

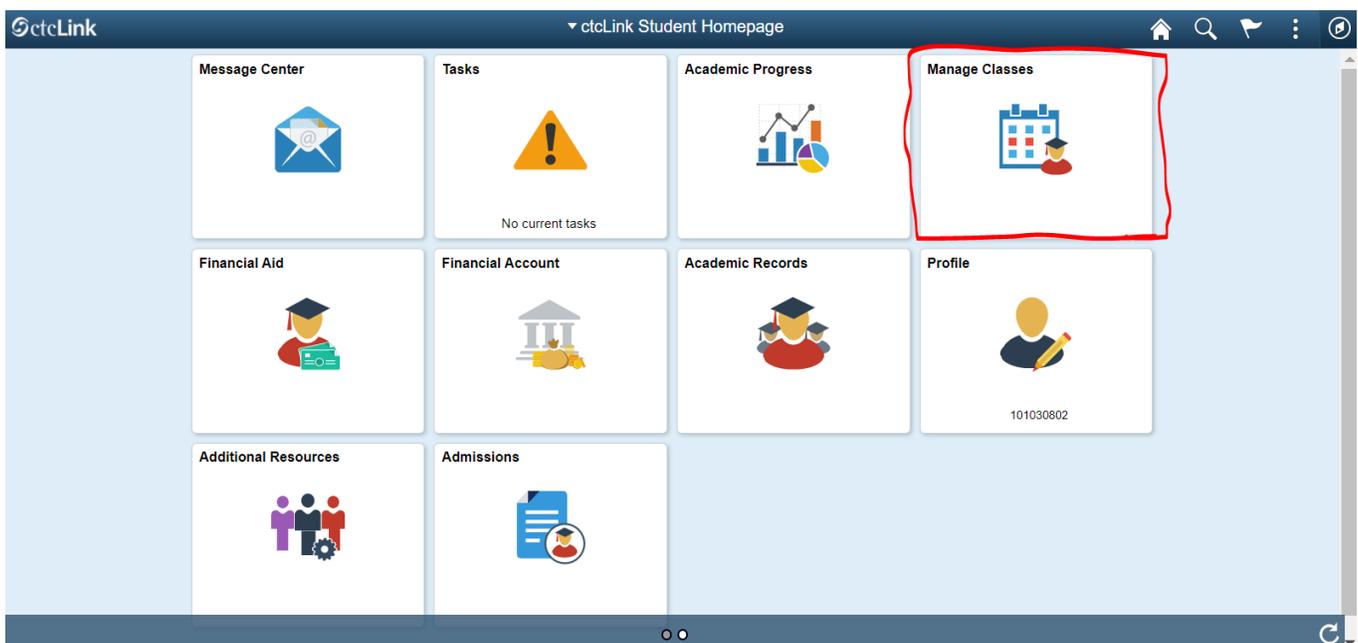
How to Register and Adjust Units (Credits) for WRITE 95/101 in CTCLink

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

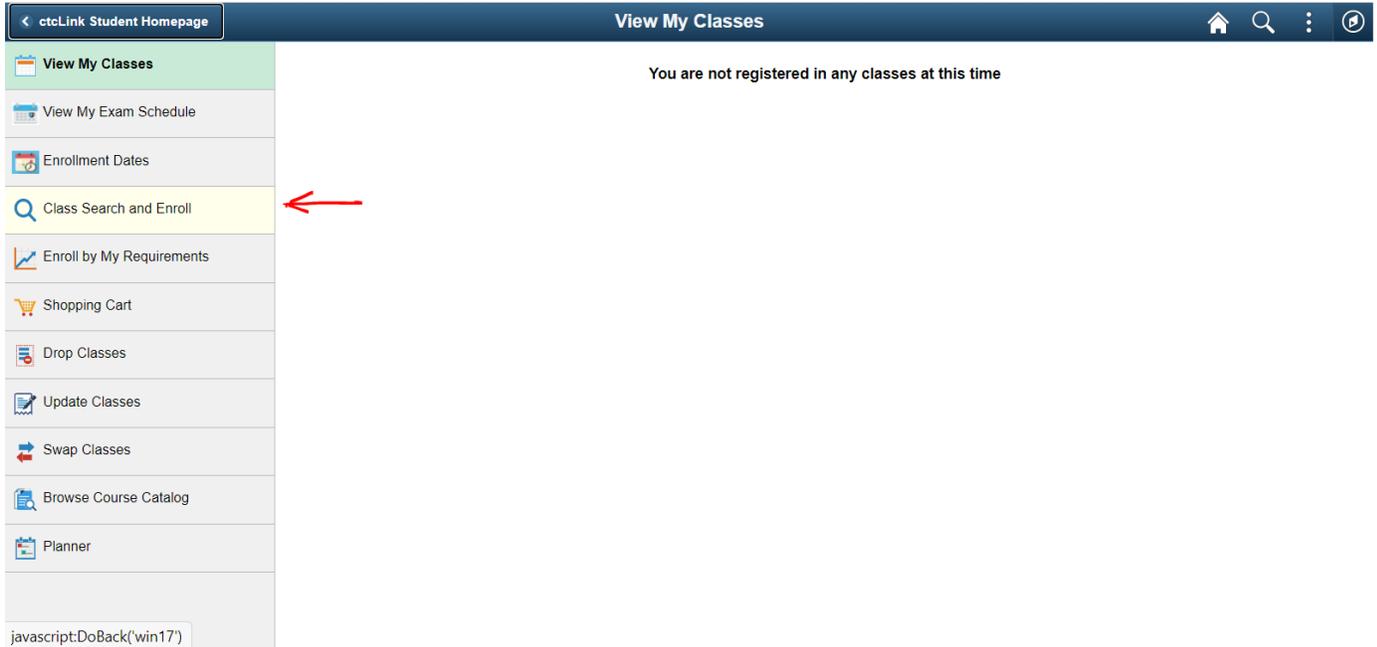
[Register for the WRITE classes & select your unit \(credit\) amounts as you register:](#)
[Adjust WRITE Class Unit \(Credit\) Amount After Registration](#)

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.



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

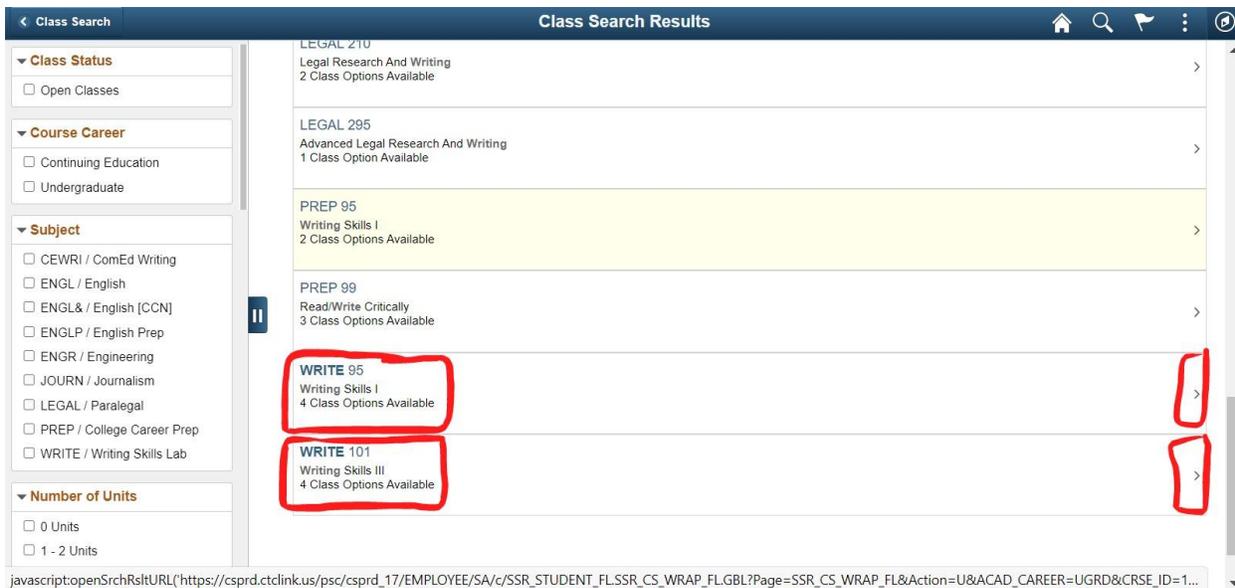
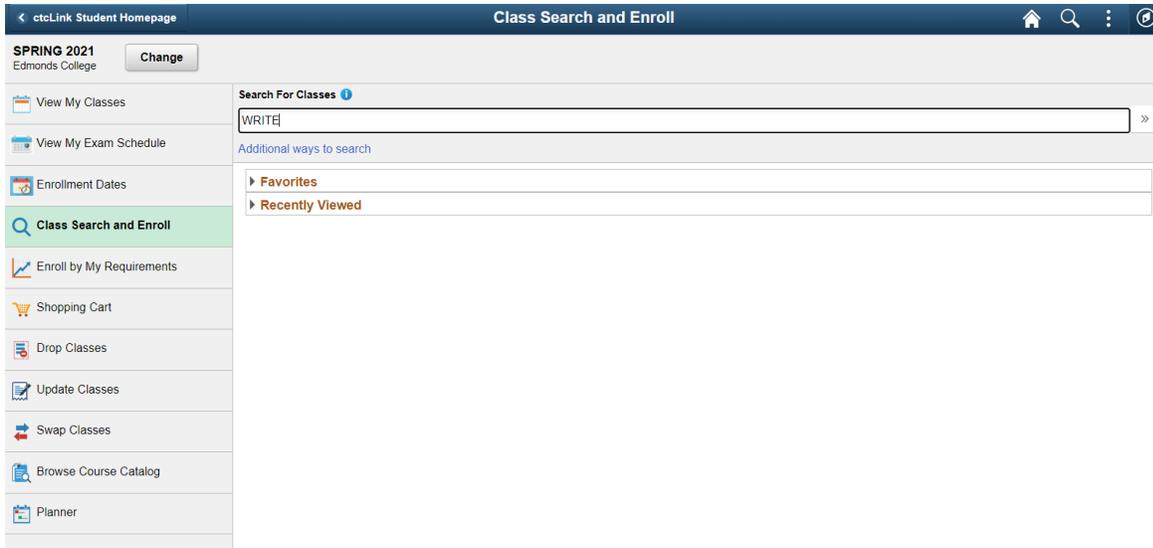


5. Type **WRITE** into the Search -- many search results will appear, but **scroll down** to find WRITE 95 and WRITE 101 at the very bottom.

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



- 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.**

Course Information

SPRING 2021
Edmonds College

WRITE 101
Writing Skills III
★ Add to favorite courses
▶ Course Information
▼ Class Selection

Select a class option ⓘ Selected Filters 4 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Open Entry/Open Exit	CLN - Section 01 - Class Nbr 6208	04/05/2021 - 06/18/2021	To be announced	Online	Asha Lickley Dore	Open Seats 18 of 18 >
2	Open	Open Entry/Open Exit	CLN - Section 02 - Class Nbr 6209	04/05/2021 - 06/18/2021	To be announced	Online	Asha Lickley Dore	Open Seats 18 of 18 >
3	Open	Open Entry/Open Exit	CLN - Section 03 - Class Nbr 6210	04/05/2021 - 06/18/2021	To be announced	To be announced	Joel Ozretich	Open Seats 18 of 18 >
4	Open	Open Entry/Open Exit	CLN - Section 04 - Class Nbr 18762	04/05/2021 - 06/18/2021	To be announced	Online	Katrina Lefrancois-Hanson	Open Seats 18 of 18 >

- 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.**

Class Search and Enroll

SPRING 2021
Undergraduate
Edmonds College

1 Review Class Selection Visited
2 Review Class Preferences Not Started
3 Enroll or Add to Cart Not Started
4 Review and Submit Not Started

Step 1 of 4: Review Class Selection
You have selected
WRITE 101 Writing Skills III
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
CLN - Section 01 - Class Nbr 6208	Open Entry/Open Exit	04/05/2021 - 06/18/2021	To be Announced	Open Seats 18 of 18

Next >

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.

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

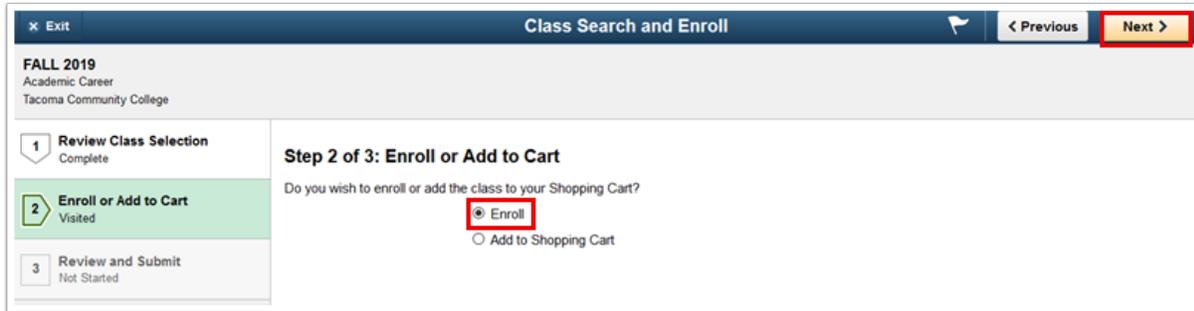
The screenshot shows the 'Class Search and Enroll' interface for 'SPRING 2021 Undergraduate Edmonds College'. The current step is 'Step 2 of 4: Review Class Preferences' for 'WRITE 101 Writing Skills III'. The 'Units' dropdown menu is highlighted with a red circle, showing '1.00' selected. The 'Accept' button is visible in the top right corner.

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.**

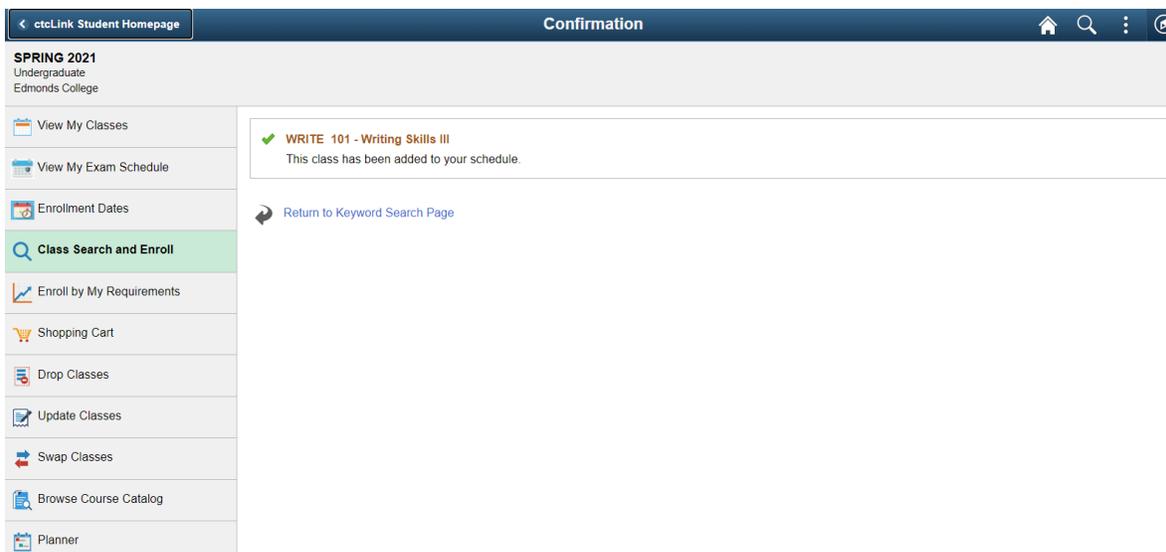
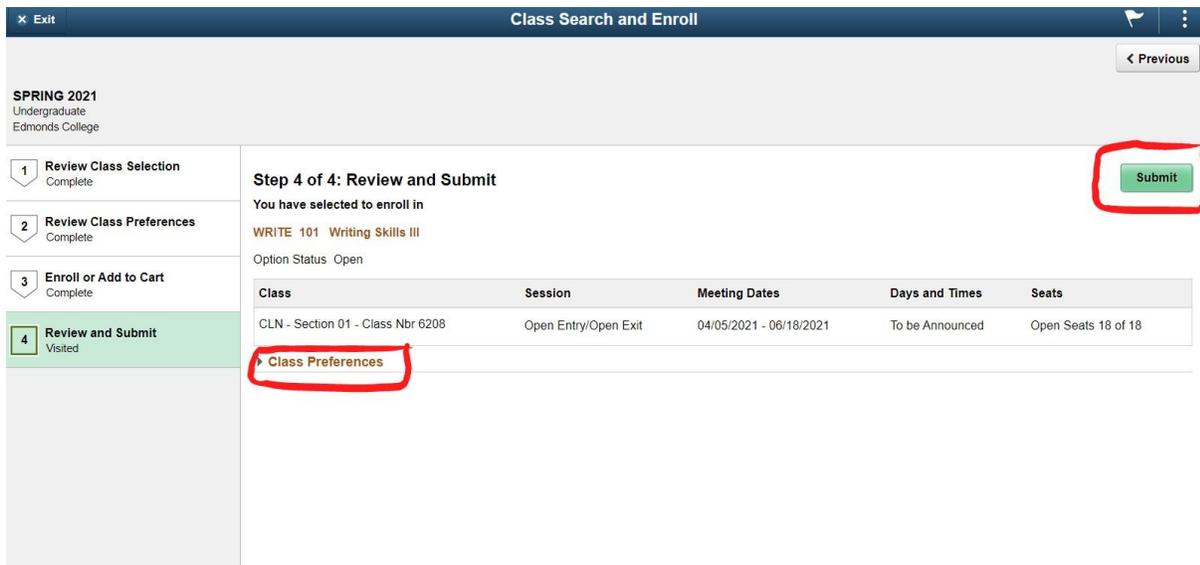
Note: If you do not select a Start Date, you will receive an error at the end of the Registration process.

The screenshot shows the 'Class Search and Enroll' interface for 'SPRING 2021 Undergraduate Edmonds College'. The current step is 'Step 2 of 4: Review Class Preferences' for 'WRITE 101 Writing Skills III'. The 'Units' dropdown menu is open, showing options from 1.00 to 5.00. The 'Accept' button is highlighted with a red circle. The 'Start Date' field is also highlighted with a red circle.

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.



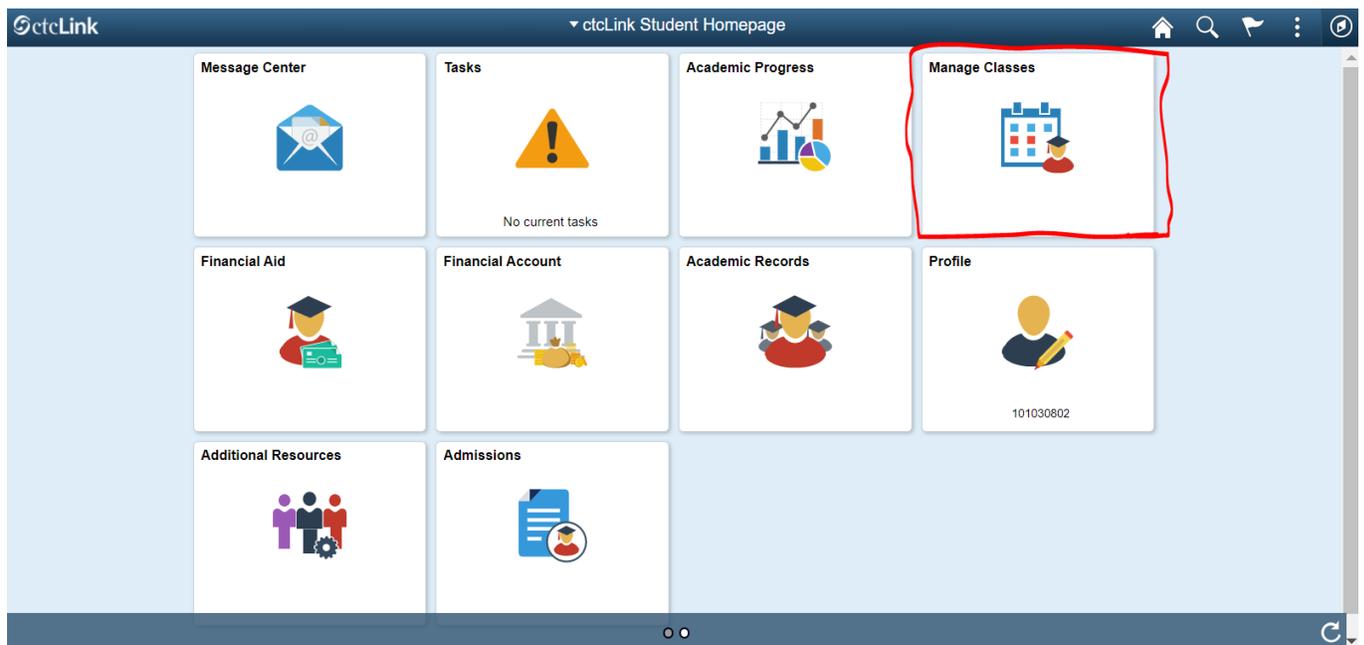
11. Finally, on the **Review and Submit** page, make sure that everything looks accurate. You can **click on Class Preferences** to verify your unit amount. If all looks good, **click on the green Submit button on the top right** and the enrollment process will be complete. You will then see a confirmation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



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

Show Enrolled Classes | Show Waitlisted Classes | Show Dropped Classes

Printable Page

▼ WRITE 101 Writing Skills III

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	2.00	Satisfactory/Unsatisfactory		Academic	

Class	Start/End Dates	Days and Times	Room
CLN - Section 01 - Class Nbr 6208	04/05/2021 - 06/18/2021	Days: To be Announced Times: To be Announced	Online >

[Enrollment Deadlines](#)

Update Classes ←

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

ctcLink Student Homepage Update Classes

SPRING 2021
Undergraduate
Edmonds College

- View My Classes
- View My Exam Schedule
- Enrollment Dates
- Class Search and Enroll
- Enroll by My Requirements
- Shopping Cart
- Drop Classes
- Update Classes**
- Swap Classes
- Browse Course Catalog
- Planner

Choose classes to update

Class	Description	Days and Times	Units	Status
CLN - Section 01 - Class Nbr 6208	WRITE 101 Writing Skills III	To be Announced	2.00	Enrolled

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 Update Classes

SPRING 2021
Undergraduate
Edmonds College

- 1 Class Preferences**
In Progress
- 2 Review and Submit
Not Started

Step 1 of 2: Class Preferences

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

Accept

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

The screenshot shows the 'Confirmation' page in the ctcLink Student Homepage. The page header includes a navigation bar with 'ctcLink Student Homepage' on the left and 'Confirmation' in the center, along with home, search, and user icons on the right. Below the header, the page is divided into a left sidebar and a main content area. The sidebar contains a list of navigation options: 'View My Classes', 'View My Exam Schedule', 'Enrollment Dates', 'Class Search and Enroll', 'Enroll by My Requirements', 'Shopping Cart', 'Drop Classes', 'Update Classes' (highlighted in green), 'Swap Classes', 'Browse Course Catalog', and 'Planner'. The main content area displays a confirmation message: a green checkmark icon followed by the text 'WRITE 101 - Writing Skills III' and 'Selected class has been updated.' below it.