

# How to Register for College in the High (CHS) School Classes at Edmonds College

If you haven't already been admitted to Edmonds College, you'll need to apply first. The following steps for registration assume you're already been admitted and have activated your ctcLink account.

Start at [www.edmonds.edu](http://www.edmonds.edu)

1. At the top-center, click on "Class Schedule". If you're on a mobile device, click the menu button (☰) at the top-right, then scroll down to find the "Class Schedule" link.
2. Scroll down a little bit and click on the green "Search Spring Classes" button.



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## CLASS SCHEDULE

**Get the right class! Search by time or type.**

**NEW:** We now offer flexible learning classes that allow you to choose how you participate — every day.

**Winter quarter: Jan. 2-March 19**

SEARCH WINTER CLASSES

**Spring quarter: April 1-June 14**

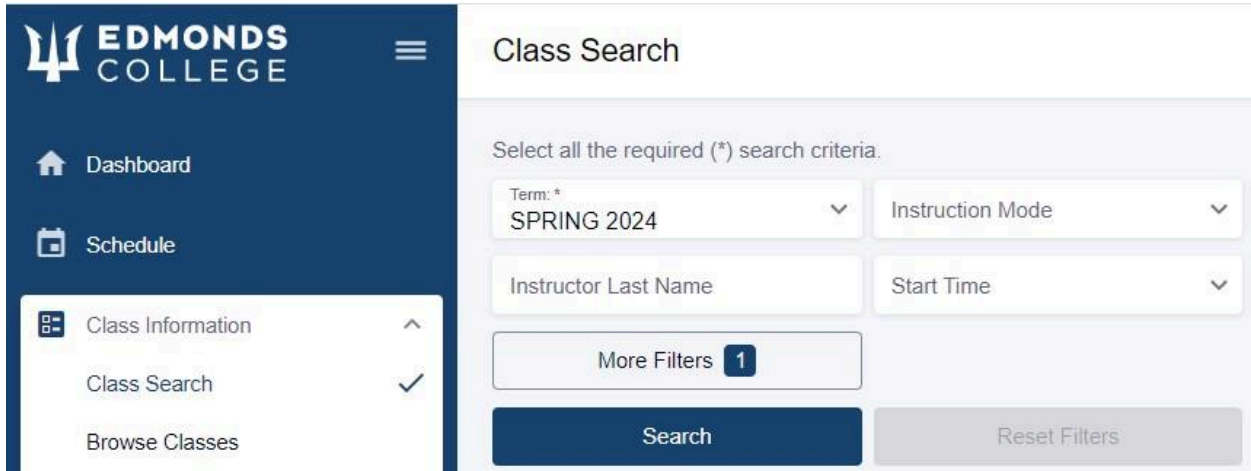
SEARCH SPRING CLASSES

All students are assigned an enrollment date for when they can begin registering for classes for the next quarter. This enrollment date is based off of the number of credits you have completed.

3. Take note of the blue menu bar on the left. Depending on your screen/device, you may need to click the button with the three horizontal or vertical lines to open the menu. Make sure you click "Login" at the bottom (if you're not already logged in).

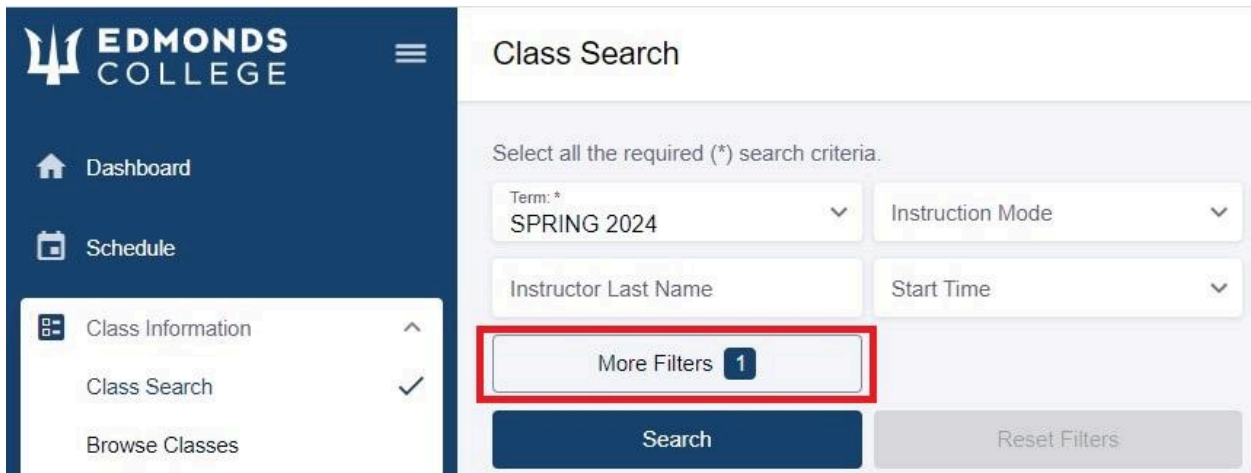
4. After logging in, you should see a much longer list of links in the blue menu, along with your initials and name at the bottom.

5. In the menu, return to “Class Information” > “Class Search”



6. Make sure the correct term is selected.

7. Click on “More Filters” to find the “Class Number” box.

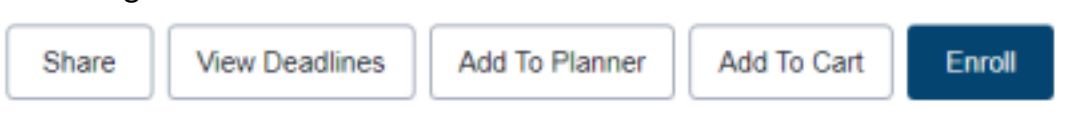


8. Enter the 4 or 5-digit class number that should’ve been given to you by your CHS instructor. (Don’t get that confused with the unique permission number that your instructor should’ve also given you.

9. Click “Search” to find your class.

10. Click on the class to expand it so that you can read the description/notes to ensure this is the correct class.

11. When the details are expanded, you should find a blue “Enroll” button at the bottom-right.



12. Note that if you’re on a mobile device, you’ll instead find the Enroll option within a three-dot menu at the bottom-right.

13. After you click “Enroll” you’ll see a pop-up that ask you for a “permission number”, which you’ll want to enter (again, you should’ve gotten this from your CHS instructor).

14. Once you’re done, click “Save” and it should say whether you are now enrolled or if it ran into any errors. If you do get any errors, take note of the message and the class and contact [chs@edmonds.edu](mailto:chs@edmonds.edu) and [registration@edmonds.edu](mailto:registration@edmonds.edu) so that we can assist you further.

15. To double-check your schedule, in the blue menu bar on the left, go to “Enrollment” > “Drop Classes”. This lets you see all classes you’re currently registered for.

**Congratulations! You’ve successfully registered for your Edmonds College CHS courses!**