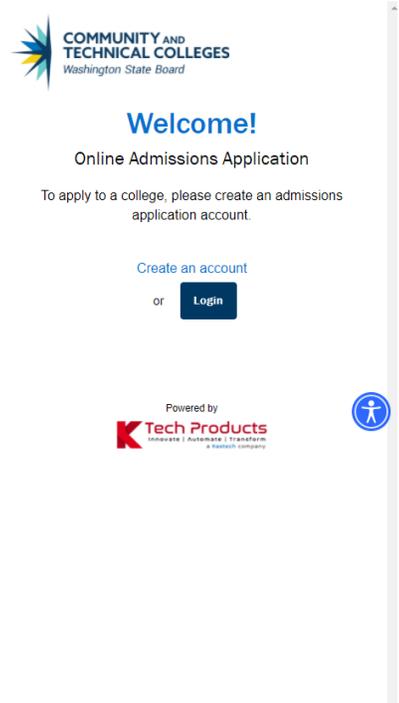


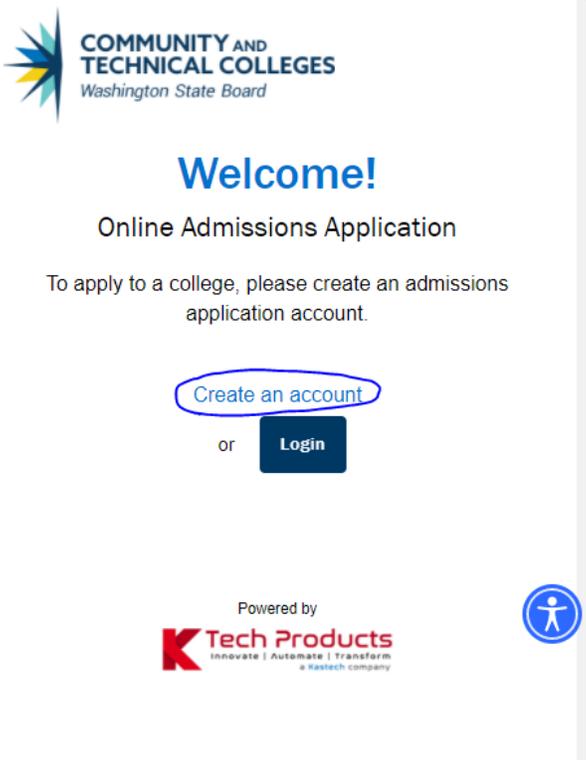
New Admissions Application Step by Step

Congratulations on your decision to apply to Lower Columbia College! Here is a step by step guide that includes screenshots and notes to help you as you complete your application. This process takes about 30 minutes to complete. If you ever need additional guidance - please contact the LCC outreach team (outreachcoordination@lowercolumbia.edu or 360-442-2610).

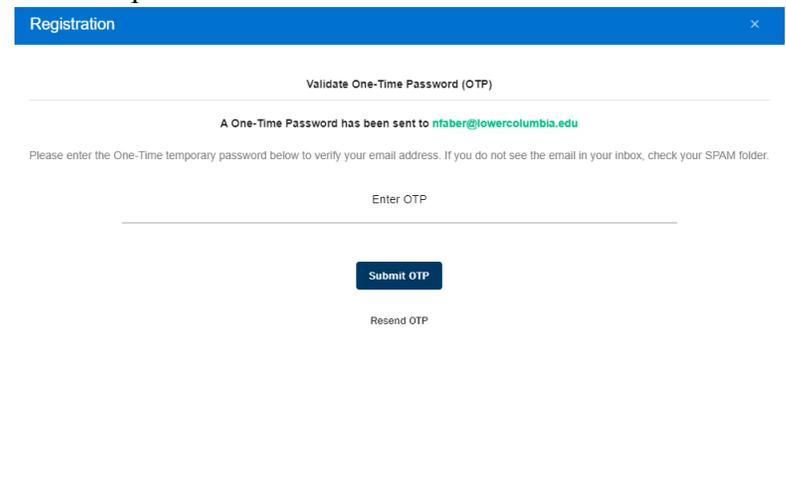
- Welcome page:



- First step is to create an account for new users, if someone has already made an account and is returning to the application, that user will select “login”

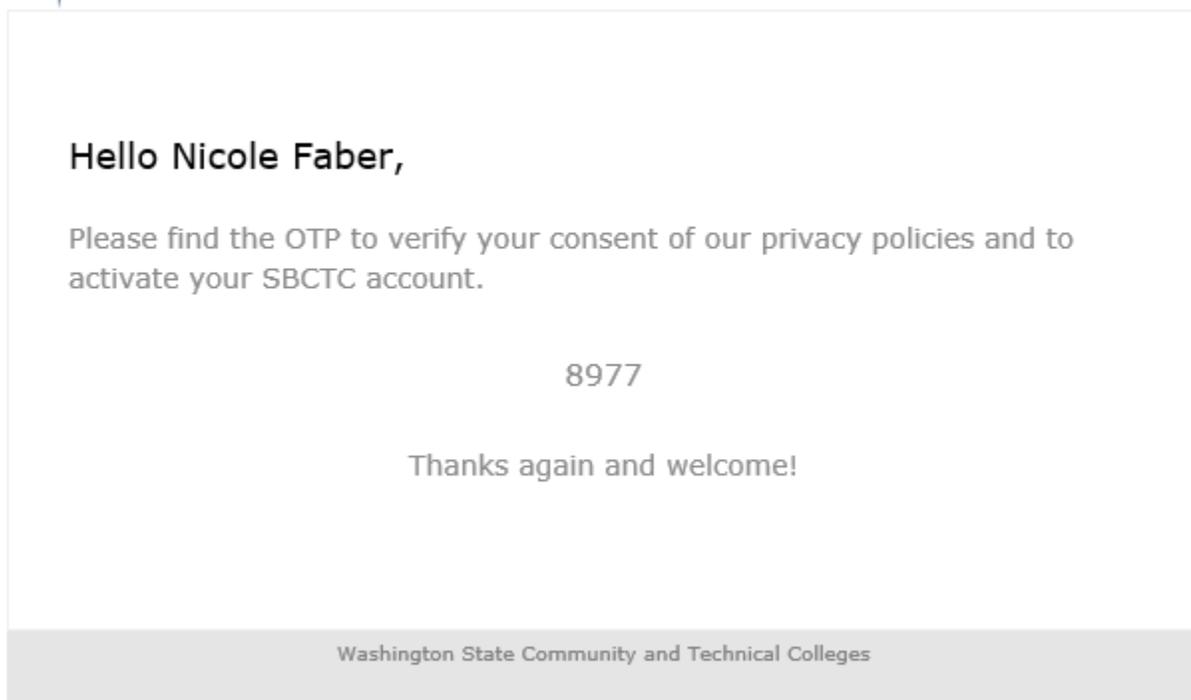
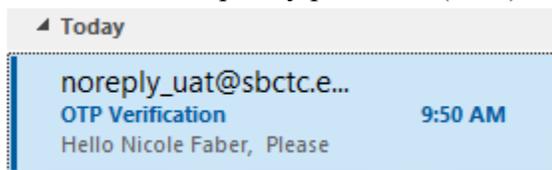


- Create a username and password and enter full name, date of birth, and email address*; it is important to use an email address that the applicant will have access to, regularly.
- After pressing submit, the applicant is prompted to select and answer security questions
- A pop-up screen is then generated that explains a one-time password has been sent to the entered email



“A One-Time Password has been sent to (email address). 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 (blank field); button below to submit OTP or to Resend OTP

- The one-time temporary password (OTP) email appears in the inbox as:



- After entering the OTP successfully, a pop-up box appears to confirm successful registration. **This does not mean the applicant has applied but rather completed the initial step to access the application.** To move forward, applicants will need to use the email and password created to “log in here”.



OTP verified successfully.

Your registration successfully completed.

Login Here

- The screen now appears as follows:



Welcome!

Online Admissions Application

If you have an existing ctcLink account, log in with those credentials.

 Username

|

You must provide an Username

 Password

I'm not a robot



reCAPTCHA
Privacy - Terms

[Forgot my Password](#)

[Forgot my Username](#)

[Create an Account](#)

Login



- After logging in, a new screen/welcome message appears:



Choosing the right college is an important decision. Enrolling in a Washington community or technical college is a smart choice. No matter who you are, where you come from, or what you're interested in, there's a program or degree here for you...all at a fraction of the cost!

Get started in a career. Learn a skilled trade. Earn credits that transfer to universities or polish your professional skills. You'll study on campus or online with dedicated instructors in small classes and within a supportive campus environment. We know what employers and universities look for because we work with them every day to match what you learn with what they need. If you're looking for help with basic math, reading, writing, and English Language skills, no problem. We've got you covered.

Just as important...you can be yourself. We welcome students of all ages, races, ethnicities, sexual orientations, and backgrounds, celebrating everyone for who they are and what they bring to our college communities.

You're at the start of an amazing journey. Let's get going!

Close

- In order to move forward, click the “Close” button where the applicant will be prompted to “Start A New Application”



Start A New Application

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

Logout

College *	I will be enrolling as a... *
Program *	Term *
Degree or Certificate I am seeking... *	Academic Focus Area

Apply



Explore our Programs



In-progress applications



Instructions Guide



Submitted Applications

College

Select the college to which you are applying. To apply to more colleges, complete a new application for each one.

Program (Current Goal)

I will be enrolling as a...

First Year – This will be your first year attending any college (and you will not be a high school student at time of enrollment).

International – You are seeking an F, M or J Visa and/or the college has instructed you to select “International.”

Reapplying – You attended this college previously and/or the college has instructed you to select “Reapplying.”

- Drop down menus for: College; “I will be enrolling as a...”; Program: term; etc.
 - Program terms options include:
 - Academic
 - Baccalaureate
 - Non-Award Seeking
 - Professional Technical
 - Transitional Studies
 - Degree or Certificate drop down option allows applicants to select a specific degree pathway, including:
 - Academic Transfer AA DTA
 - Associate in Music DTA/MRP
 - Biology DTA/MRP
 - Business DTA/MRP
 - Elctrncs/Comp Engr Tech ASTMRP
 - Engineering: Bio/Chem AS-T/MRP
 - Engineering: Other AS-T/MRP
 - Engineering: Comp/Elect AST/MRP
 - Math Education DTA/MRP
 - Mechanical Engr Tech AST/MRP
 - Science Transfer Track 1 AS
 - Science Transfer Track 2 AS
 - Academic Focus Area drop down menu gives degree/program of study options:
 - Anthropology
 - Art & Design
 - Chemical Dependency Studies
 - Communication Studies
 - Criminal Justice
 - Criminal Justice – For City U
 - Drama
 - Early Childhood Education
 - Earth Sciences
 - Economics
 - Education-Secondary
 - Elementary Education – City U
 - Elementary Education – WSU Van.
 - English
 - General Transfer
 - Geography
 - Geology
 - Health & Fitness
 - History
 - Math
 - Music
 - Nursing
 - Philosophy
 - Political Science
 - Pre-Law
 - Psychology

- Sociology

- **In the drop-down menus there are a few acronyms that might prompt applicants to seek clarification**, as they scroll down the page there is a “key” that explains some jargon including the differences between program options; what it means to enroll as a first year, international, reapplying, etc.; and clarification on what “term” means.



[Explore our Programs](#)



[In-progress applications](#)



[Instructions Guide](#)



[Submitted Applications](#)

College

Select the college to which you are applying. To apply to more colleges, complete a new application for each one.

Program (Current Goal)

Academic - To earn an Associate degree that, in general, is similar to or completes the first two years of a Bachelor's degree. If your next goal is to transfer to a university, consider this option.

Baccalaureate - To earn an Applied Bachelor's degree offered by the college to which you are applying.

Non-Award Seeking - To take college-level courses of interest to you without the goal of earning a degree or certificate.

Professional Technical - To earn a credential (degree or certificate) that, in general, is focused on training for a specific career. If your next goal is to get a job or increase your skills, consider this option.

Transitional Studies - To take pre-college studies courses in reading, writing, math, technology and English language (ESL or Basic Education for Adults). If your goal is High School completion, whether by diploma or GED, select this option.

I will be enrolling as a...

First Year – This will be your first year attending any college (and you will not be a high school student at time of enrollment).

International – You are seeking an F, M or J Visa and/or the college has instructed you to select “International.”

Reapplying – You attended this college previously and/or the college has instructed you to select “Reapplying.”

Running Start – You are a high school student planning to enroll in Running Start.

Transfer – You earned credit at another college and will request the college to which you are applying evaluate your coursework for transfer credit.

Term

Term – A “term” is typically a semester or quarter. Our system operates on academic quarters: Summer, Fall, Winter and Spring.

Degree or Certificate I am seeking...

In general, an Academic degree focuses on coursework required to transfer to a college or university; a Professional-Technical degree focuses on employment and career training. The following definitions may help you select your educational plan:

Academic:	
DTA	For those admitted into public and many private institutions in Washington, earning a degree that meets the Direct Transfer Agreement eases transfer-readiness by satisfying general education requirements and granting junior standing.
AS-T	For those admitted into all public and many private institutions in Washington, an Associate in Science-Transfer emphasizes math and science sequencing facilitating transfer-readiness by those working toward degrees in the sciences.
MRP	As appropriate, Major-Related Programs refine either a DTA or AS-T by prescribing specific coursework that prepares students transferring into specific majors.
AA or AS	An Associate's Degree other than a DTA or AS-T. Check with the offering institution to determine which local transfer agreements are in place.
AGS	Associate in General Studies. A general AA or AS not designed to transfer.
Professional Technical:	
AAS or APT	Associate in Applied Sciences or Associate in Professional-Technical are both names for an associate degree designed to prepare someone for employment in a specific career.
AAS-T	The Associate in Applied Sciences-Transfer is a special kind of Professional Technical degree; it includes a few general education requirements to support transfer.
BAA or BAS	Bachelor of Applied Arts or Bachelor of Applied Science.

Certificates:	
C90	Professional-Technical Certificate: 90 or more credits
C45	Professional-Technical Certificate: 45 to 89 credits
C20	Professional-Technical Certificate: 20 to 44 credits
C01	Professional-Technical Certificate: 1 to 19 credits
C00	Professional-Technical Certificate: Non-Credit

Academic Focus Area

If the Academic Plan you select has defined Sub-Plans, you will be able to select one of these options if you choose. Currently, only a few Academic Plans have Sub-Plans.

Start A New Application

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

[Logout](#)

College *

 Lower Columbia College ▼

I will be enrolling as a... *

First Year ▼

Program *

Academic ▼

Term *

SPRING 2021 ▼

Degree or Certificate I am seeking... *

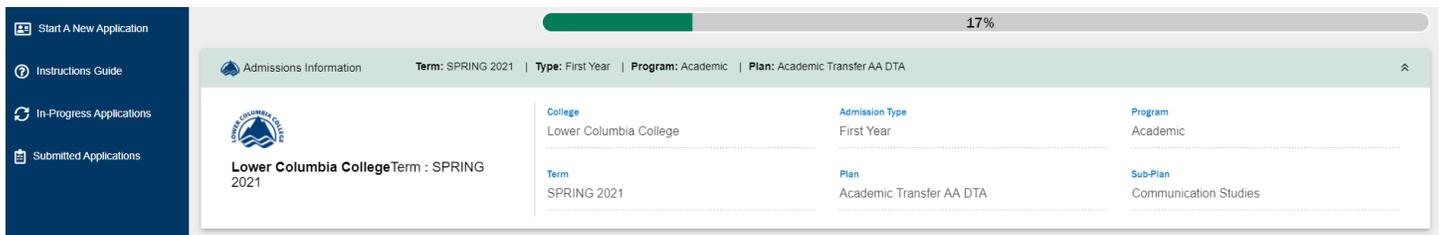
Academic Transfer AA DTA ▼

Academic Focus Area

Communication Studies ▼

[Apply](#)

- After pushing the “Apply” button, the applicant is routed to a new screen that includes a summary of what the applicant included on the previous page and a progress bar



The screenshot shows a summary screen for the application. At the top, there is a progress bar indicating 17% completion. Below the progress bar, the text reads "Admissions Information" followed by "Term: SPRING 2021 | Type: First Year | Program: Academic | Plan: Academic Transfer AA DTA". The main content area is a table with the following details:

College	Admission Type	Program
Lower Columbia College	First Year	Academic
Term	Plan	Sub-Plan
SPRING 2021	Academic Transfer AA DTA	Communication Studies

On the left side of the screen, there is a navigation bar with the following options: "Start A New Application", "Instructions Guide", "In-Progress Applications", and "Submitted Applications".

- There is a navigation bar on the left-hand side of the screen that includes an Instructions Guide. When you click on this option, it will open a new screen that applicants have the option to print. Because it pops up as a separate screen, the applicant can minimize this and reference this as they go throughout the application.
- Applicants will now need to be prepared to answer sections of the application that are categorized as:
 - o Personal Information, including SSN – this portion of the application explains why a social security number is required; there is the option to select Social Security Number or ITIN (Ind Tax Id Number)
 - Sex – options include: Not exclusively male or female; male; female
 - Phone – asks for country code; if an applicant has used the device to complete other applications or payment information before, it may automatically prompt the applicant with answers; country code for US is 1
 - o High School Attended – when applicant clicks on “Search High School” they can enter the high school name and select the appropriate response; this will auto-populate remaining fields including address lines
 - Location code is not required

- Date attended – use the calendar icon to select full date (month, day, year); estimated dates are okay to enter
- o Ethnicity Information
- o Upload Documents – optional section with instructions to include a description of the document that is being uploaded

Upload Documents

Required items are indicated by an asterisk*

If you would like to upload documents with your application, follow these steps:

In the "Upload Document Type" box, from the drop-down, choose the one that best fits the document you are about to attach. Provide a brief description in the "Description" box. (30 character limit) Choose "Upload File" to begin uploading your document. Only .doc, .docx, .pdf or .txt files are accepted. If you have more documents to upload, click the "+" button and repeat the process.

Upload document type

[Upload File](#)

Description

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](#)

- **Applicants can use this space to upload transcripts for future class placement!**
- o Residency – hyperlink to “Read the resident student conditions and access the form”; clicking the link opens a new internet browser to view the Washington State Higher Education Residency Affidavit form (.pdf)
 - This explains what applicants do if they are not eligible for federal financial aid due to immigration status and explains eligibility requirements
 - Asks if applicant has a driver’s license or state ID
- o Supplemental Questions
 - Have you been in Washington state, federal, or tribal foster care for at least one day since your 13th birthday? Former Foster Youth may qualify for educational benefits and support services.*
 - Answer options: yes; no; prefer not to answer
 - Has either of your parents earned a High School Diploma?
 - Are you currently employed?
 - If yes, are you employed full-time?
 - Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information.
- o Review and Submit



Lower Columbia College
Term : SPRING 2021

College
Lower Columbia College

Admission Type

First Year

Program

Academic

Term

SPRING 2021

Plan

Academic Transfer AA DTA

Sub-Plan

Communication Studies

Personal Information

High School Attended

Ethnicity Information

Upload Documents

Residency

Supplemental Questions

Review and Submit

* Requires response

- All mandatory fields are filled out
- Mandatory 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: Jan 26, 2021

[< Previous](#)

[Save for later](#)

[Submit Now](#)

Yes, I accept

The left-hand navigation bar includes the option to check on in-progress applications:

In-Progress Applications

Lower Columbia College

Type	: First Year	
Term	: SPRING 2021	
Program	: Academic	
Plan	: Academic Transfer AA DTA	

[Resume](#)

Hide Application

This provides easy access to resume applications that have been started, but not completed.

When you select "Resume" it takes you back to the "Supplemental Questions" section.

When you click "Submit Now" the applicant will see the confirmation message that they have successfully completed their application.

-  Start A New Application
-  Instructions Guide
-  In-Progress Applications
-  Submitted Applications



Your application submitted successfully.

Ok

Yes, I accept

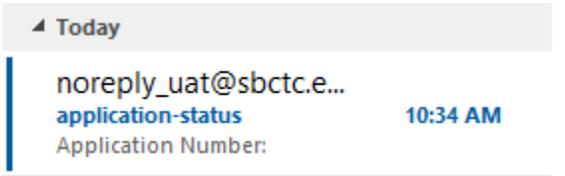
After selecting “ok” you will be redirected to the “Submitted Applications” page

Submitted Applications

Application Nbr	Institution	Student Name	Career	Program	Plan	Submission Date	Status
00194768	Lower Columbia College	Nicole Faber	Academic Career	Academic	Academic Transfer AA DTA	01/26/2021	Submitted

Items per page: 10

As soon as the application has been submitted, the applicant will receive a confirmation email:



Application Number: 00194768

Hello Nicole Faber,

Your application submitted successfully!