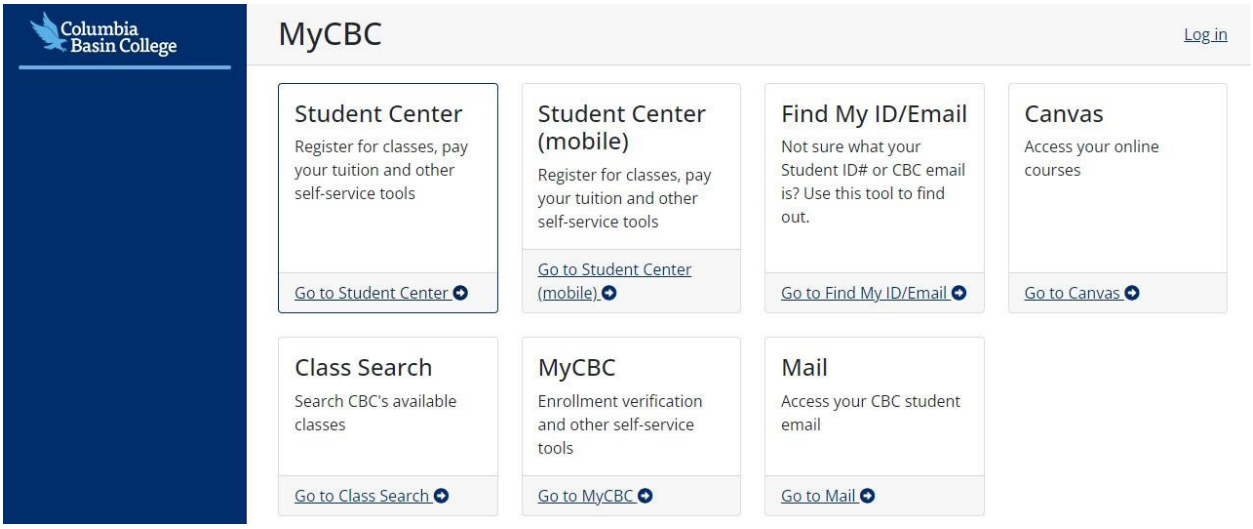
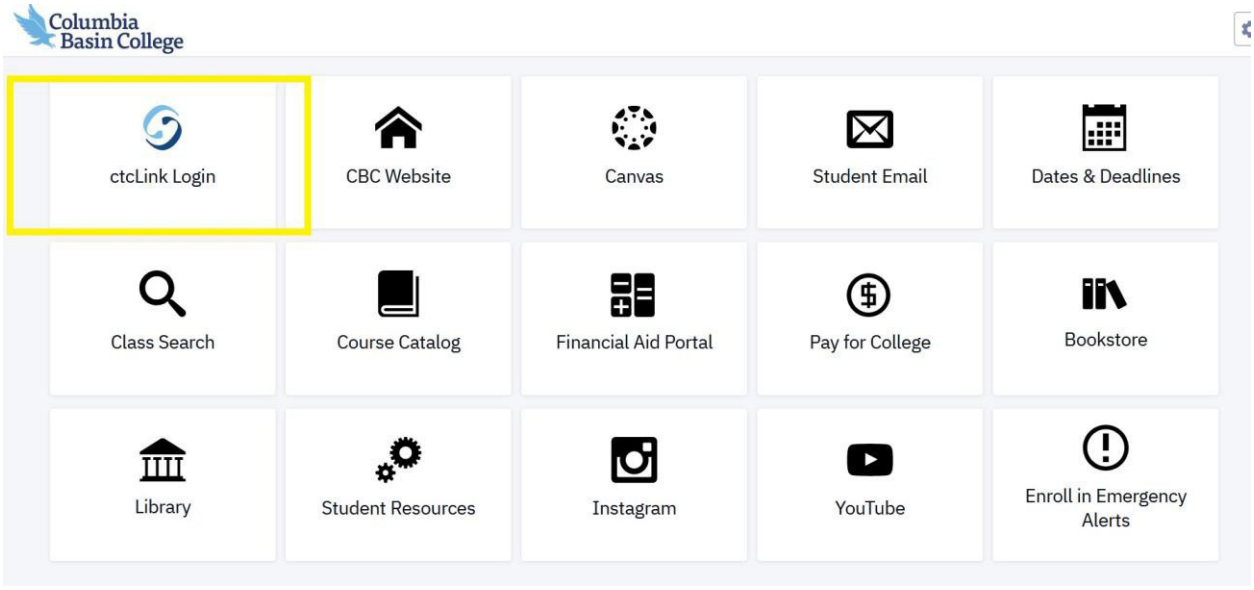
Columbia Basin College | To Register for Classes in ctcLink with Variable Credits

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



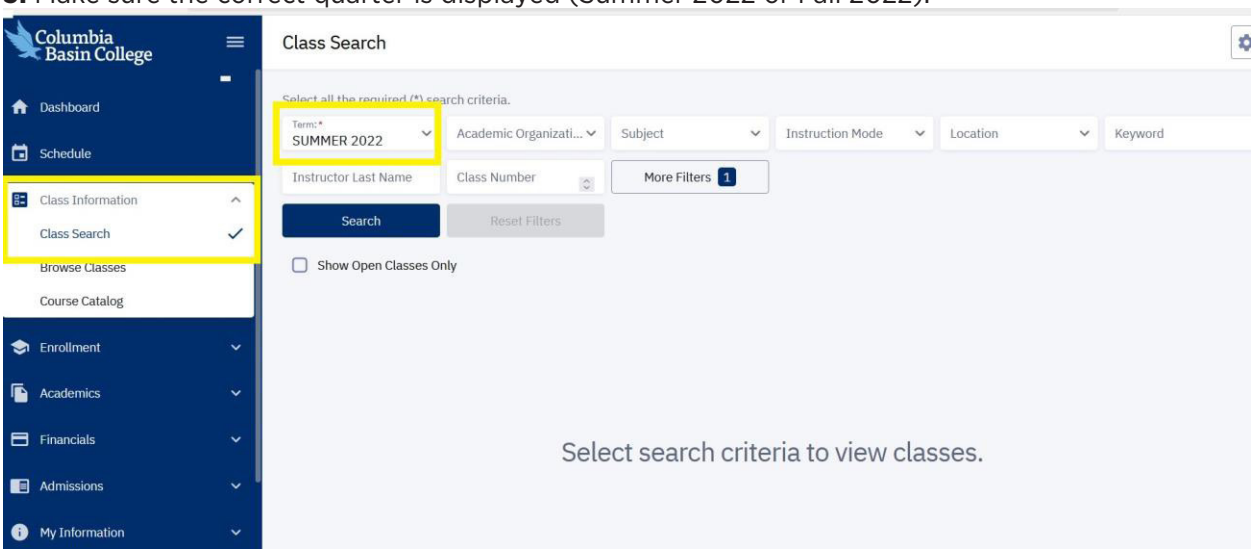
2. Click on **Student Center (mobile).** It takes you to your student portal.

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



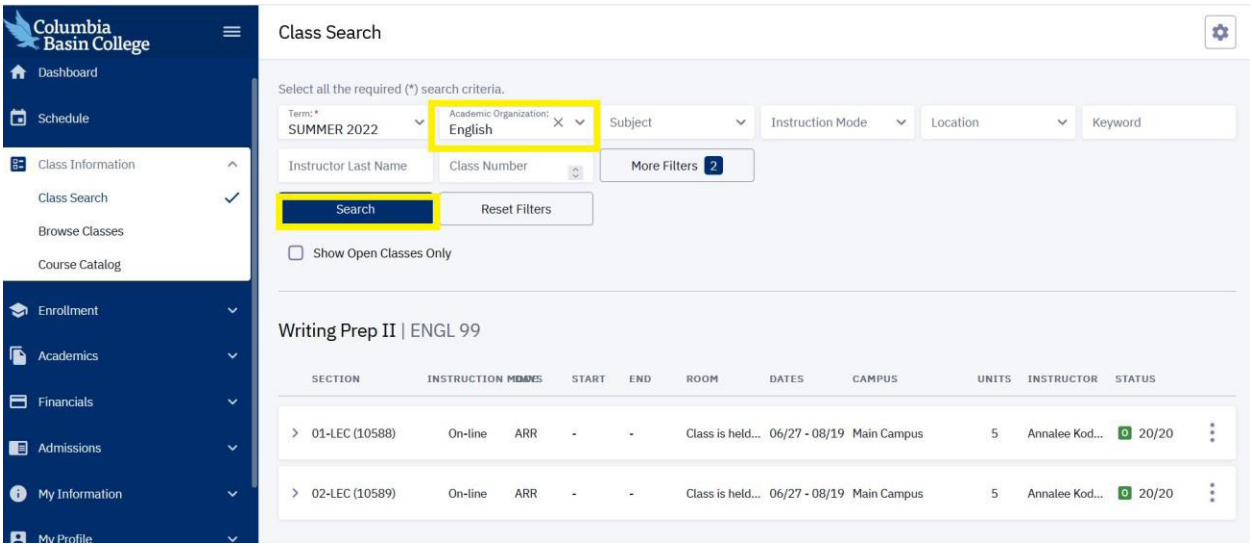
4. To search for classes, click on **"Class Information"** on the left side and choose **"Class Search."**

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

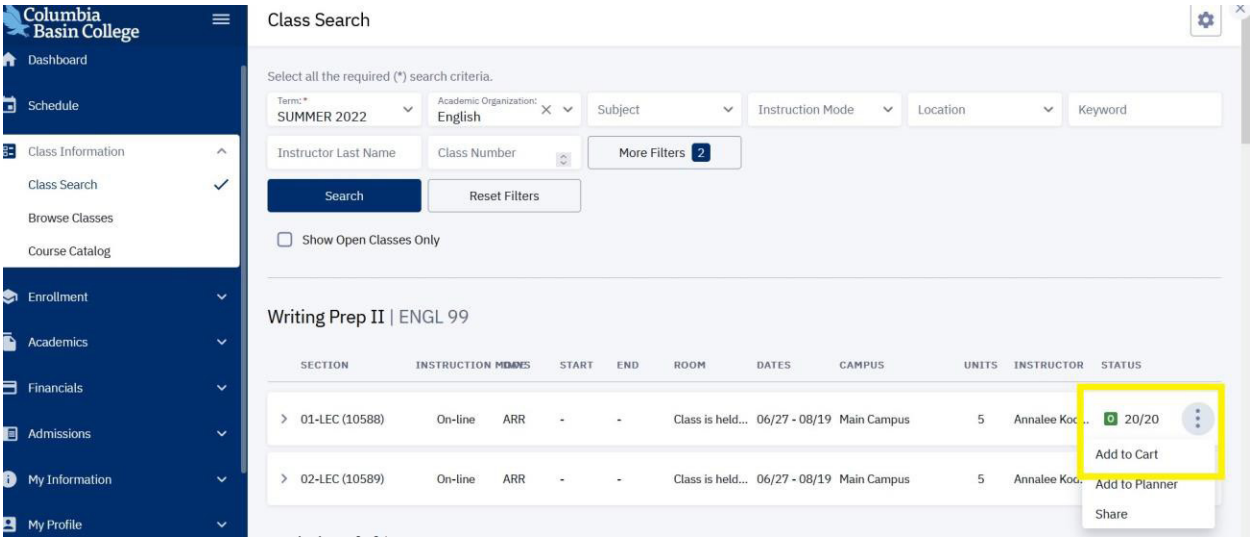


6. Click on the **Academic Organization** drop-down box and scroll down until the desired subject is found (ex: English, math).

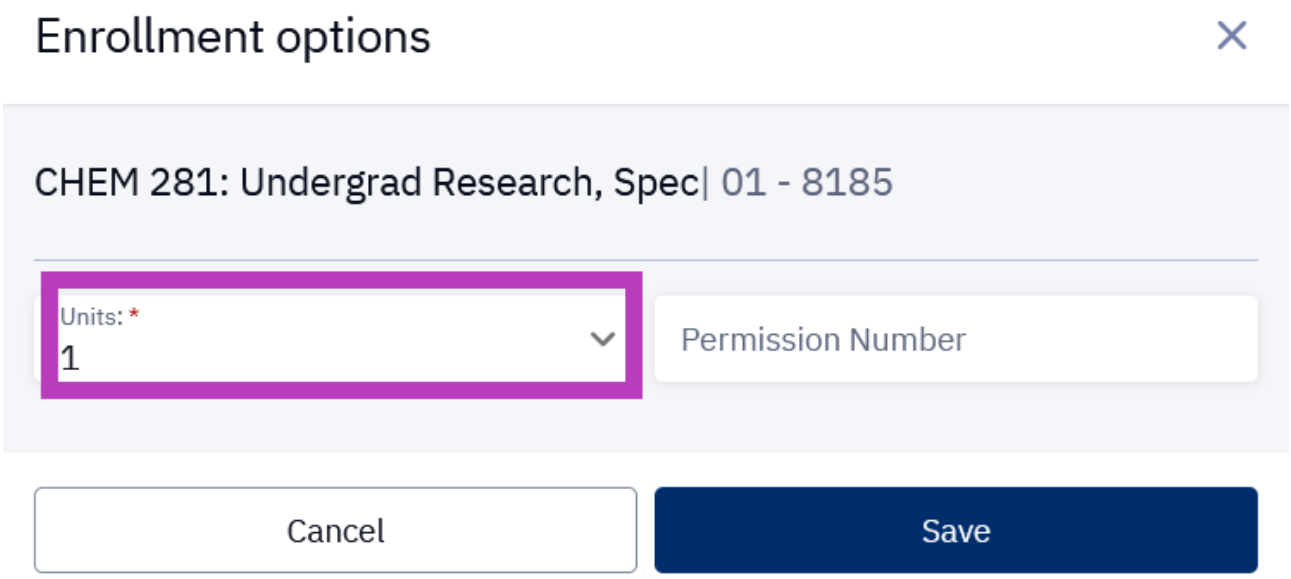
7. Select your subject and click **"Search."**



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

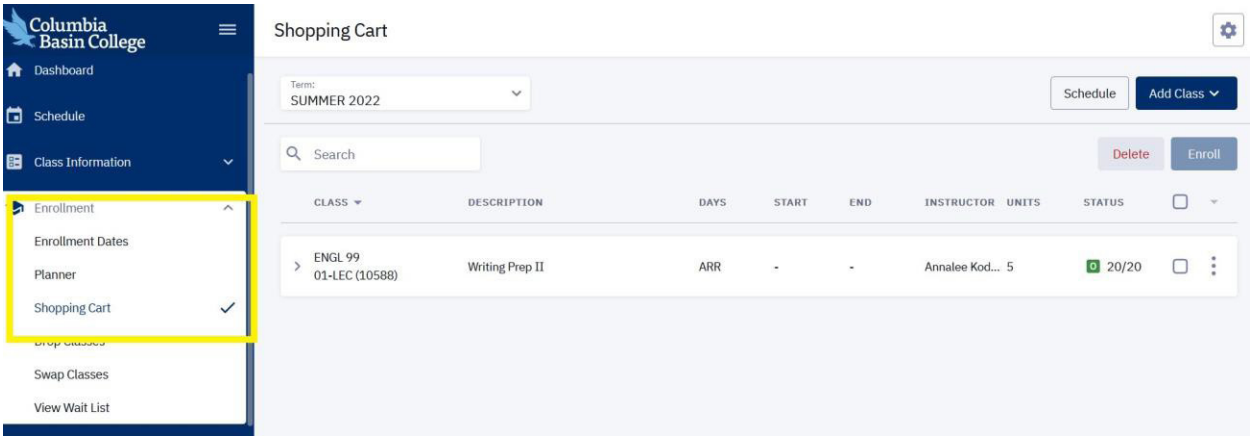


9. If the class has a variable number of credits, ctcLink will autofill with the lowest number possible. To change the number of credits, simply add the correct number in the **"Units"** box.

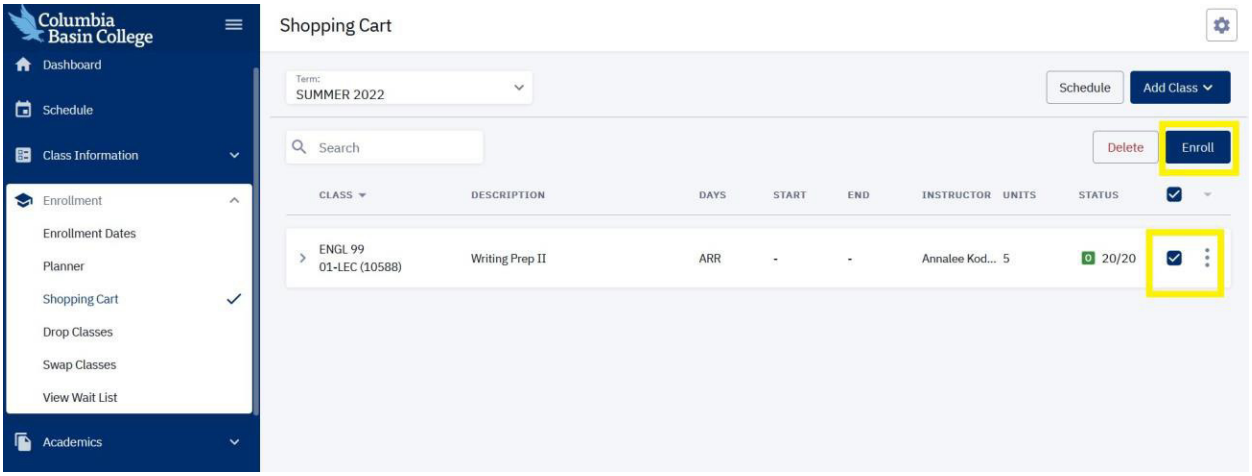


10. The class is saved in your shopping cart until you are ready to register.

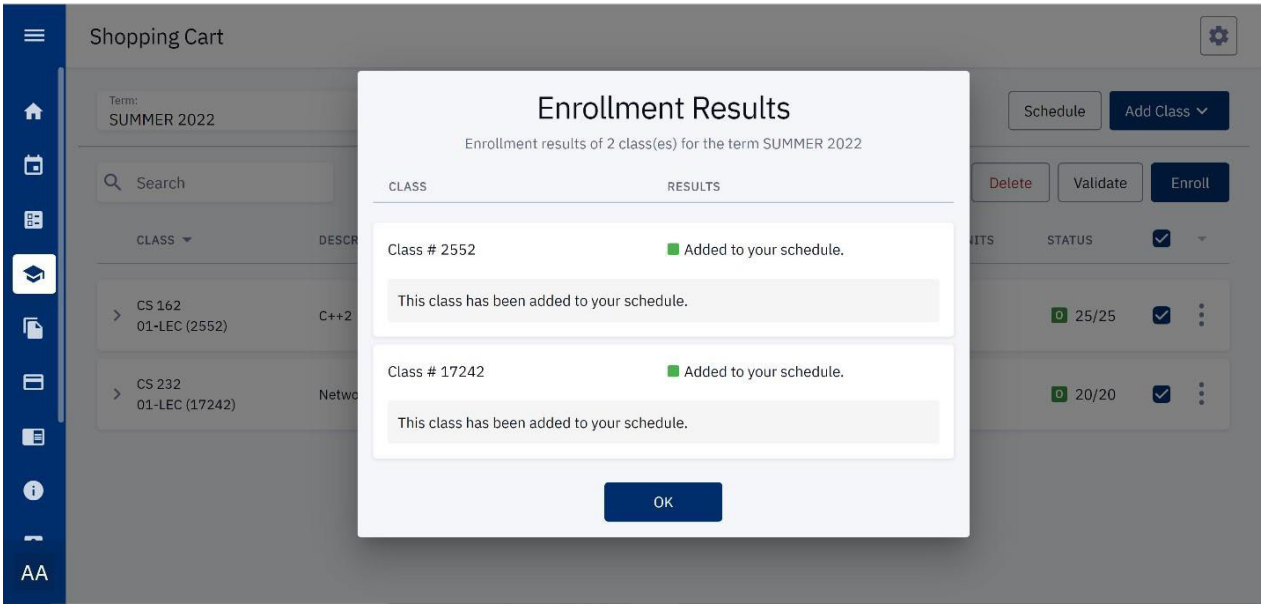
11. After you select all desired courses, and they are added to your shopping cart, you may review them by clicking on the **"Enrollment"** tab on the left side.



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 a confirmation for your Enrollment Results.



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