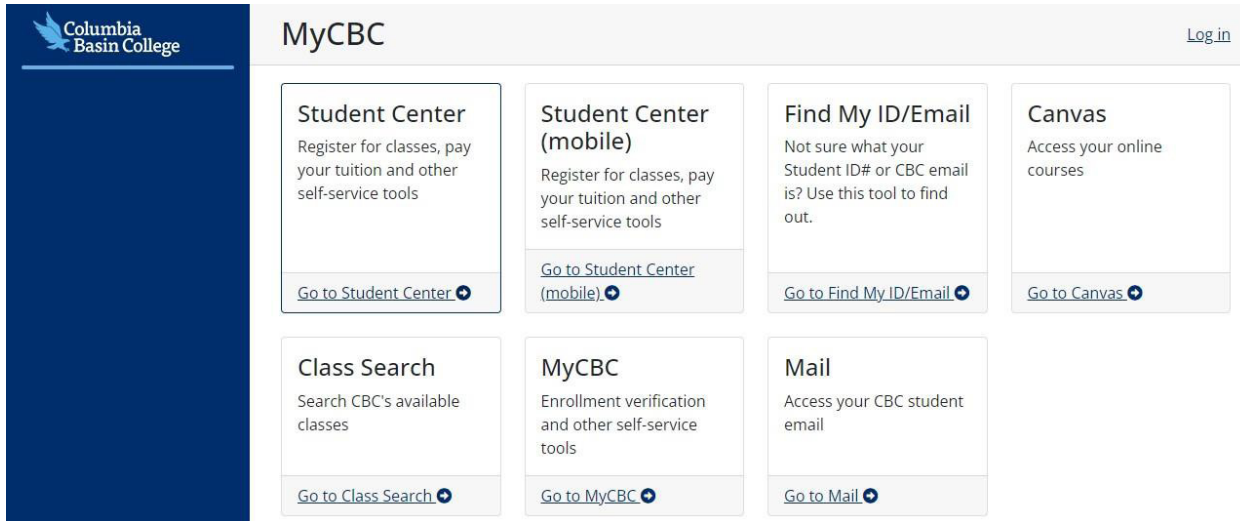


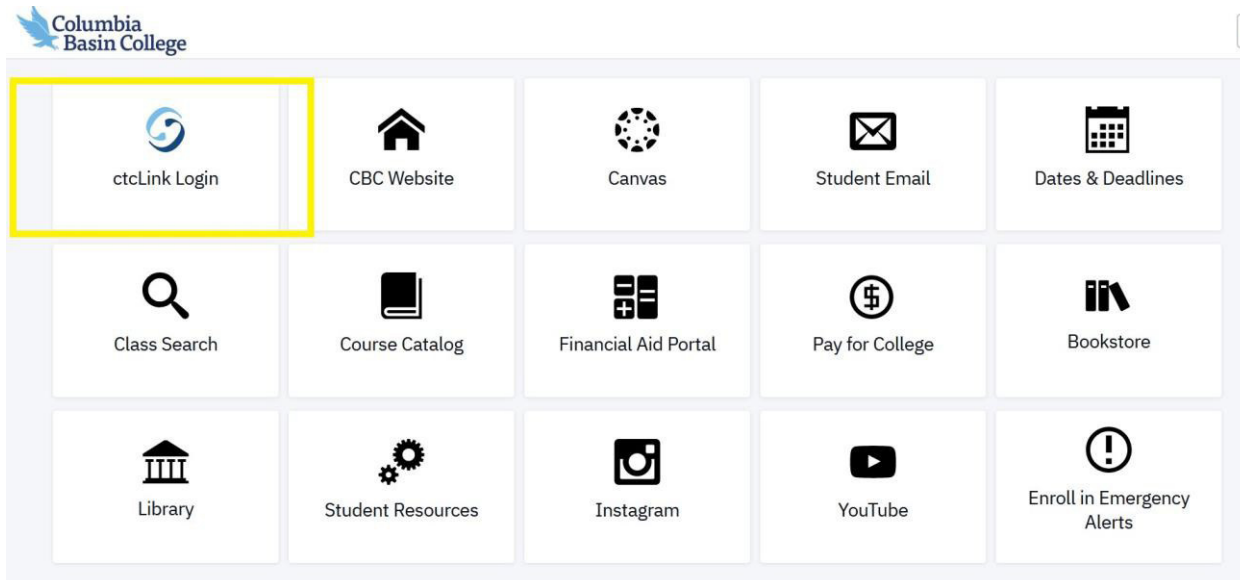
1. Go to MyCBC at: <https://apps.columbiabasin.edu/mycbc>



The screenshot shows the MyCBC portal interface. On the left is a dark blue sidebar with the Columbia Basin College logo. The main content area is titled "MyCBC" and has a "Log in" link in the top right. Below the title are several service tiles, each with a title, a brief description, and a "Go to" button with an external link icon. The tiles 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).

2. Click on **Student Center (mobile)**. It takes you to your student portal.

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 a student portal dashboard with the Columbia Basin College logo in the top left. The dashboard is a grid of 15 service tiles, each with an icon and a label. The "ctcLink Login" tile in the top-left corner is highlighted with a yellow border. The other tiles are: "CBC Website" (house icon), "Canvas" (globe icon), "Student Email" (envelope icon), "Dates & Deadlines" (calendar icon), "Class Search" (magnifying glass icon), "Course Catalog" (book icon), "Financial Aid Portal" (calculator icon), "Pay for College" (dollar sign icon), "Bookstore" (books icon), "Library" (classroom building icon), "Student Resources" (gears icon), "Instagram" (camera icon), "YouTube" (play button icon), and "Enroll in Emergency Alerts" (warning sign icon).

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

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

Columbia Basin College

Class Search

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.

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

7. Select your subject and click **“Search.”**

Columbia Basin College

Class Search

Select all the required (\*) search criteria.

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

Instructor Last Name Class Number More Filters 2

**Search** Reset Filters

Show Open Classes Only

Writing Prep II | ENGL 99

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

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

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...	

9. If the class has a variable number of credits, ctLink will autofill with the lowest number possible. To change the number of credits, simply add the correct number in the **“Units”** box.

## Enrollment options



### CHEM 281: Undergrad Research, Spec| 01 - 8185

Units: \*  
1

Permission Number

Cancel

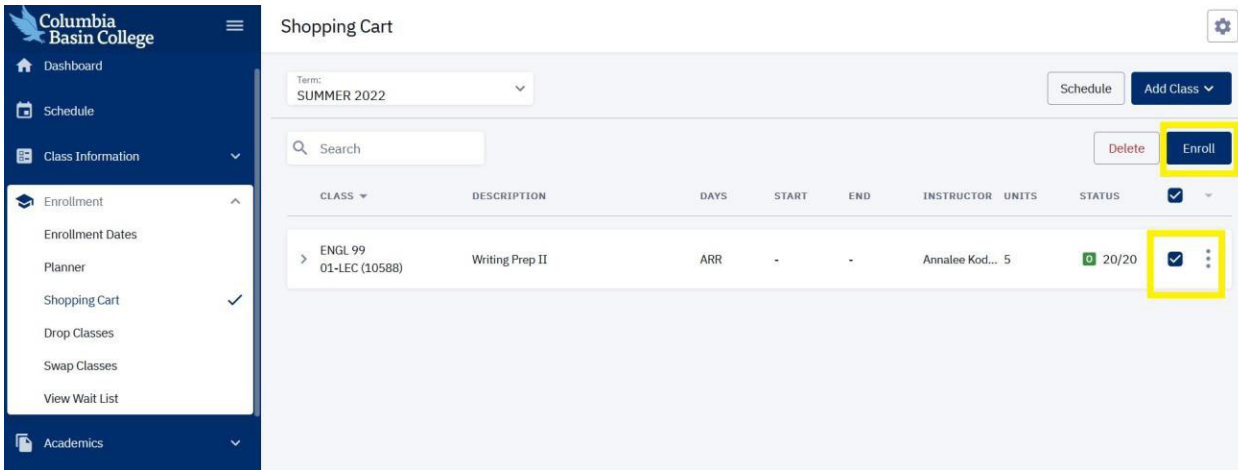
Save

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.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS
> ENGL 99 01-LEC (10588)	Writing Prep II	ARR	-	-	Annalee Kod...	5	20/20

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 a confirmation for your Enrollment Results.

