Enroll in a Class

All pages display differently depending on the size of the screen. You may need to scroll to see all information.

mobile friendly
Step 1: Open a browser and go to the BTC website. Click on **Current Students** > myBTC
Step 2: Click on the Class Search icon.
Step 3: Click the 3-line menu (hamburger button) at the top left.
Step 4: Click the college logo.
Step 5: Click ctcLink Login.
Step 6: Log in to your account.
   a) Enter your ctcLink ID and click Next.
   b) Enter your ctcLink password and click Verify.
The navigation menu is always on the left.

Step 7: Click the Class Information icon in the left navigation bar to expand the menu. You can expand the menu at any time using the menu icon.
Click Class Search to search for a class by Subject, Keyword, Instructor Last Name, Time, Days, Instruction Mode, and many other criteria.

Step 8: Use Browse Classes to see all classes by Term and Subject.
Check the **Show Open Classes Only** box to see ONLY OPEN CLASSES. Leave it unchecked to see open and closed (full) classes.

Use the options and additional filters to narrow your search. Then click Search.

**Step 9:** Check the Show Open Classes Only box to see only Open Classes. Don't check this box if you want to add yourself to the Waitlist of a full class.
Review the course/class options. Pay attention to the Section name: LEC = Lecture and LAB = Laboratory/Studio. Click on the class section to see more information about it, including special registration instructions, class notes, and textbook information. You can enroll or take other actions from the expanded view.

Step 10: You can also click the 3-dot menu on the right to take quick action.
Step 11: Review the **Enrollment Requirements**. Some classes require you to enroll in two courses at the same time. If so, put both classes in your **Shopping Cart** (click Add to Cart) and go to Step 15. To enroll now, click Enroll and go to the next slide.
You may be prompted to choose the Lab/Studio section. If so, check the option button next to your preferred Lab/Studio section and click Continue.

**Step 12:** If NOT prompted to choose a Lab/Studio section, go to Step 13.
Please note:

- Permission Numbers may or may not be required for a class.
- If you don’t think you need one but actually do, the next step will show an error and inform you a permission number is needed.
- Some classes may require you to EDIT the class to enter the permission number.
- Don’t hesitate to reach out for help.

Step 13: Select if you want to be added to the Waitlist and/or enter a Permission Number if required. Then click Save.
Review the Enrollment Results to confirm you've been added to the class. A green results box = Success! Red = Error.

Step 14: If you've been added to the Waitlist, you'll see your position number here. Click OK to exit out of this page.
Step 15: To enroll in classes in your Shopping Cart, select Shopping Cart from the Enrollment dropdown in the left navigation bar.
Step 16: Check the boxes for the classes in which you want to enroll. Then click Enroll.
Review the Enrollment Results to confirm you've been added to the class. A green results box = Success! Red = Error.

**Step 17:** If you've been added to the Waitlist, you'll see your position number here. Click OK to exit out of this page.