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:

![Email Message]

Hello Nicole Faber,

Please find the OTP to verify your consent of our privacy policies and to activate your SBCTC account.

8977

Thanks again and welcome!

- 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”.

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Washington State Community and Technical Colleges
The screen now appears as follows:

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Welcome!
Online Admissions Application

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

 Username

 Password

 Forgot my Password
Forgot my Username
Create an Account

I'm not a robot
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- After logging in, a new screen/welcome message appears:
In order to move forward, click the “Close” button where the applicant will be prompted to “Start A New Application”
• Drop down menus for: College; “I will be enrolling as a…”; Program: term; etc.
  o Program terms options include:
    ▪ Academic
    ▪ Baccalaureate
    ▪ Non-Award Seeking
    ▪ Professional Technical
    ▪ Transitional Studies
  o 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/MPR
    ▪ Business DTA/MRP
    ▪ Electronics/Comp Engr Tech AST/MRP
    ▪ 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
  o 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
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.

**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.

**Certificates:**
- **C90** Professional-Technical Certificate: 90 or more credits
- **C45** Professional-Technical Certificate: 45 to 80 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.
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.

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:

- 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
- 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
○ Ethnicity Information
○ Upload Documents – optional section with instructions to include a description of the document that is being uploaded

![Upload Documents](image)

○ Applicants can use this space to upload transcripts for future class placement!

○ 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

○ 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.

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

In-Progress Applications

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