



Adding Permission Numbers to a Class

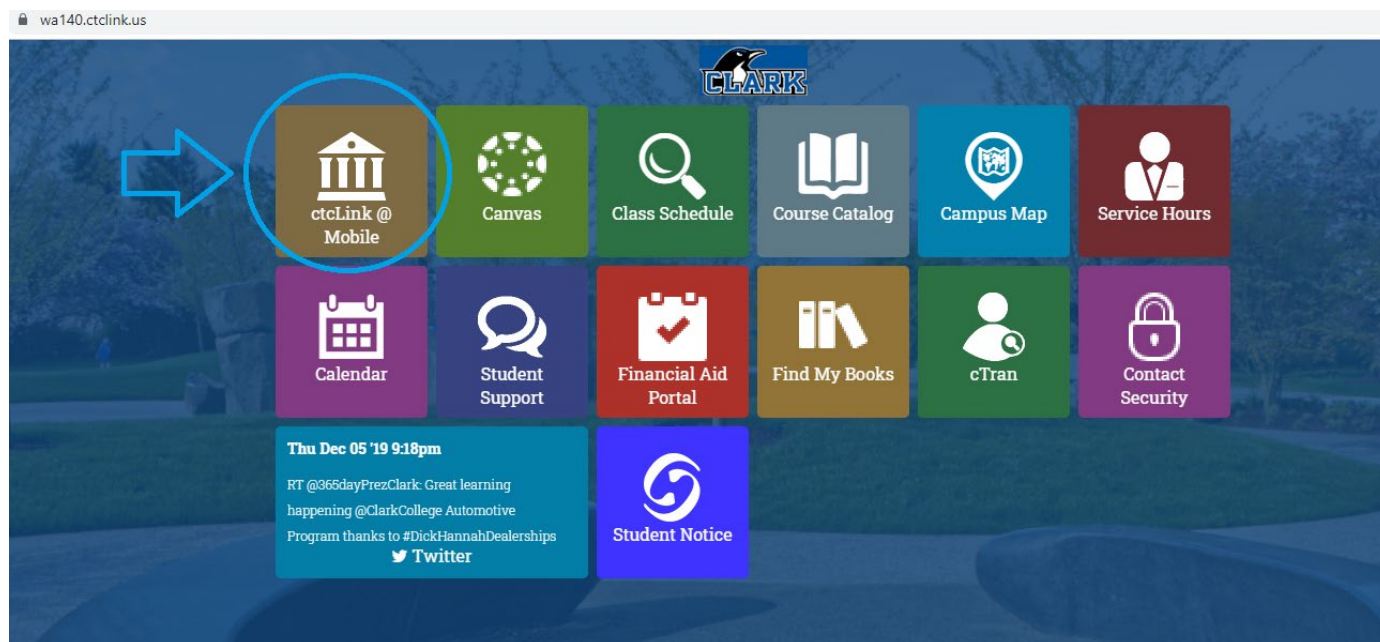
This guide has been created using the mobile app web browser version of ctcLink. <https://wa140.ctclink.us/>

This process is to be completed after an Advisor/Faculty member has provided you with a Permission Number for the specific class (formerly known as section) you have chosen to register for.

Start at the [current students page](#) and click on the Mobile App version

A screenshot of the Clark College ctcLink website. The browser address bar shows "clark.edu/current/index.php". The page title is "Clark Students". On the left, under "Need help registering for classes?", it lists dates for APH 210: Friday December 6, 10 a.m. - 2 p.m.; Monday December 9, 1 - 4 p.m.; Tuesday December 10, 1 - 4 p.m.; and Wednesday December 11, 9 a.m. to noon. In the center, a notice states: "As of October 31, 2019, all Clark College students must get new student ID numbers." Below this, it explains that Clark College has upgraded to the state's new software system, ctcLink, and that students must log into the new system to get their new student ID number and activate their new MyClark account. On the right, a large blue arrow points down to a black mobile app download overlay. The overlay features the ctcLink logo and the text "Mobile App", with icons for "Android" and "Apple". At the bottom of the page, there is a grid of service tiles: MyClark @ctcLink, MyClark @Clark, Canvas, Class Schedule, Course Catalog, Campus Map, Service Hours, Calendar, Student Support, Financial Aid Portal, Find My Books, cTran, Contact Security, and Student Notice.

Click on the @ctcLink Mobile App on the right sidebar.



This takes you to the mobile version of ctclink. Log in with your ctclink ID (either starts with 201 or 101) and the password you set up when you previously set up your new MyClark log-in.

If you haven't done this yet, refer to this [Activating your ctclink MyClark Account Guide](#).

**Username = new
ctclink ID number
(either starts with
201 or 101)**

✕

Username

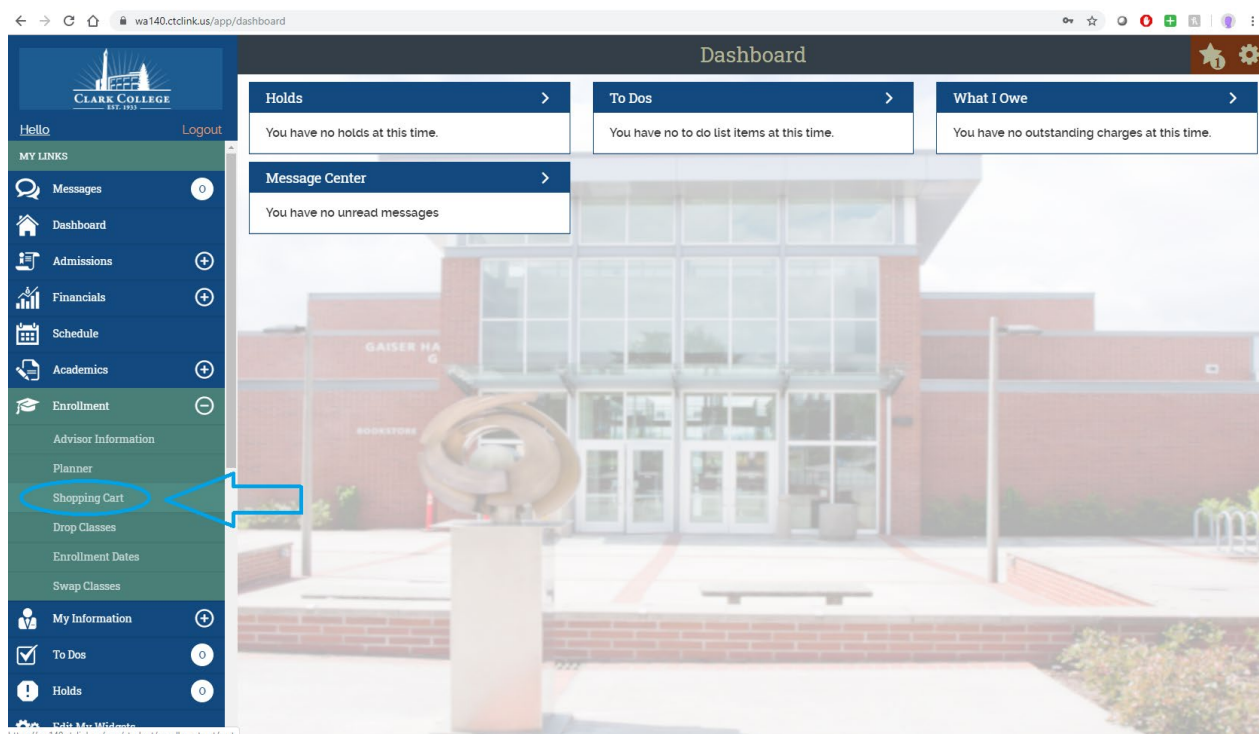
Password

☐ Remember Username

Log In

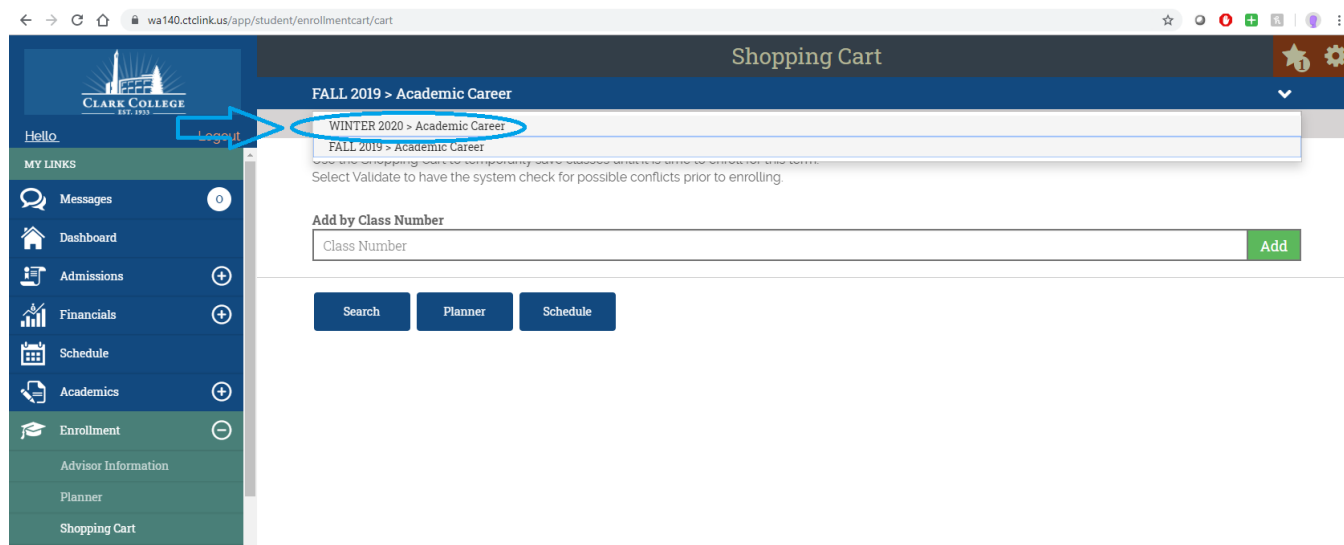
**If you have not already set up
your new MyClark log-in, do that**

Upon logging in, you will select the drop down for Enrollment from the left side-bar, and then select Shopping Cart.



Once in your Shopping Cart, you can search for and add classes to your cart (Note: Adding a class to your shopping cart will NOT hold your spot in the class, you will still need to register).

Make sure you are looking at the correct term (i.e. you want to add classes for Winter 2020, make sure the top of the page is accurate)



Complete the Add by Class Number line by entering the class number of the section for which you received a permission code. Note: Permission codes are ONLY valid for a specific section. If you need to enroll in a different section (different day, time, instructor, etc.) you will need to contact your advisor or the instructor for a new code.

Shopping Cart

WINTER 2020 > Academic Career

Your shopping cart is empty.

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Add by Class Number

3735

Add

Search Planner Schedule

If the class is full, select yes to adding the class to the waitlist, if you would like to be on the waitlist.

Shopping Cart

College Algebra
MATH 111 - F05M (3735)

Wait list if class is full

No

Yes

No

Save

Once back in your Shopping Cart, select the class you have the permission number for.

Clark College

Hello Logout

MY LINKS

- Messages 0
- Dashboard
- Admissions +
- Financials +
- Schedule
- Academics +
- Enrollment -
- Advisor Information
- Planner
- Shopping Cart
- Drop Classes

Shopping Cart

WINTER 2020 > Academic Career

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Add by Class Number

Class Number Add

Search Planner Schedule Validate Enroll Delete Select All

Filter items...

Shopping Cart Classes

College Algebra
MATH 111-F05M (3735)
Days/Times: MoWe 5:30 pm - 7:50 pm
Room: Bauer Hall 109 - Classroom
Instructor: Scotty Campbell
Units: 5
Status: Open

From here, select the Edit button

Clark College

Hello Logout

MY LINKS

- Messages 0
- Dashboard
- Admissions +
- Financials +
- Schedule
- Academics +
- Enrollment +
- My Information +
- To Dos 0
- Holds 0
- Edit My Widgets
- Campus Map

MATH 111 - F05M

College Algebra

Session	Regular Academic Session
Class Number	3735
Career	Academic Career
Units	5 units
Grading	Graded
Description	An introduction to functions from symbolic, numerical, and graphical points of view. Topics include polynomial, logarithmic, and exponential functions, inequalities, absolute value equations and inequalities, systems of equations, conic sections, and mathematical modeling. This is a challenging and technical course primarily intended for those majoring in Mathematics, Physical Science or Engineering. It is a preparatory class for the four-term Calculus series [Q, SE]
Enrollment Requirements	Eligibility for Math Level 60. Contact an Advisor for questions regarding Math Levels.

Class Actions

Enroll Validate **Edit** Delete Share

Class Details

Instructor(s)	Scotty Campbell
Meets	MoWe 5:30PM - 7:50PM
Dates	01/06/2020 - 03/13/2020
Room	Bauer Hall 109 - Classroom

On this screen, you will input the Permission Number you were provided and choose Save!

The screenshot shows the 'Shopping Cart' page for 'College Algebra MATH 111 - F05M (3735)'. A sidebar on the left contains 'MY LINKS' and 'PUBLIC LINKS'. The main content area has a 'Wait list if class is full' dropdown set to 'Yes'. Below this is a 'Permission Number' input field, which is circled in blue with a blue arrow pointing to it. To the right of the input field is a blue 'Save' button, also circled in blue.

When it is your day and time to register, you will be able to Select the classes in your Cart, and click the Enroll button. If you want to double check that the Permission Number worked first, you can click Validate, and then Enroll following that.

The screenshot shows the 'Shopping Cart' page for 'WINTER 2020 > Academic Career'. It includes instructions: 'Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.' Below this is an 'Add by Class Number' section with a 'Class Number' input field and an 'Add' button. A row of buttons includes 'Search', 'Planner', 'Schedule', 'Validate', 'Enroll', 'Delete', and 'Select None'. The 'Enroll' button is circled in blue with a blue arrow pointing to it. Below the buttons is a 'Filter items...' input field. At the bottom, the 'Shopping Cart Classes' section lists 'College Algebra MATH 111-F05M (3735)' with details like 'Days/Times: MoWe 5:30 pm - 7:50 pm', 'Room: Bauer Hall 109 - Classroom', 'Instructor: Scotty Campbell', 'Units: 5', and 'Status: Open'. A checkbox is checked next to the class name.

The following screenshots are examples of what the Validate screen will indicate if the permission number worked or not.

