College in the High School (CHS) Student Process

I am in a high school class with college credit from the College in the High School program

I AM NEW TO CHS OR I AM NEW TO THE PARTICIPATING COLLEGE

I HAVE AN EXISTING CTC LINK ACCOUNT:

1 Application
Apply for admission to participating college

2 Activation
Activate your ctcLink account

Log-In
Log-in to your existing ctcLink account.

3 Enrollment
Enroll for course using class number and permission number (provided by teacher)

✅ 2024-2025 Course Enrollment Dates

First Semester or Yearlong Courses:
Enrollment window:
   November 2, 2024-January 10, 2025

Last Day to Drop class without a W grade on college transcript: **January 17, 2025**

Last Day to Withdraw with a W grade on college transcript: **March 2, 2025**

Second Semester Courses:
Enrollment window:
   February 19, 2025 - April 14, 2025

Last Day to Drop class without a W grade on college transcript: **April 21, 2025**

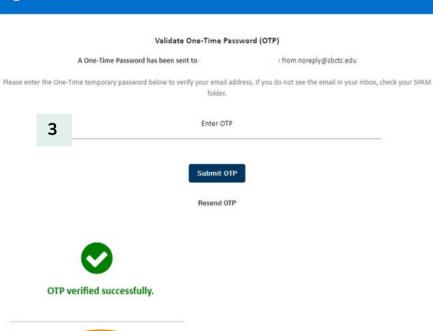Last Day to Withdraw with a W grade on college transcript: **June 2, 2025**

✔ *Complete the following steps if this is the first CHS course you will take at this partner college or if you do not have a ctcLink account.*

1. Visit
https://apply.ctc.edu/register

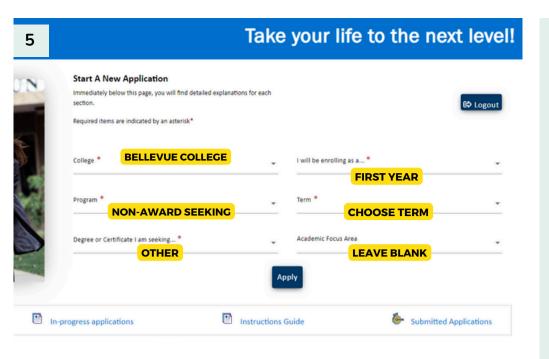**2.** Create an account. Follow the steps to create a username, password, etc.

READY FOR WHAT'S NEXT?
Career training and university transfer at a fraction of the cost

3. Validate One-Time Password (OTP)
- Check the email you provided for OTP
- Submit OTP

Registration

Validate One-Time Password (OTP)

A One-Time Password has been sent to   from noreply@sbctc.edu

Please enter the One-Time temporary password below to verify your email address. If you do not see the email in your inbox, check your SPAM folder.

Enter OTP

Submit OTP

Resend OTP

✅

OTP verified successfully.

4. Log-in with your newly created username and password to the college application site.

Your registration successfully completed.

Log in Here

Take your life to the next level!

Start A New Application

Immediately below this page, you will find detailed explanations for each section.

Required items are indicated by an asterisk*

[Logout]

College * — **BELLEVUE COLLEGE**

I will be enrolling as a... * — **FIRST YEAR**

Program * — **NON-AWARD SEEKING**

Term * — **CHOOSE TERM**

Degree or Certificate I am seeking... * — **OTHER**

Academic Focus Area — **LEAVE BLANK**

[Apply]

In-progress applications   Instructions Guide   Submitted Applications

5. Complete "Start A New Application" page

Choose the following options:
- College
  - Bellevue College
- I will be enrolling as a
  - First Year
- Program
  - Non-Award Seeking
- Term
  - Choose Term (Yearlong and First Semester Classes are Winter)
- Degree or Certificate I am seeking
  - Other

Click "Apply"

Admissions Information   Term: WINTER 2024 | Type: First Year | Program: Non-Award Seeking | Plan: Non-degree - Other   ⌃

BELLEVUE COLLEGE

Bellevue College

Term : WINTER 2024

College	Admission Type	Program
Bellevue College	First Year	Non-Award Seeking

Term	Plan	Sub-Plan
WINTER 2024	Non-degree - Other	None

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6. After clicking "Apply", you should see your school listed like the image on the left (depending on which school you applied to)

Personal Information   **7**   ◔

High School Attended   ✔

Ethnicity Details   ✔

Supplemental Questions   ✔

Review and Submit   ●

7. Complete the following sections:
- Basic Information
- Phone Information
- Email Information
- Address Information
- High School Attended
  - Search for your High School
  - Attended From/To Date
  - What will your HS completion status be when you begin college?
- Ethnicity Details
- Supplemental Questions

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8. Review & Submit
- Check "**Yes, I accept**" box and "**Submit Now**"

Woo-Hoo! You have submitted your application and are on your way to earning college credits!
- The application takes about 4-8 business days to process.
- You will receive an email once your application has been approved.
- You may log back in to the Online Admissions Application Portal to check the status of your application.