Step by Step Guide
Applying for College Admission

If at any time you run into difficulty, reach out to the following:
NSCAdmissions@seattlecolleges.edu OR NSCRegistration@seattlecolleges.edu

If you have participated in Running Start at North Seattle College, you won't need to apply for college admission. However, if you participated in Running Start or College in the High School at different college, you'll need to apply.

Creating Your Account
Log in to the Washington State Free Online Application at this link **or** go to www.northseattle.edu and click on *Apply Now* at the top of the page. (The URL for this link is listed at the bottom of this document.) Create an account using the link on the landing page shown below. *Be sure to write down your username and password!*

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Welcome!

Online Admissions Application

To apply to a college, please create an admissions
application account.

Create an account

or [Log in]

Unfortunately, creating your account is a rather lengthy process with lots of steps. Here is an outline of the steps you'll need to follow:

- Click on the *Create an account* link (shown above).
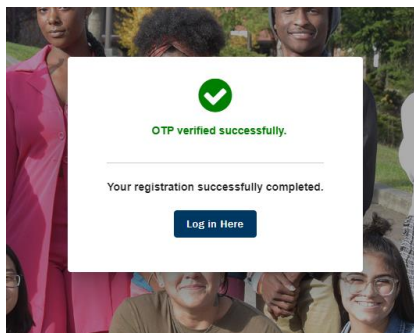- Create a username and password.

  Write your username and password down so you can access your application later if needed.

- Fill out the *Other Information* (name, date of birth, email address) then click *Submit*.

  Important! Don't use your Seattle Public Schools email address as it will block information you'll need from the state to register.

- Fill out the security questions when prompted, select "I am not a robot" and click *Submit*.

- A pop-up window will appear prompting you to enter a one-time password (OTP). This OTP will be sent to the email address you provided in the previous step. Find the OTP/Code in your email and enter it in the pop-up window. Click on *Submit OTP.* (The email with the OTP, usually a numeric code, will be from the address noreply@sbctc.edu.)

- You should now see the log-in prompt shown below. Here's where you'll use the username and password you created at the beginning of this process.

Step 1 – Start a New Application Page
You're *finally* ready to create your admissions application. After you log in, you'll be taken to the *Start a New Application* page.

These are the answers you should use on this page:

College: select *North Seattle College*
I will be enrolling as a: select *First Year*
Program: select *Transitional Studies*
Term: select *WINTER 2024* for Fall Semester classes.
                            select *WINTER 2024* for Year-Long classes.
                            select *SPRING 2024* for Spring Semester classes.
Degree or Certificate: select *Undecided-Trans Studies.* Skip the *Academic Focus Area.*

Click on Apply When Finished.

Year-Long Courses & Fall Semester Courses	Spring Semester Courses
Year Long: ENGL& 101 (English Composition I), Lincoln HS, Nathan Hale HS, West Seattle HS ENGL& 111 (Introduction to Literature), Lincoln HS ENGL 151 (Creative Writing), Mercer Island HS **Fall Semester:** ENGL& 111 (Introduction to Literature), Ingraham HS	ENGL 151 (Creative Writing), Ingraham HS AME 151 (Ethnic Studies: Identities, Solidarity, & Power), The Center School

Step 2 – Personal Information
Answer the questions on the Personal Information page as appropriate. This page includes some pull-down menus and blanks for you to type your information. You only need to answer items with the * mark. On this page, the only thing you are required to add is your address.

When finished with this page, click NEXT on the lower right corner of the page or save for later.

Admissions Information   Term: FALL 2023 | Type: First Year | Program: Transitional Studies | Plan: Undecided - Trans Studies

NORTH SEATTLE COLLEGE

North Seattle College

Term : FALL 2023

College	Admission Type	Program
North Seattle College	First Year	Transitional Studies

Term	Plan	Sub-Plan
FALL 2023	Undecided - Trans Studies	None

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 |

Personal Information

Required items are indicated by an asterisk* Read Less.

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 308-104-0150. Gender Identity is collected after admission to the college and in student self-service.

Title

First Name

Next >   Save for later

Step 3 – High School Information

After you click NEXT on the Personal Information Page, you'll be taken to High School Information Page. Click on *Search High School* and a new dialogue box opens (shown below). Type in the name of your high school and options will appear. Click the link that represents your high school.

School/College Search   ✕

Enter School/College

Nathan Hale   Select Country ▾   Select State ▾   Enter City

School/College Name	Country	State	City
Nathan Hale-Ray High School	USA	CT	Moodus
Nathan Hale High School	USA	OK	Tulsa
Nathan Hale High School	USA	WA	Seattle
Nathan Hale High School	USA	WI	West Allis

After you select the link that corresponds to your high school, the window closes and you'll see that your school's information has been entered (shown below).

Add School/College ☐

Search High School *

Nathan Hale High School	Country	Address Line 1
	United States ▾	10750 30Th Ave Ne

Address Line 2	Address Line 3	City
		Seattle

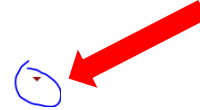| Postal Code	State	Location Code
98125-7937	Washington ▾	

We're not quite done with the high school page. Next, add the date you began high school. You don't need to know the exact day. You can select a day in August or September. If you pick a day that is on a Saturday or Sunday, you'll get a red error message. For the end date, select the current day.

Finally, select your <u>current grade</u> from the drop-down menu when asked, "What will be the highest level of completion when you begin college?" If you are in 12th grade, select *High School Diploma*. Look for the little arrow on the far right side of the page to find the drop-down menu (shown below)*.* Click NEXT or save for later.

What will your high school completion status be when you begin college? *

Step 4 - Ethnicity
Complete the Ethnicity Information page next. (This is not required but helps the college with planning and support services.) When finished, select NEXT or save for later.

Step 5 – Supplemental Questions
Fill this out and when finished select NEXT or save for later. (On this page, every answer is in a drop-down menu. Look for the little arrow on the right side of the page.) You need to answer every question, but you may select *Prefer not to answer* from the list of options.

Step 6 – Review and Submit
This is the last step. After clicking NEXT on the Supplemental Questions, you'll be taken to the Review and Submit page shown below. Read the text and click on the box next to "Yes, I accept." Finally, select *Submit Now* and you're done.

What Happens Next?

After the end of the application period (September 25 – October 6), you'll receive your student ID number (ctcLink ID number) via email. This will be a 9-digit number, likely beginning with 202. Be sure to write this down. You'll need this later to sign up for class. This step only admits you to the college. If you don't receive your number in a few days, be sure to check your junk folder OR log back into your application and the number should be on the top of the screen.

Full Application Link:

https://apply.ctc.edu/user