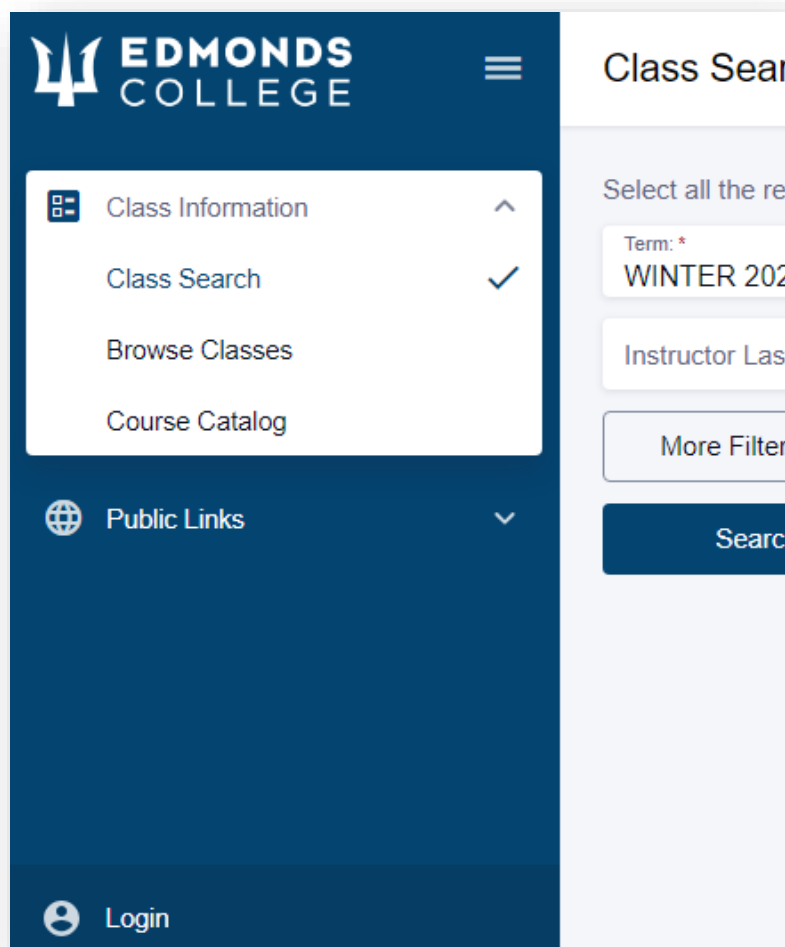
Get the right class! Search by time or type.

NEW: We now offer flexible learning classes that allow you to choose how you participate — every day.

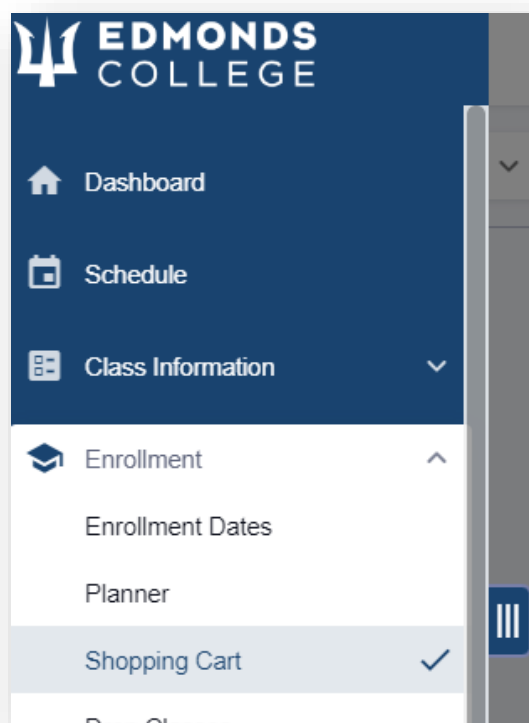
SEARCH AND REGISTER FOR CLASSES

All students are assigned an enrollment date for when they can begin registering for classes for the next quarter. This enrollment date is based off of the number of credits you have completed.

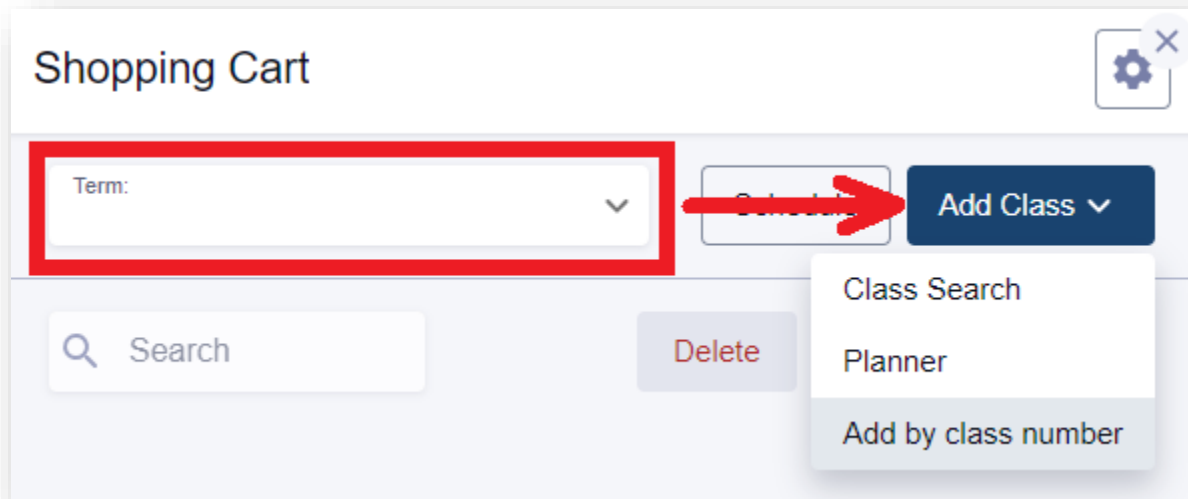
3. Take note of the blue menu bar on the left. Depending on your screen/device, you may need to click the button with the three horizontal or vertical lines to open the menu. Make sure you click “Login” at the bottom (if you’re not already logged in).



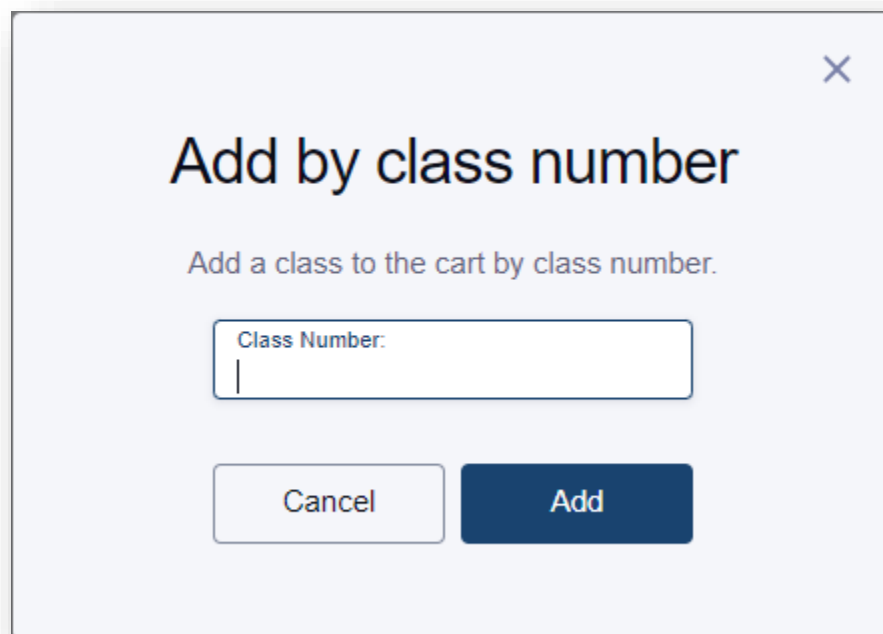
4. After logging in, you should see a much longer list of links in the blue menu, along with your initials and name at the bottom.
5. In the menu, navigate to “Enrollment” > “Shopping Cart”. If you don’t see these options, you may need to log out, close your browser, and log back in to refresh it.



6. Make sure the correct term is selected.
7. At the top-right, click on “Add Class”, then “Add by class number”.



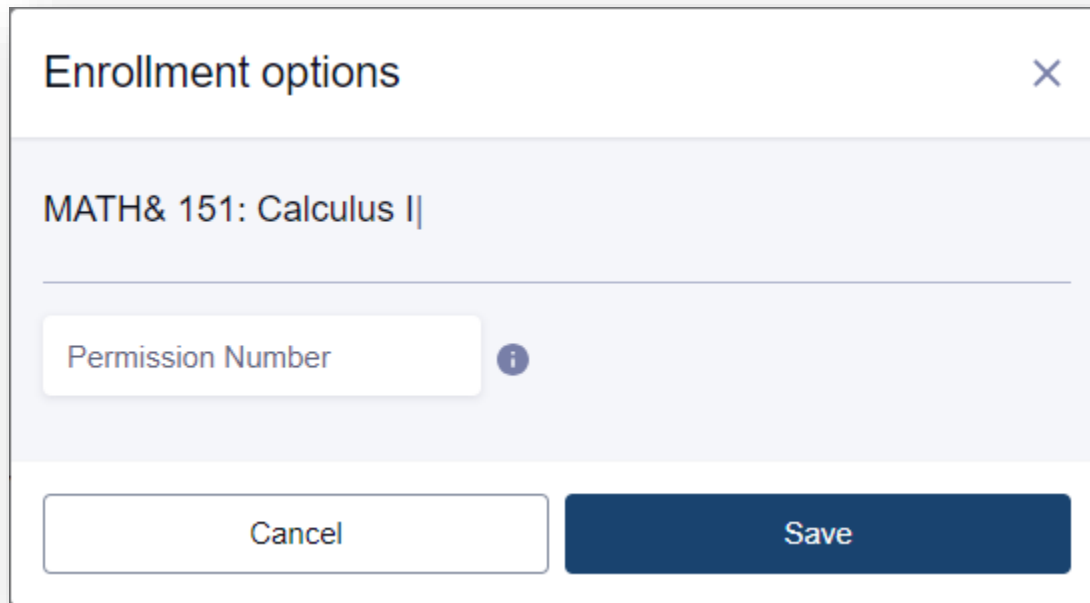
The screenshot shows the 'Shopping Cart' interface. At the top, there is a 'Term:' dropdown menu highlighted with a red rectangle. To its right is a 'Delete' button and an 'Add Class' button with a downward arrow. A red arrow points from the 'Add Class' button to a dropdown menu that is open, showing three options: 'Class Search', 'Planner', and 'Add by class number'. Below the 'Term:' dropdown is a search bar with a magnifying glass icon and the word 'Search'. To the right of the search bar is a 'Delete' button.



The screenshot shows a dialog box titled 'Add by class number'. Below the title is the instruction 'Add a class to the cart by class number.' There is a text input field labeled 'Class Number:' with a cursor inside. At the bottom of the dialog are two buttons: 'Cancel' and 'Add'.

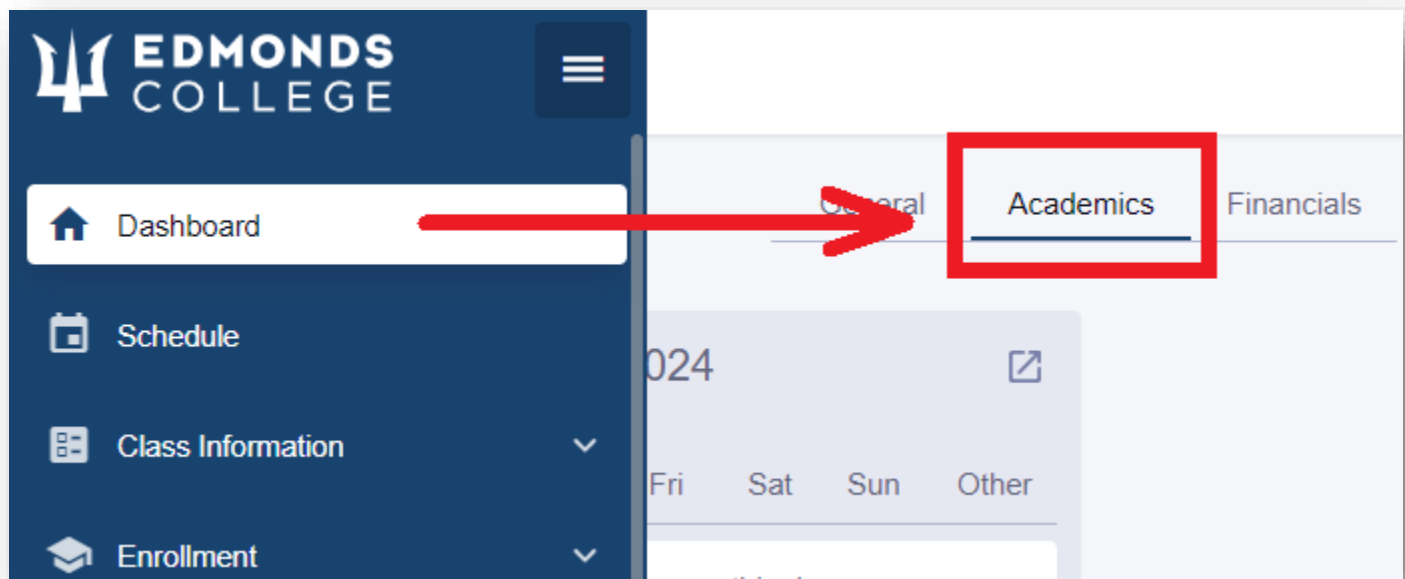
8. Enter the 4 or 5-digit class number that should've been given to you by your CHS instructor. (Don't get that confused with the unique permission number that your instructor should've also given to you.)

9. After you click “Add”, you’ll see a pop-up that asks you for a “permission number”, which you’ll want to enter (again, you should’ve gotten this from your CHS instructor).

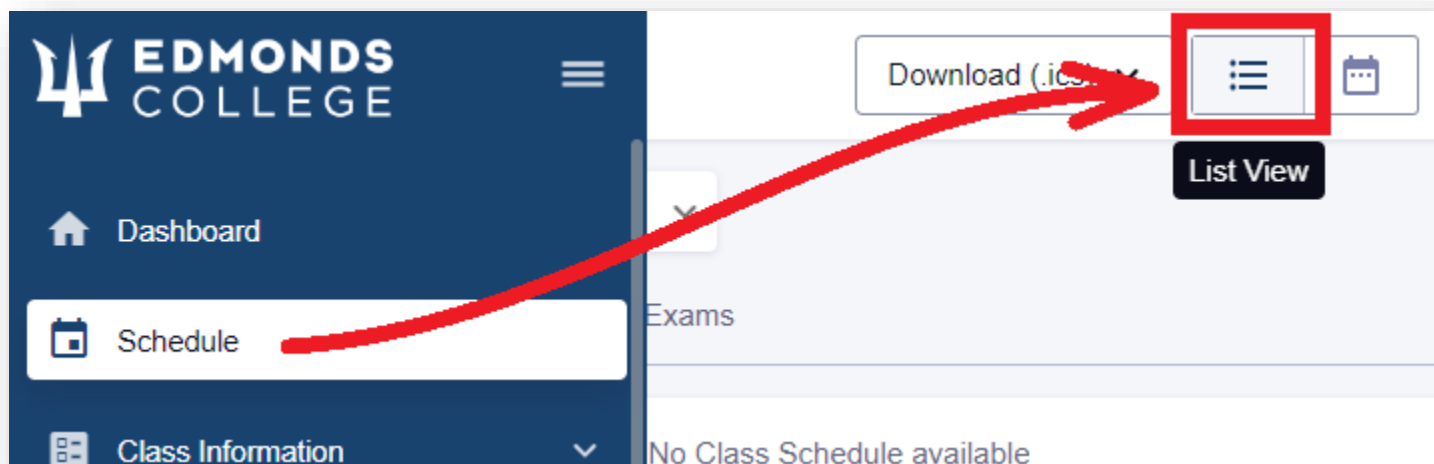


The image shows a pop-up window titled "Enrollment options" with a close button (X) in the top right corner. Below the title, the text "MATH& 151: Calculus I" is displayed. Underneath, there is a text input field labeled "Permission Number" with an information icon (i) to its right. At the bottom of the pop-up, there are two buttons: "Cancel" and "Save".

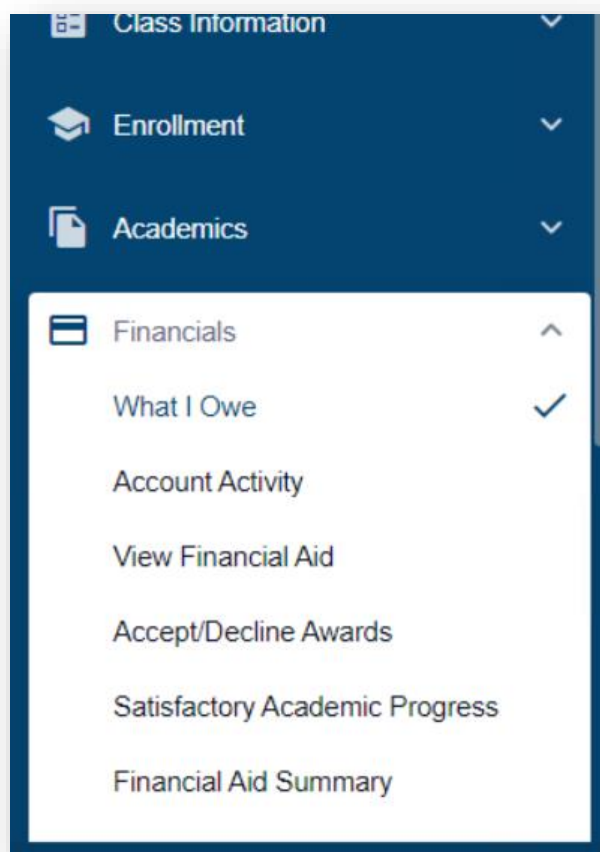
10. Once you’re done, click “Save” and it should say whether you are now enrolled or if it ran into any errors. If you do get any errors, take note of the message (preferably via a screenshot) and include that, along with the class details, your name, and ctcLink ID, and send it in an email to both chs@edmonds.edu and registration@edmonds.edu so that we can assist you further.
11. To double-check your schedule, in the blue menu bar on the left, go to “Dashboard” and click on “Academics”. This lets you see all classes you’re currently registered for.



12. You can also go to “Schedule” and click on the icon for “List View”



13. To make payment (if applicable—e.g., for Running Start students), go to “Financials” > “What I Owe”.



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