

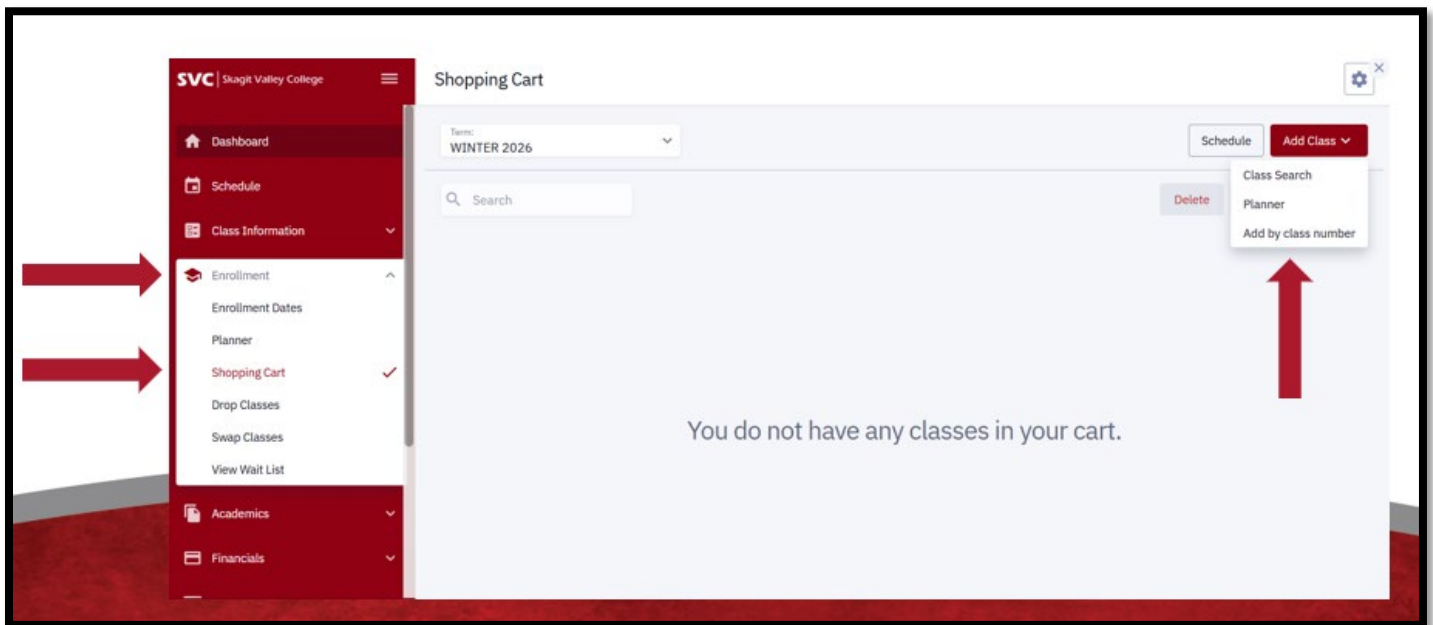
Is the class you need to enroll in hidden in ctcLink? Learn how to enroll by class number!

Purpose: This guide will teach you how to enroll in a hidden class using the class number instead of by doing a class search. Classes are usually hidden from student view because they are for specific groups of students, and SVC does not want other students to enroll.

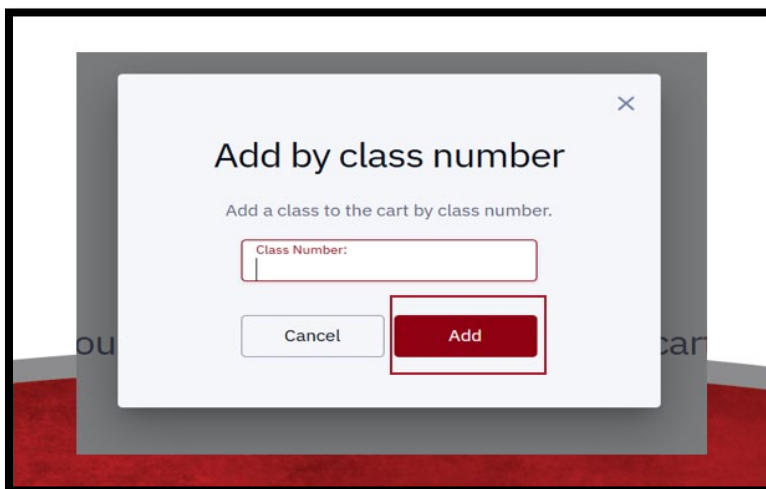
Step 1: Click Enrollment on the menu to the left. This will expand the enrollment options.

Step 2: Select the Shopping Cart option. Make sure that you have selected the term you want to enroll in.

Step 3: Click on Add Class and select the option to Add by class number.

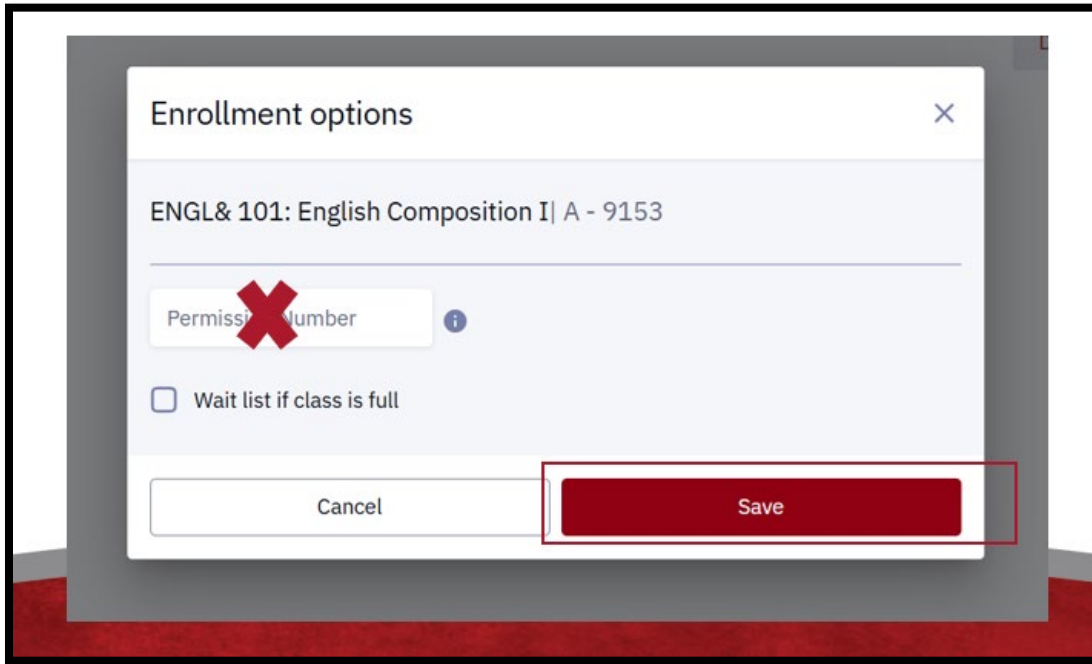


Step 4: Enter the class number for the hidden class in the Class Number field and click Add.



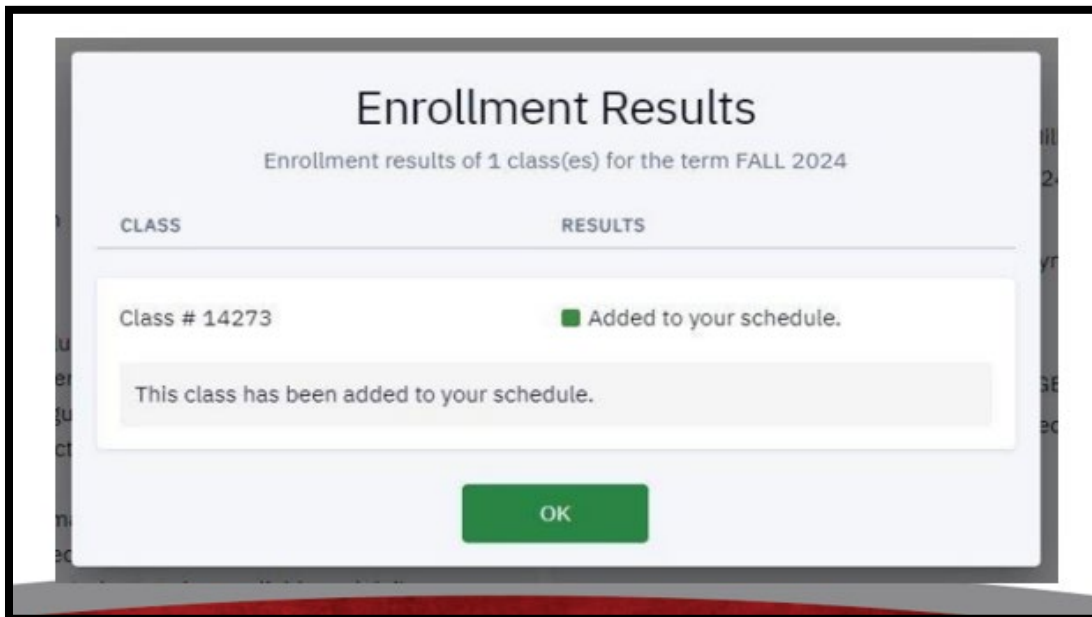
Step 5: Confirm that the correct class has displayed and click Save.

- If the class requires a permission number, you may add it on this screen. However, it is not required.
- If the class is full, you may select the option to Wait list if class is full.



The screenshot shows a dialog box titled "Enrollment options" with a close button (X) in the top right corner. The main content area displays "ENGL& 101: English Composition I| A - 9153". Below this, there is a text input field labeled "Permission Number" with a red 'X' over it, indicating it is not required. To the right of the input field is an information icon (i). Below the input field is a checkbox labeled "Wait list if class is full", which is currently unchecked. At the bottom of the dialog box, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular border.

Step 6: Confirm that you have been enrolled in the class.



The screenshot shows a dialog box titled "Enrollment Results". Below the title, it says "Enrollment results of 1 class(es) for the term FALL 2024". The dialog box is divided into two columns: "CLASS" and "RESULTS". Under the "CLASS" column, it lists "Class # 14273". Under the "RESULTS" column, it shows a green square icon followed by the text "Added to your schedule." Below this, there is a light gray box containing the text "This class has been added to your schedule." At the bottom center of the dialog box, there is a green button labeled "OK".