

4. Enter your ctcLink ID number and password, select Sign in

**ctcLink**

WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

**ctcLink ID**

**Password**

**Sign In**

**Enable Screen Reader Mode**

Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#) [First Time User?](#)

## 5. Select CS

Navigation: HCM FSCM **CS** Tiles Reset Question Home Sign Out

My Institution View Welcome Morgan Mead

# CASCADIA COLLEGE BOTHELL

## ctcLink GATEWAY

**Your Gateway to ctcLink**

This notice is for all users of the ctcLink Human Capital Management Production environment.

**Deployment Date:** Saturday, June 27, 2020, 7:00 am – 1:00 pm PDT

The ctcLink Human Capital Management pillar will be offline while we apply the HCM Image 34 upgrade.

- The Campus Solutions and Finance pillars will remain online during the maintenance period.
- Canvas access will not be impacted.

Welcome!

**How do I...?**

If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.

Canvas

Student Homepage

HCM Self-Service

Financials Self-Service

## Select Manage Classes

ctcLink Student Homepage

Message Center

Tasks **5 To Do's 1 Holds**

Academic Progress

**Manage Classes**

Financial Aid

Financial Account **Payment Due**

Academic Records

Profile **201372740**

Additional Resources

Admissions

## Select Drop Classes

ctcLink Student Homepage View My Classes

SUMMER 2020  
Academic Career  
Cascadia College

**View My Classes**

View My Exam Schedule

Enrollment Dates

Class Search and Enroll

Enroll by My Requirements

Shopping Cart

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Planner

By Class By Date

Show Enrolled Classes   
  Show Waitlisted Classes   
  Show Dropped Classes

[Printable Page](#)

▼ **ESL 20 ESL Communication 2**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	5.00	Pass/Not Pass		Academic	

Class	Start/End Dates	Days and Times	Room
LEC - Section 02 - Class Nbr 3360	07/06/2020 - 08/27/2020	Days: Monday Wednesday Times: 7:00PM to 8:00PM	Online Class >

[Enrollment Deadlines](#)

▼ **MFUND 55 Math Fundamentals**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Dropped	5.00	Pass/Not Pass		Academic	

## Select the box for the class you want to drop

Exit Drop Classes

SUMMER 2020  
Academic Career  
Cascadia College

**1** Select Classes to Drop  
In Progress

**2** Review Classes to Drop  
Not Started

**Step 1 of 2: Select Classes to Drop**

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	LEC - Section 02 - Class Nbr 3360	ESL 20 ESL Communication 2	Monday Wednesday 7:00PM to 8:00PM	Online Class	M. Hershey	5.00	Enrolled

Once the box is checked, select Next

The screenshot shows the 'Drop Classes' interface for 'SUMMER 2020' at 'Cascadia College'. The interface is divided into two main sections. On the left, there is a sidebar with two steps: '1 Select Classes to Drop Complete' and '2 Review Classes to Drop Not Started'. The main area is titled 'Step 1 of 2: Select Classes to Drop'. It contains a table with the following data:

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	LEC - Section 02 - Class Nbr 3360	ESL 20 ESL Communication 2	Monday Wednesday 7:00PM to 8:00PM	Online Class	M. Hershey	5.00	Enrolled

In the top right corner, there is a 'Next >' button circled in red.

Review Classes to Drop, select Drop Classes

The screenshot shows the 'Drop Classes' interface for 'SUMMER 2020' at 'Cascadia College'. The interface is divided into two main sections. On the left, there is a sidebar with two steps: '1 Select Classes to Drop Complete' and '2 Review Classes to Drop Visited'. The main area is titled 'Step 2 of 2: Review Classes to Drop'. It contains a table with the following data:

Class	Description	Days and Times	Room	Instructor	Units	Status
LEC - Section 02 - Class Nbr 3360	ESL 20 ESL Communication 2	Monday Wednesday 7:00PM to 8:00PM	Online Class	M. Hershey	5.00	Enrolled

In the top right corner, there is a 'Drop Classes' button circled in red. A red arrow points from the '2 Review Classes to Drop Visited' step in the sidebar to the table.

To confirm that you want to drop this class, select Yes

The screenshot shows a web application window titled "Drop Classes" for "SUMMER 2020 Academic Career Cascadia College". The interface is in "Step 2 of 2: Review Classes to Drop". A table lists the class to be dropped: "LEC - Section 02 - Class Nbr 3360", "ESL 20 ESL Communication 2", "Monday Wednesday 7:00PM to 8:00PM", "Online Class", "M. Hershey", "5.00", and "Enrolled". A modal dialog box is centered on the screen, asking "Confirm that the following class(es) are to be dropped" with "Yes" and "No" buttons. The "Yes" button is circled in red.

Class	Description	Days and Times	Room	Instructor	Units	Status
LEC - Section 02 - Class Nbr 3360	ESL 20 ESL Communication 2	Monday Wednesday 7:00PM to 8:00PM	Online Class	M. Hershey	5.00	Enrolled

Confirm that the following class(es) are to be dropped

Yes  No

You will see This class has been dropped

The screenshot shows the "Confirmation" page in the "ctcLink Student Homepage" for "SUMMER 2020 Academic Career Cascadia College". A message box displays a green checkmark and the text: "ESL 20 - ESL Communication 2 This class has been dropped." The "Drop Classes" menu item in the left sidebar is highlighted in green.

ctcLink Student Homepage Confirmation

SUMMER 2020 Academic Career Cascadia College

- View My Classes
- View My Exam Schedule
- Enrollment Dates
- Class Search and Enroll
- Enroll by My Requirements
- Shopping Cart
- Drop Classes**
- Update Classes
- Swap Classes
- Browse Course Catalog
- Planner

✔ ESL 20 - ESL Communication 2  
This class has been dropped.