To Register for Classes in ctcLink

1. Visit MyCBC at https://apps.columbiabasin.edu/mycbc

2. Click on Student Center. It takes you to your ctcLinkGateway.

3. Click on Student Homepage.
4. From there you will choose **Manage Classes**.

5. To view your registration time, choose **Enrollment Dates**. To search for classes, click on **Class Search and Enroll** on the left side.

6. Make sure the correct quarter is displayed (Summer 2022 or Fall 2022) and choose Columbia Basin College from the drop-down box.
7. Type a specific course or a subject area in the text box and press the enter key to get results.

8. Click on the class to see available sections. You can narrow search results by using any of the boxes on the left.

9. Choose the section you want, and click on the arrow on the right hand side.
10. You will need to click **Next** in the top right corner.

11. You will then choose **Enroll** or **Add to Shopping Cart** and press **Next**.

12. If the class has a variable number of credits, ctcLink will autofill with the lowest number possible. To change the number of credits, simply add the correct number in the **Units** box.
13. If you are ready to enroll for classes, click on the green **Submit** button. You will be asked if you are sure you want to submit. If so, press **Yes**. You will then receive confirmation that you have added the class.

<table>
<thead>
<tr>
<th>Class</th>
<th>Session</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEC - Section 02 - Class N# 3269</td>
<td>Regular Academic Session</td>
<td>09/19/2022 - 12/9/2022</td>
<td>Monday to Thursday 8:00AM to 9:00AM</td>
<td>Open Seats 13 of 24</td>
</tr>
</tbody>
</table>
How do I find my ID?
Go to the MyCBC link and click on “Find My ID/Email”

What if I still can’t find my ID?
Call or email Information Services at 509-543-1445 or email ishelp@columbiabasin.edu

Help - I can’t find a class using the “Class Search” tab!
Try some of these tips:
• Make sure you’ve chosen the correct term (Summer 2022 or Fall 2022)
• Keep the following definitions in mind if you use the “Instruction Mode” dropdown:
  Hybrid: Partially online and partially face-to-face. Class meets on campus on the day(s) and time(s) listed; remaining instruction is online.
  On-line: Fully online; no face-to-face meetings. Options include asynchronous (on your own time) or synchronous (at set meeting times).
  Web Enhanced: Class meetings are face-to-face but Canvas may be used for assignments, communication, discussions, etc. The web is used to enhance the face-to-face meetings.

Still need help registering?
Stop by the Student Kiosks outside of Hawk Central or contact Counseling & Advising at counseling@columbiabasin.edu or 509-542-5505

I need an override/instructor permission to enter a class, where do I go to get my form signed?

Arts, Humanities and Communication: P Building, Room P100, 509-542-5531, artshumanitiescommunication@columbiabasin.edu

Business: B Building, Room B 119, 509-547-0511, business@columbiabasin.edu

Career & Technical Education: CTE Building, Room 101, 509-542-4804, careertechnicaleducation@columbiabasin.edu

Computer Science: T Building, Room T551, 509-544-2262, computerscience@columbiabasin.edu

Education: X Building, Lobby, 509-542-5600, education@columbiabasin.edu

Health: 891 Northgate Dr, Richland Campus, HSC Building, HSC 209 509-544-8300, healthsciences@columbiabasin.edu

Math, Science and Engineering: T Building, Room T202, 509-542-4783, mathscienceengineering@columbiabasin.edu

Social and Behavioral Sciences: SWL Building, Room SWL 201, 509-544-4914, socialscience@columbiabasin.edu