Join a Class Waitlist
Step 1: Open a browser and go to the BTC website. Click on *Current Students* > *myBTC*
Step 2: Click on the ctcLink icon.
Step 3: Log in to your account.
   a) Enter your ctcLink ID and click Next.
   b) Enter your ctcLink password and click Verify.
If you are or have been a student at more than one Washington state community college, click the college you want to log in to.

Step 4: If you have only been admitted to or attend one college, go to Step 5.
Step 5: Click on “Student Homepage”.
Step 6: Click on the Manage Classes tile.
Step 7: Click on Class Search and Enroll. Then choose the Term from the dropdown menu and select your college for that term.
Step 8: Look up your classes using course name, subject, or keywords. Hit the Enter/Return key to populate results.
Step 9: Select the course in which you want to enroll.
Step 10: Select the hyperlink from the Class row to view class details and the class Information page will display.
Step 11: Once you’ve decided which class best fits your schedule, click the arrow on the right to add yourself to the waitlist.
Step 12: Follow the prompts to review the class selection. Click Next when you are done.
Step 13: Make sure to toggle the “Add to Waitlist” option to “Yes”. Click Accept when you are done.
Step 14: your “Shopping Cart” and then click the Next button.
Step 15: Previous button at the top right. If everything looks good, click Submit.
Step 16: Click Yes to confirm.
Step 17: You’re now on the waitlist for the class! You can also see your waitlist position.