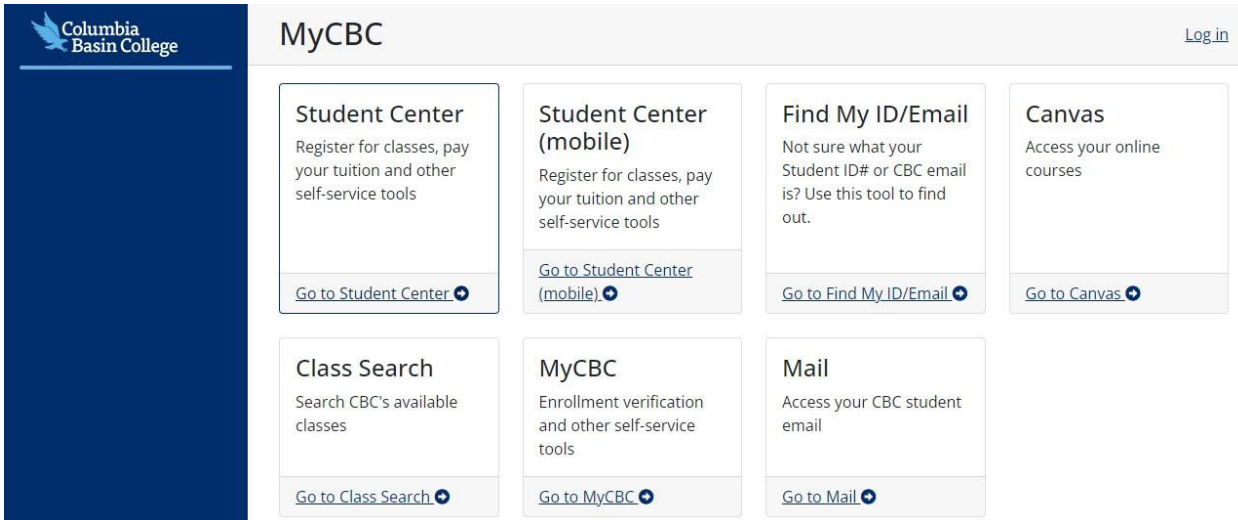
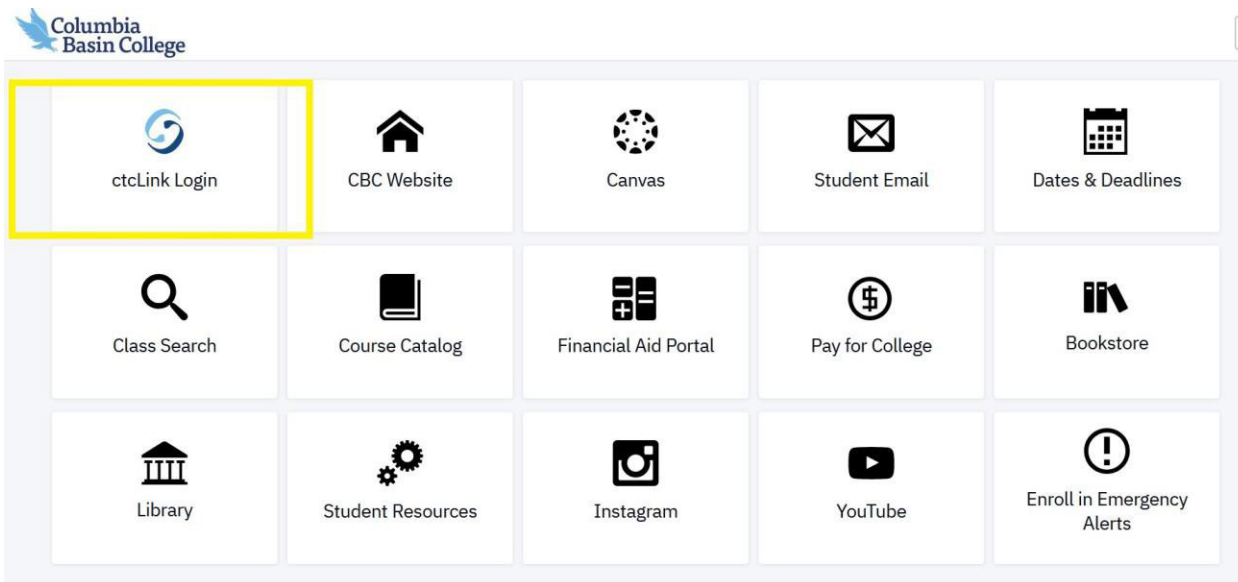


1. Go to MyCBC at <https://apps.columbiabasin.edu/mycbc>
2. Click on **Student Center (mobile)**. It takes you to your student portal.



The screenshot shows the MyCBC dashboard with a dark blue sidebar on the left containing the Columbia Basin College logo. The main content area is titled "MyCBC" and includes a "Log in" link in the top right. The dashboard is organized into two rows of service tiles. The first row contains: "Student Center" (with a description and a "Go to Student Center" button), "Student Center (mobile)" (with a description and a "Go to Student Center (mobile)" button), "Find My ID/Email" (with a description and a "Go to Find My ID/Email" button), and "Canvas" (with a description and a "Go to Canvas" button). The second row contains: "Class Search" (with a description and a "Go to Class Search" button), "MyCBC" (with a description and a "Go to MyCBC" button), and "Mail" (with a description and a "Go to Mail" button).

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 grid of service tiles on the student portal. The top-left tile, labeled "ctcLink Login" with a circular arrow icon, is highlighted with a yellow border. Other tiles include: "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 icon), "Student Resources" (gears icon), "Instagram" (camera icon), "YouTube" (play button icon), and "Enroll in Emergency Alerts" (warning sign icon).

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.

Columbia Basin College

Enrollment Dates

ATTENTION

Enrollment Appointment

You may begin enrolling for the SUMMER 2022 Regular Academic Session session on May 23, 2022 at 7:00AM.

Expand a term to get more information

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).

Columbia Basin College

Class Search

Select all the required (*) search criteria.

Terms* SUMMER 2022 Academic Organizati... 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.”**

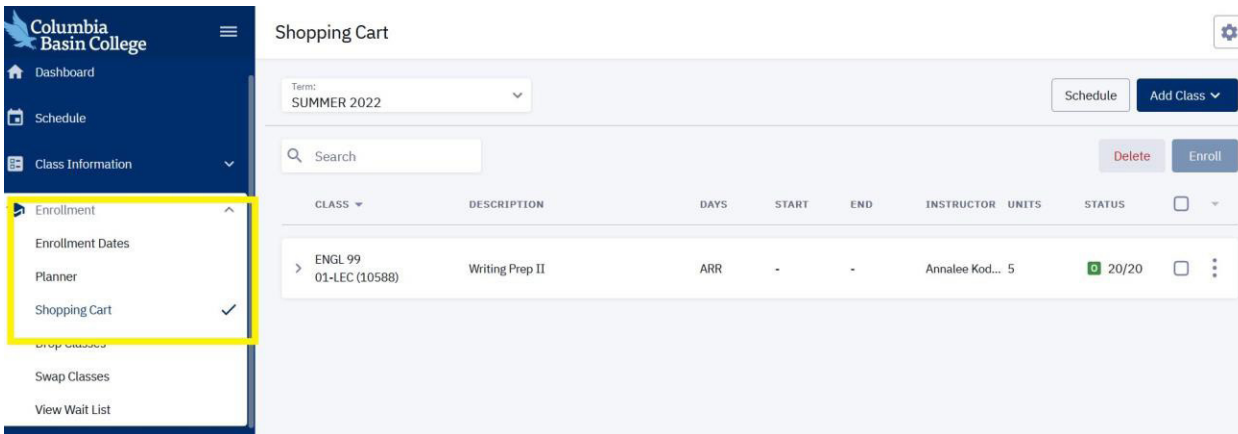
The screenshot shows the Columbia Basin College Class Search page. The left sidebar contains navigation options: Dashboard, Schedule, Class Information (with Class Search checked), Browse Classes, Course Catalog, Enrollment, Academics, Financials, Admissions, My Information, and My Profile. The main search area includes filters for Term (SUMMER 2022), Academic Organization (English), Subject, Instruction Mode, Location, and Keyword. Below these are fields for Instructor Last Name and Class Number, a 'More Filters' button with a '2' indicator, and a 'Search' button. A 'Show Open Classes Only' checkbox is also present. The search results for 'Writing Prep II | ENGL 99' are displayed in a table with columns for 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 a status of 'Class is held...' and '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.”**

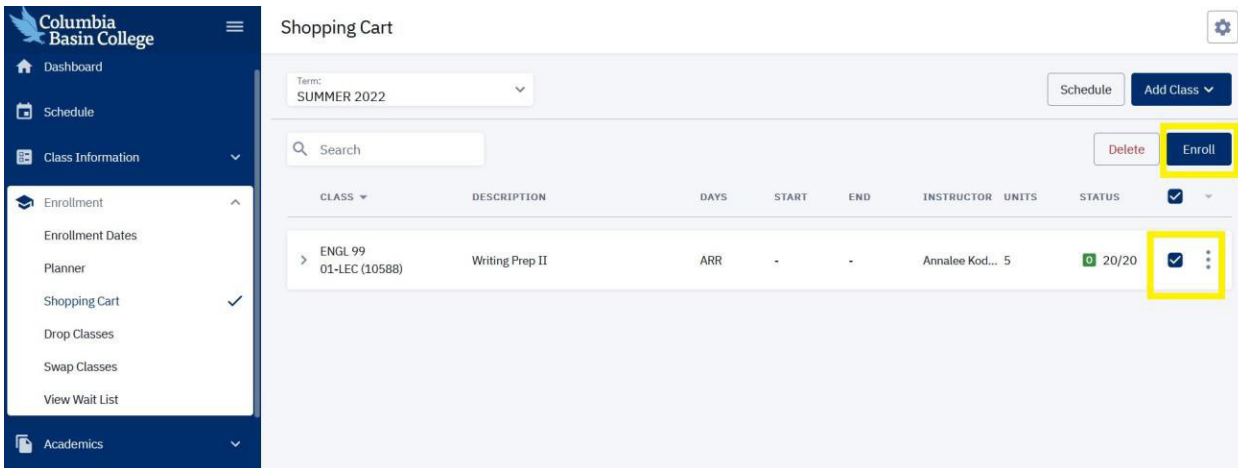
This screenshot is similar to the previous one, but the 'Add to Cart' button in the dropdown menu for the first search result is highlighted. The dropdown menu also includes 'Add to Planner' and 'Share' options. The search criteria and table structure are identical to the previous screenshot.

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

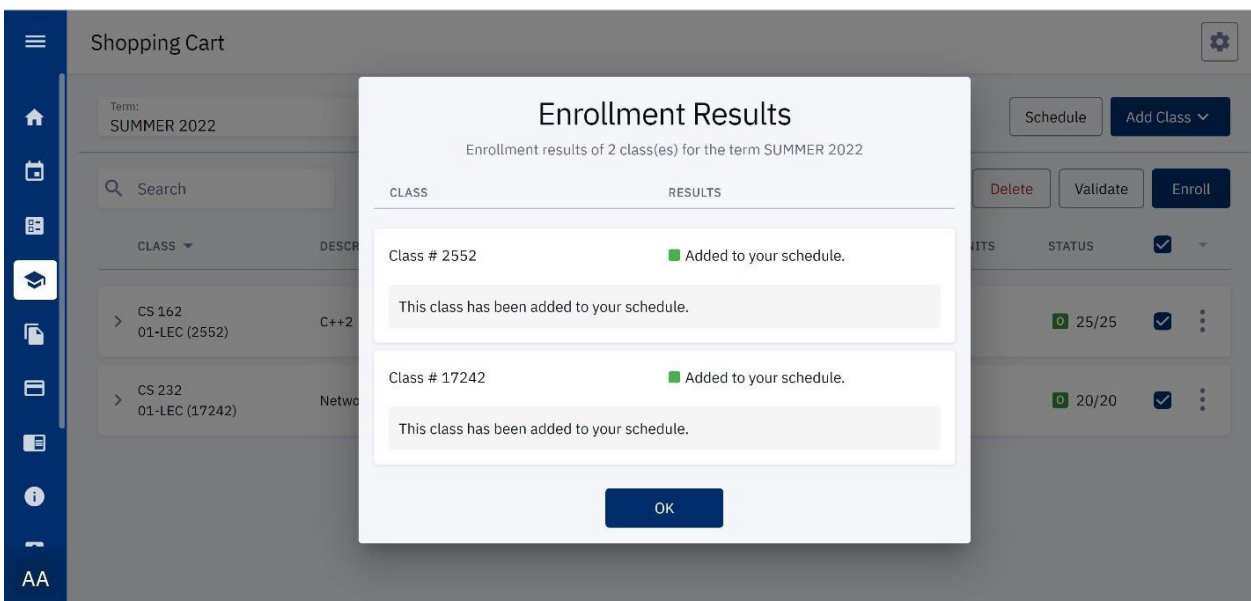
11. After you select all desired courses, and they are added to your shopping cart, you may review them by clicking on the **“Enrollment”** tab on the left side.



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.



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 instruction is 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 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

