



CTE Dual Credit Application Process for Students with existing an ctcLink ID/student ID with a community or technical college in Washington State

Hooray! You are now ready to apply to Edmonds College!

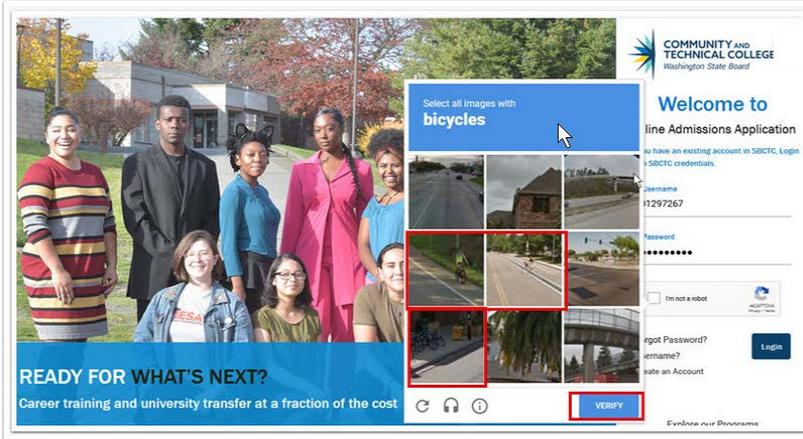
To begin the process, go to <https://apply.ctc.edu/user>



1. Click the “login” button. This will display the login page.



2. Enter your username and password.
3. Select the “I’m not a robot” Captcha.
4. Make sure to select the correct images, then click verify.



5. Press the login button



COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Take your life to the next level!

Start A New Application

Immediately below this page, you will find detailed explanations for each section. [Logout](#)

College *
Tacoma CC

Program *
Transitional Studies

Degree or Certificate I am seeking... *
ABE: Reading/Writing/Math

I will be enrolling as a... *
First Year

Term *
SPRING 2021

Academic Focus Area

[Apply](#)

6.

Now, the Start a New Application appears. Enter the correct information as follows.

- College- **Edmonds College**
- Admission Type - **FYR**
- Program - **Transitional Studies**
- Degree or Certificate I am Seeking - **Trans Studies - Undecided**
- Term - What term you plan to attend
- Plan - ????
- Sub-Plan - Not required.

NOTE: Do NOT enter the information shown in the screenshot, this is an example.

7. Select **APPLY**.

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8. The **personal information** screen appears. Review/add information.

Application Completed: 74%

Admissions Information Term: SPRING 2021 | Type: First Year | Program: Transitional Studies | Plan: ABE Reading/Writing/Math

Personal Information

Your Social Security Number (SSN) is used for several purposes:

- to administer financial aid
- to verify academic records
- to conduct research
- to report payments you made that may qualify for a tax deduction on your income tax return

In keeping with state and federal law, the college will protect your SSN from unauthorized use and disclosure. We are required to ask for your SSN. If you do not submit it, you will still be able to enroll in the college, but you may be subject to an IRS penalty of \$50.

Please provide your legal sex as denoted on your birth certificate or driver's license per WAC 246-490-075 or WAC 358-104-0150. Gender identity is collected after admission to the college and in student self-service.

Title First Name Preferred First Name

Middle Name Last Name Preferred Last Name

Name Suffix SSN or ITN Social Security Number SSN or ITN Number

9. Press **Next**.

10. The **High School** information page will appear. Add/update the information.

Application Completed: 75%

Admissions Information Term: SPRING 2021 | Type: First Year | Program: Transitional Studies | Plan: ABE Reading/Writing/Math

High School Attended

Required items are indicated by an asterisk*

Click "Search School/College" to search for your school (High School is Required).

If you can't find your school, click "Add School/College" checkbox and enter School details.

All dates are required in MM/DD/YYYY format. If you don't know the exact day, something close is fine.

Add School/College

Search High School *

000100002 Location Code Country

Address Line 1 Address Line 2 Address Line 3

City Postal Code State

11. Press **Next**.

12. The **Ethnicity** page appears. Add/update the information.

Application Completed: 75%

Admissions Information Term: SPRING 2021 | Type: First Year | Program: Transitional Studies | Plan: ABE Reading/Writing/Math

2. What is your race? Select one or more

White Black/African American Hispanic/Latino Asian American Indian/Alaska Native Native Hawaiian/Oth Pac Island

Ethnic Group

Ethnic Group

Ethnic Group

Response or non-response to this section will not affect your admission. Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

< Previous

13. Press **Next**.

14. The **Supplemental information** page appears. Choose the appropriate responses

The screenshot shows the 'Supplemental Information' page with a progress bar at 75%. The left sidebar lists sections: Personal Information, High School Attended, Ethnicity Details, Supplemental Questions, and Review and Submit. The main content area contains three questions with dropdown menus for answers. The 'Next' button is highlighted with a red box.

Application Completed: 75%

Admissions Information | Term: SPRING 2021 | Type: First Year | Program: Transitional Studies | Plan: ABE: Reading/Writing/Math

Personal Information

High School Attended

Ethnicity Details

Supplemental Questions

Review and Submit

Requires response

- All required fields are filled out
- Required fields are not filled out
- Completed
- Started
- Not Started

Has either of your parents earned a bachelor's (4-year) degree? *

Yes

Are you currently employed? *

Prefer not to answer

Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information. *

Yes

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

Previous Next Save for later

15. Press **Next**.

16. The **Review** and **Submit** page appears, review the information carefully.

The screenshot shows the 'Review and Submit' page with a progress bar at 84%. The left sidebar lists sections: Personal Information, High School Attended, Ethnicity Details, Supplemental Questions, and Review and Submit. The main content area contains a confirmation statement and a 'Yes, I accept' checkbox. The 'Submit Now' button is highlighted with a red box.

Application Completed: 84%

Admissions Information | Term: SPRING 2021 | Type: First Year | Program: Transitional Studies | Plan: ABE: Reading/Writing/Math

Personal Information

High School Attended

Ethnicity Details

Supplemental Questions

Review and Submit

Requires response

- All required fields are filled out
- Required fields are not filled out
- Completed
- Started
- Not Started

Review and Submit

By selecting "Yes" below, I certify that all statements on this form are true to the best of my knowledge. It is the policy of Washington's community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

Response or non-response to any of the questions listed as voluntary in this application will not affect your consideration for admission.

Yes, I accept

Date: Feb 10, 2021

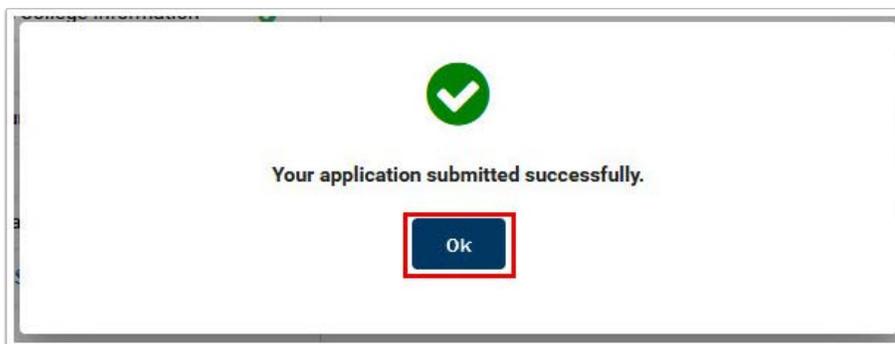
Previous Save for later Submit Now

17. Select **Yes, I accept**.

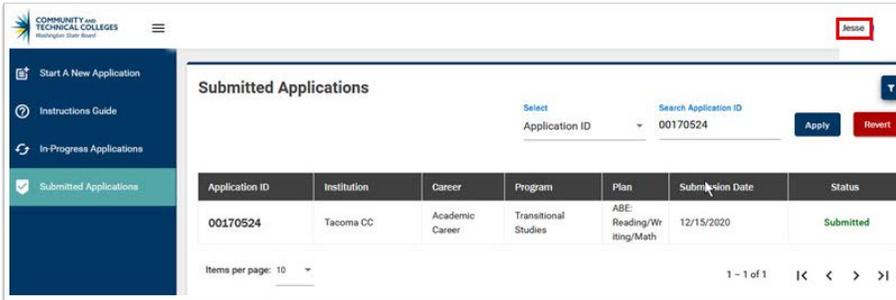
18. Click **Submit Now**.

19. A status window like the one below should appear.

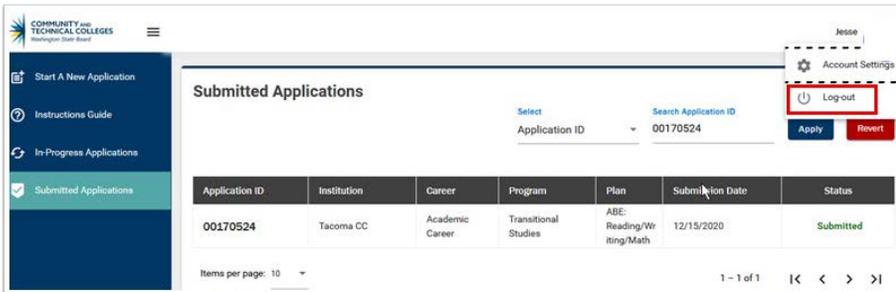
20. Press **"OK"**.



21. The **Submitted Applications** page appears. Congratulations!



22. Choose your name, located in the upper-right corner of the site.



23. A menu appears, select **Log-out**.

24. Close all browser windows.

Congratulations, you have successfully applied to Edmonds College! Welcome to Edmonds, we are glad you're here.

Images from SBCTC and steps adapted from SBCTC walkthroughs.