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-center, click on “Class Schedule”. 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 ___ Classes” button.
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, return to “Class Information” > “Class Search”
6. Make sure the correct term is still selected.
7. Generally, you'll search by:
   - “Academic Organization” (e.g., Biology, English, Horticulture, etc.) and
   - “Catalog Number” (e.g., 211, 101, 117, etc.). If you don't know the catalog number, it's ok to leave it blank.

![Class Search](image)

8. If needed, you can make use of the other filters.
9. Click “Search” to find your class.
10. Click on the class to expand it so that you can read the description/notes to ensure this is the correct class and that you meet the enrollment requirements (AKA prerequisites).
11. When the details are expanded, you should find a blue “Enroll” button at the bottom-right.

![Course Details](image)

12. Note that if you're on a mobile device, you'll instead find the Enroll option within a three-dot menu at the bottom-right.
13. After you click “Enroll”, you'll see a pop-up that asks you for a “permission number”. Think of this like when you're shopping online and you're asked if you have a coupon code; if you don't have one, just leave it blank and click “Save”.

14. After you click “Save”, 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 and the class and contact registration@edmonds.edu so that we can assist you further.

15. After you're done registering, to double-check your schedule, in the blue menu bar on the left, go to “Enrollment” > “Drop Classes”. This lets you see all classes you're currently registered for.
16. To make payment, go to “Financials” > “What I Owe”.

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

For further questions or assistance, please contact us at:

- **Advising** .............................................. (425)640-1458 .......... **advising@edmonds.edu**
- Cashiers...........................................................(425)640-1563 .......... **cashiersoffice@edmonds.edu**
- **Enrollment** ............................................. (425)640-1000 .......... **registration@edmonds.edu**
- **Financial Aid** ......................................... (425)640-1457 .......... Via Support Request: https://app.edcc.edu/fasr
- **Running Start** ......................................... (425)640-1761 .......... **runningstart@edmonds.edu**
- **Testing and Assessment Services** ............... (425)640-1546 .......... **testingcenter@edmonds.edu**

For instructional offices, see the [Department Head List](#). Note that you'll want to click on the header for the divisional office (e.g. STEM) to find their Contact Us page.