Student: How to add yourself to a class waitlist

1. Open your **Student Homepage** from **ctcLink**.

2. Select **Manage Classes**.

3. Select **Class Search and Enroll**, make sure you have selected the current quarter for TCC. You may need to scroll down a bit.

View My Classes

View My Exam Schedule

Enrollment Dates

Class Search and Enroll

Enroll by My Requirements

Shopping Cart

SPRING 2022
Spokane Falls Community College

SPRING 2022
Bates Technical College

SPRING 2022
Cascadia College

SPRING 2022
Tacoma Community College

4. Input the specific class number, or you can search the course name as well if you don't have the class number, this will just pull up more options.

SPRING 2022
Tacoma Community College

Search For Classes ⓘ

Nutrition 101|

Additional ways to search

▶ Favorites

▼ Recently Viewed

HIT 105
Comprehensive Medical Terminology
1 class option available

NUTR& **101**
Human Nutrition
6 Class Options Available

5. If the class shows a waitlist and you want to add yourself, proceed as though you are enrolling in the class by clicking on the open space next to the class number.

Option 4 - Wait List
Session
Dates

LEC - 04 - 16563
Status
Days/Times
Instructor

Regular Academic Session
03/28/2022 - 06/10/2022

Wait List
Tuesday Thursday 6:00PM to 8:30PM
Trever Gray

6. Confirm that the class information is correct before selecting next.

Step 1 of 3

Next >

Step 1 of 3: Review Class Selection

Term SPRING 2022
Academic Career Undergraduate
Institution Tacoma Community College

You have selected

NUTR& 101 Human Nutrition

Option Status Wait List

- LEC - 04 - 16563
  Seats   Waitlist Available Places 22 of 24
  Session   Regular Academic Session
  Meeting Dates   03/28/2022 - 06/10/2022
  Days   Tuesday Thursday
  Times   6:00PM to 8:30PM

7. On the right hand side there will be an option to check "**Add to waitlist if class is full**?" When this is checked it will say yes and show green. Once you have done this you may proceed by selecting **Accept**.

Step 2 of 3

< Previous

Step 2 of 3: Review Class Preferences

NUTR& 101 Human Nutrition
LEC - 04 - 16563 - Wait List

Do you wish to enroll or add the class to your Shopping Cart?

○ Enroll
○ Add to Shopping Cart

Add to waitlist if class is full? ⓘ   Yes

⏸

Accept