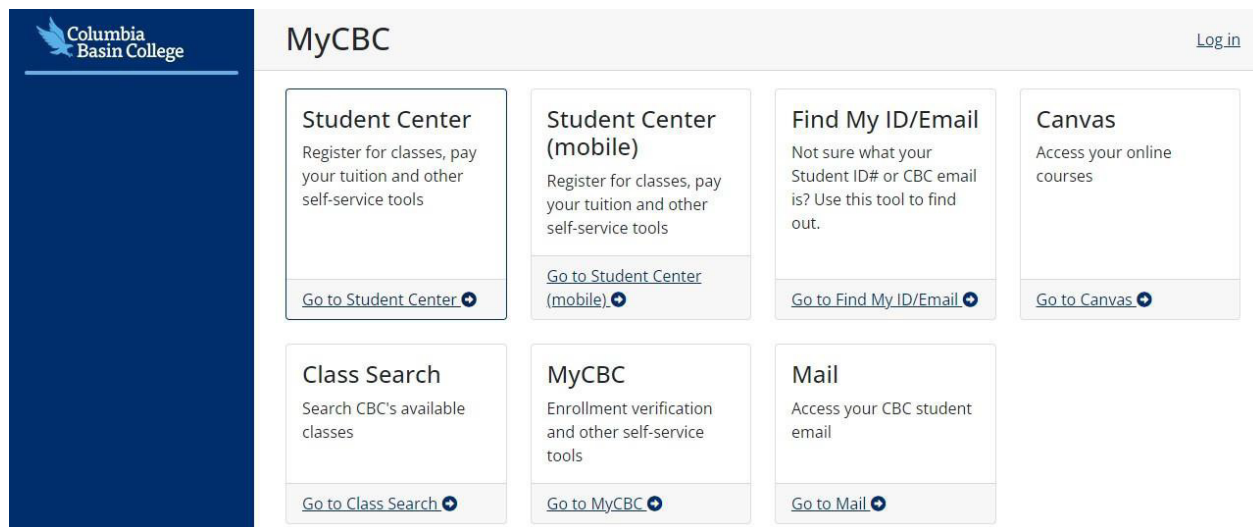
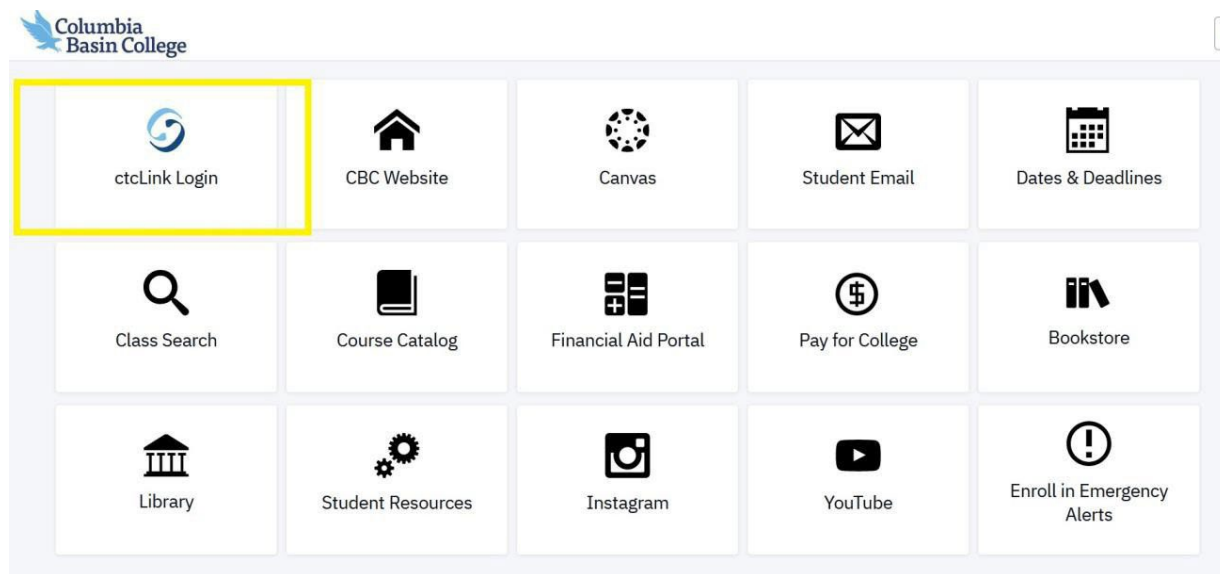


1. Go to MyCBC at <https://apps.columbiabasin.edu/mycbc>
2. Click on **Student Center (mobile)**. It takes you to your student portal.



The screenshot shows the MyCBC student portal. On the left is a dark blue sidebar with the Columbia Basin College logo. The main content area has a light gray header with "MyCBC" and a "Log in" link. Below the header are several white boxes with icons and text, each with a "Go to" link at the bottom. The boxes are: "Student Center" (Register for classes, pay your tuition and other self-service tools), "Student Center (mobile)" (Register for classes, pay your tuition and other self-service tools), "Find My ID/Email" (Not sure what your Student ID# or CBC email is? Use this tool to find out.), "Canvas" (Access your online courses), "Class Search" (Search CBC's available classes), "MyCBC" (Enrollment verification and other self-service tools), and "Mail" (Access your CBC student email).

3. Click on **ctcLink Login**. If you haven't logged in, it will ask you to login using your ctcLink ID and Password.



The screenshot shows the ctcLink Login page. At the top left is the Columbia Basin College logo. Below it is a grid of 15 white boxes, each with an icon and a label. The "ctcLink Login" box is highlighted with a yellow border. The other boxes are: "CBC Website", "Canvas", "Student Email", "Dates & Deadlines", "Class Search", "Course Catalog", "Financial Aid Portal", "Pay for College", "Bookstore", "Library", "Student Resources", "Instagram", "YouTube", and "Enroll in Emergency Alerts".

4. To find your Enrollment Date, click on **“Enrollment”** on the left side of the page and choose **“Enrollment Dates”** and your enrollment appointment will be displayed.

The screenshot shows the Columbia Basin College website's Enrollment Dates page. On the left sidebar, the 'Enrollment' menu is expanded, and 'Enrollment Dates' is selected. The main content area features a yellow-bordered 'ATTENTION' box titled 'Enrollment Appointment' with the text: 'You may begin enrolling for the SUMMER 2022 Regular Academic Session session on May 23, 2022 at 7:00AM.' Below this is a section titled 'Expand a term to get more information' containing a table with two rows: 'FALL 2022' and 'SUMMER 2022', both for 'Undergraduate' students. Each row has a 'To Shopping Cart' button.

TERM	CAREER	
> FALL 2022	Undergraduate	To Shopping Cart
> SUMMER 2022	Undergraduate	To Shopping Cart

5. To search for classes, click on **“Class Information”** on the left side and choose **“Class Search.”**

6. Make sure the correct quarter is displayed (Summer 2022 or Fall 2022).

The screenshot shows the Columbia Basin College website's Class Search page. On the left sidebar, the 'Class Information' menu is expanded, and 'Class Search' is selected. The main content area has a search criteria section with a yellow box around the 'Term' dropdown, which is set to 'SUMMER 2022'. Other search criteria include 'Academic Organization', 'Subject', 'Instruction Mode', 'Location', and 'Keyword'. There are also fields for 'Instructor Last Name' and 'Class Number', a 'More Filters' button with a count of 1, and a 'Search' button. Below the search criteria is a checkbox for 'Show Open Classes Only'. The main area below the search criteria is empty, with the text 'Select search criteria to view classes.'

Select all the required (*) search criteria.

Term: **SUMMER 2022** Academic Organization: Subject: Instruction Mode: Location: Keyword:

Instructor Last Name: Class Number: [More Filters](#) 1

[Search](#) [Reset Filters](#)

☐ Show Open Classes Only

Select search criteria to view classes.

7. Click on the **Academic Organization** drop-down box and scroll down until the desired subject is found (ex: English, math).

8. Select your subject and click “Search.”

The screenshot shows the Columbia Basin College Class Search page. The left sidebar contains navigation links: Dashboard, Schedule, Class Information (with sub-links for Class Search, Browse Classes, and Course Catalog), Enrollment, Academics, Financials, Admissions, My Information, and My Profile. The main content area is titled 'Class Search' and includes a search criteria section with dropdowns for Term (SUMMER 2022), Academic Organization (English), Subject, Instruction Mode, Location, and Keyword. Below these are input fields for Instructor Last Name and Class Number, a 'More Filters' button with a count of 2, and a 'Search' button. A 'Reset Filters' button is also present. A checkbox for 'Show Open Classes Only' is located below the search buttons. The search results section is titled 'Writing Prep II | ENGL 99' and displays a table with columns: SECTION, INSTRUCTION MODES, START, END, ROOM, DATES, CAMPUS, UNITS, INSTRUCTOR, and STATUS. Two rows are visible, both for '01-LEC (10588)' and '02-LEC (10589)', both 'On-line', 'ARR', with dates '06/27 - 08/19', 'Main Campus', '5' units, and instructor 'Annalee Kod...'. The status for both is '20/20'.

SECTION	INSTRUCTION MODES	START	END	ROOM	DATES	CAMPUS	UNITS	INSTRUCTOR	STATUS	
> 01-LEC (10588)	On-line	ARR	-	-	Class is held...	06/27 - 08/19	Main Campus	5	Annalee Kod...	20/20
> 02-LEC (10589)	On-line	ARR	-	-	Class is held...	06/27 - 08/19	Main Campus	5	Annalee Kod...	20/20

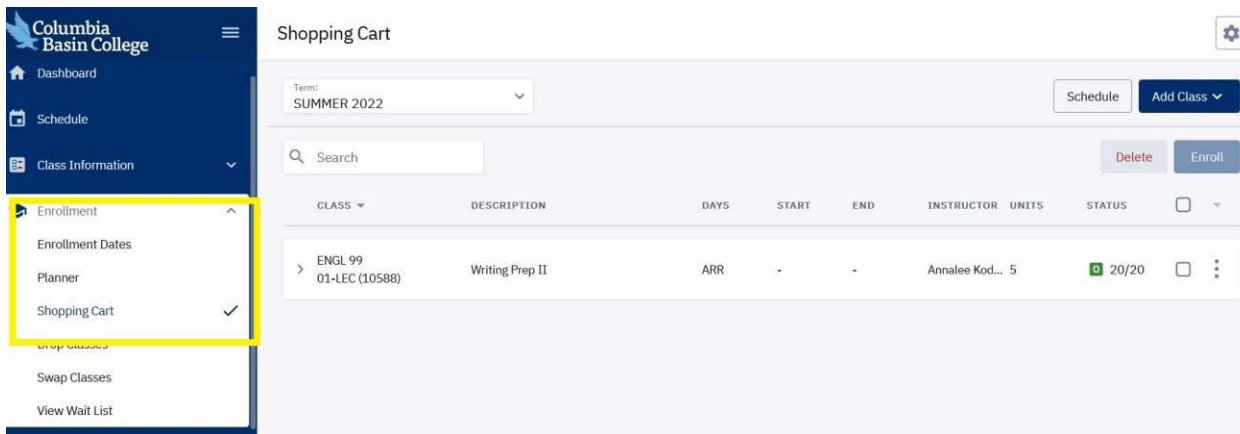
9. Choose the section you want and go to the three tiles on the right. Click on “Add to Cart” and then press “Save.”

This screenshot shows the same Class Search page as before, but with the 'Add to Cart' button highlighted in the status column of the first row of the search results table. The 'Add to Cart' button is part of a dropdown menu that also includes 'Add to Planner' and 'Share'.

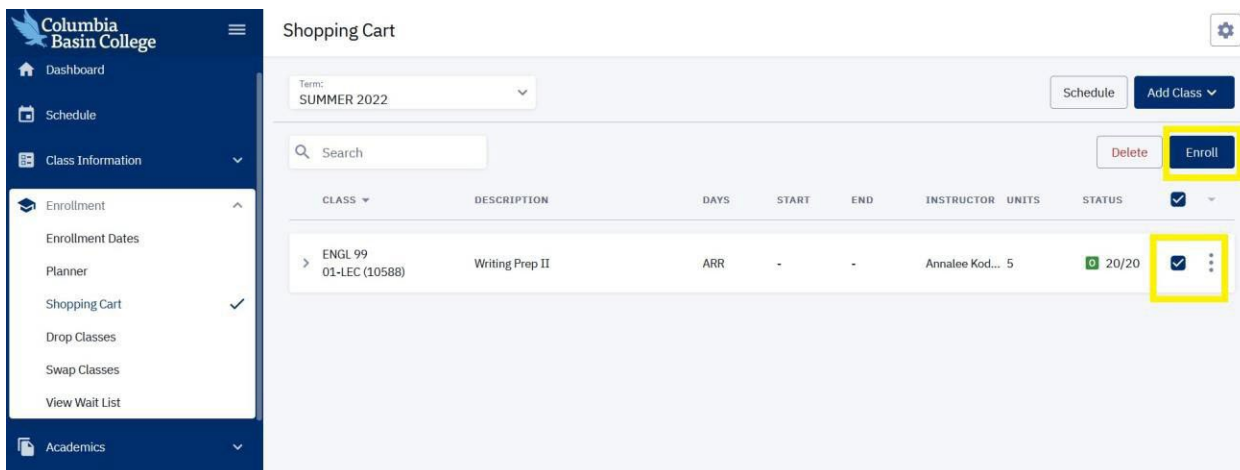
SECTION	INSTRUCTION MODES	START	END	ROOM	DATES	CAMPUS	UNITS	INSTRUCTOR	STATUS	
> 01-LEC (10588)	On-line	ARR	-	-	Class is held...	06/27 - 08/19	Main Campus	5	Annalee Kod...	20/20
> 02-LEC (10589)	On-line	ARR	-	-	Class is held...	06/27 - 08/19	Main Campus	5	Annalee Kod...	20/20

10. The class is saved in your shopping cart until you are ready to register.

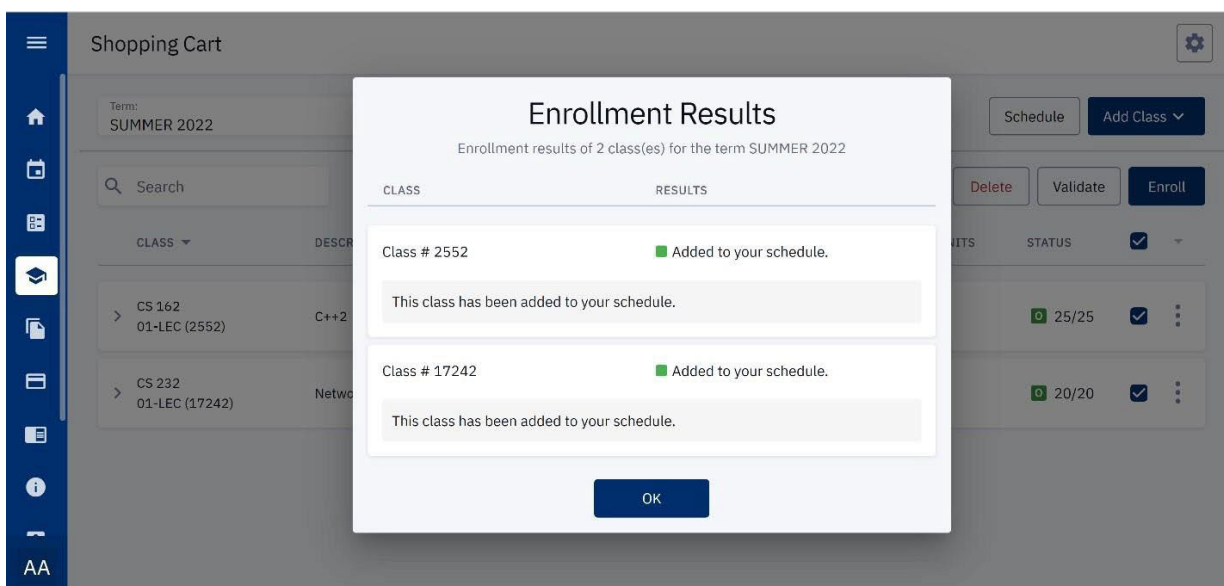
11. After you select all desired courses, and they are added to your shopping cart, you may review them by clicking on the “Enrollment” tab on the left side.



12. If you are ready to enroll for classes, place a check mark by the classes you want to register for and press the “Enroll” button.



13. Congratulations! You have now enrolled in classes at Columbia Basin College! You will see confirmation for your Enrollment Results.



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)
- Search for classes using "Academic Organization" – this seems to be the easiest way to find what you're looking for
- 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 instructions are online.

In-Person: Fully face-to-face meetings with no use of Canvas or other online instruction enhancements.

Online: Fully online; no face-to-face meetings. Options include asynchronous (on your own time) or synchronous (at set meeting times).

Optional - F2F or OL: Both face-to-face and online instruction is offered. Students choose the instruction mode that works best for them. Online options include asynchronous or synchronous.

Web Enhanced: Class meetings are face-to-face, but Canvas may be used for assignments, communication, discussions, etc. The web is used to enhance face-to-face meetings.

Do you 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

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to the Vice President for Human Resources & Legal Affairs and CBC's Title IX/EEO Coordinator at (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require accommodation, please contact CBC Disability Support Services at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.