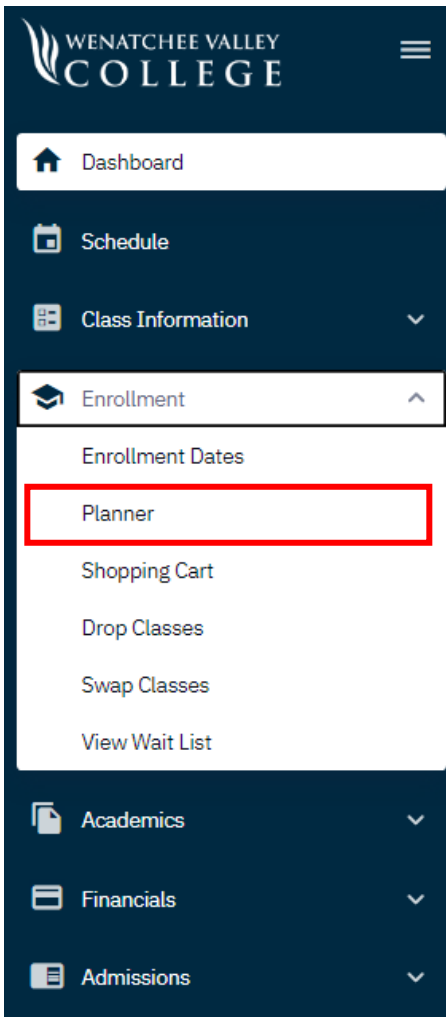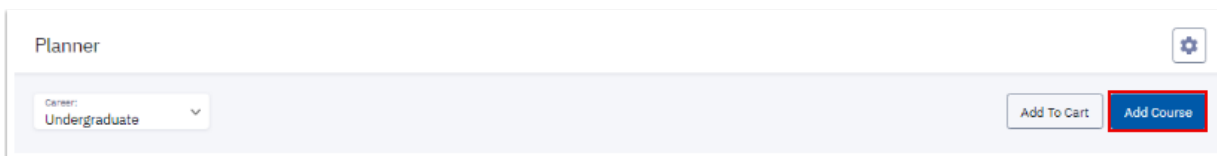# CtcLink Planner

Adding Courses

1. After logging into your ctcLink account, select **Enrollment** and then **Planner** from the sidebar navigation.

2. Select the **Add Course** button.

3. The **Course Catalog** page displays. From there, you can choose a subject by selecting the **View Courses** button.

4. Choose a course and select the **Add to Planner** button.

5. Select the **Planner** menu item again to refresh the page and view the added course. You will notice it is in the **Unassigned** section. To assign the course to a specific quarter you will:
   a. Select the checkbox next to the course.
   b. Select the **Move Selected** button.

    c. A **Move Selected Courses** pop-up window displays.
    d. Choose a term from the **Move To:** drop-down menu.
    e. Select the **Move** button.

Enrolling From the Planner

Later, when you are enrolling in classes for your next quarter, you can start from your Planner to add the classes you have already identified to your schedule.

1. Select the checkbox next to the course.
2. Select the **Add to Cart** button.

3. The **Add to Cart** page displays available classes for this course. Select one of the scheduled class sections. Select the course row to expand and open the **Class Information** details. Scroll down near the bottom and select the Add to Cart button.

4. If the **Enrollment options** pop-up window displays, select the **Save** button to continue.

5. Select the **Shopping Cart** from the left sidebar navigation. The **Shopping Cart** now displays the newly added class.

6. When you are ready to enroll, check the boxes next to the classes you want to sign up for and select the **Enroll** button. Select **Enroll** again and then select the **Save** button.

NOTE: Putting classes in your Shopping Cart does not mean you are in the class yet; you MUST click the **Enroll** button to make it official.