Join Class Waitlist

1. Sign into ctcLink at gateway.ctclink.us

2. You will be brought to a screen to select a tile. Select the appropriate tile for Bates Technical College. If you are or have been at another Washington State Community or Technical College you may see additional tiles.

3. Click on Student Homepage.
Join Class Waitlist

4. Click on the Manage Classes tile.

5. Click on Class Search and Enroll. Then choose the Term from the dropdown menu and select Bates Technical College for that term.
Join Class Waitlist

6. Look up your classes using course name, subject, or keywords. Hit the Enter/Return key to populate results.

7. Select the course in which you want to enroll.
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8. The **Course Information** page will display. In the **Class** column, click the class link to view class details and information.

9. Once you’ve decided which class best fits your schedule, click the arrow on the right to add yourself to the waitlist.

10. Follow the prompts to review the class selection. Click Next when you are done.
11. Make sure to toggle the “Add to Waitlist” option to “Yes”. Click Accept when you are done.

12. Select if you want to “Enroll” or just put the class in your “Shopping Cart” and then click the Next button.

13. Review your selection. If you need to make a change, click the Previous button at the top right. If everything looks good, click Submit.
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14. Click Yes to confirm. You’re now on the waitlist for the class! You can also see your wait list position.