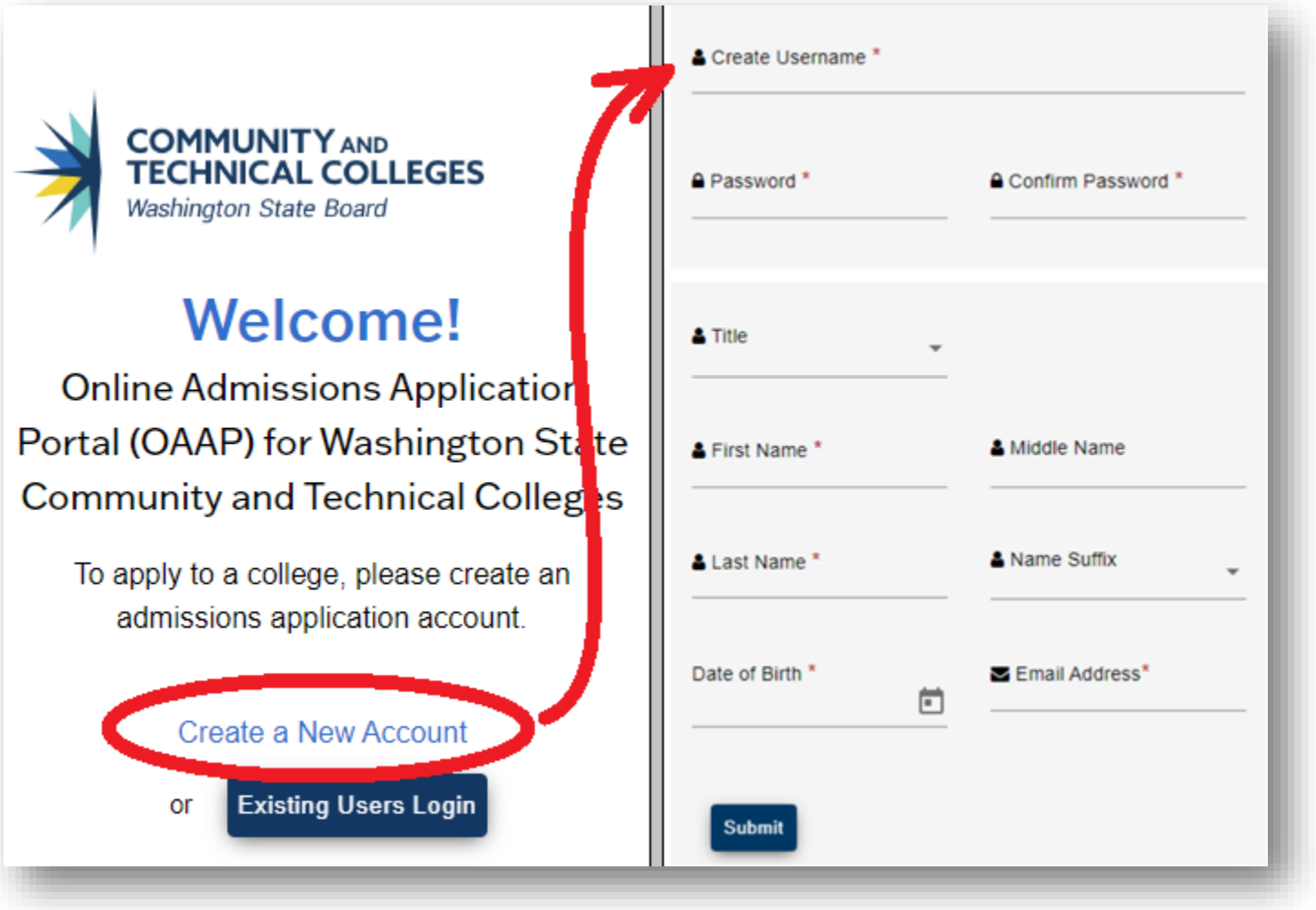
How to Apply at Edmonds College for College in the High School

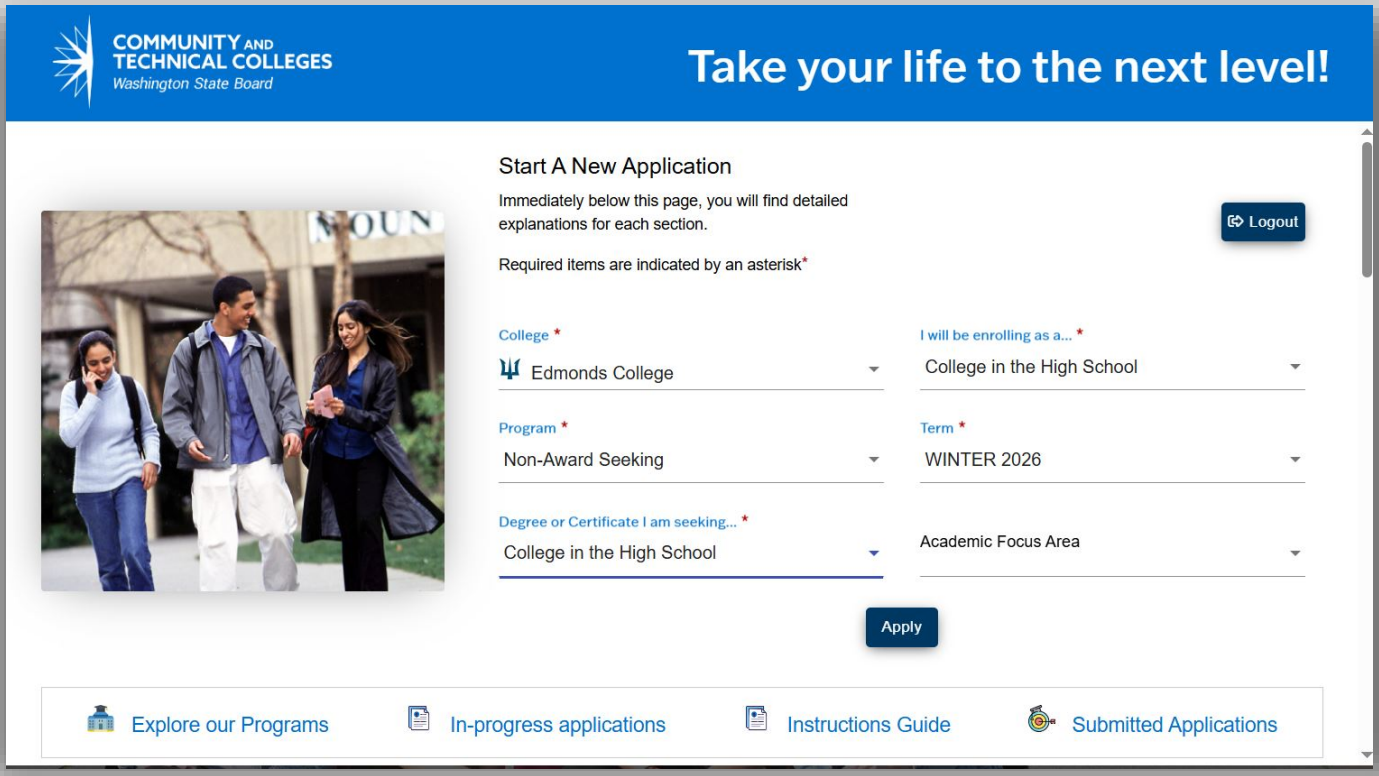
NEW STUDENTS or STUDENTS with a ctcLink STUDENT NUMBER from ANOTHER WA COLLEGE:
If this is your first Edmonds College class, you will need to complete an online Edmonds College Admission. It is very important that **this information is completed by YOU, the registering student, not a parent or relative.**

Start at apply.ctc.edu/user (known as the Online Admissions Application Portal [OAAP])

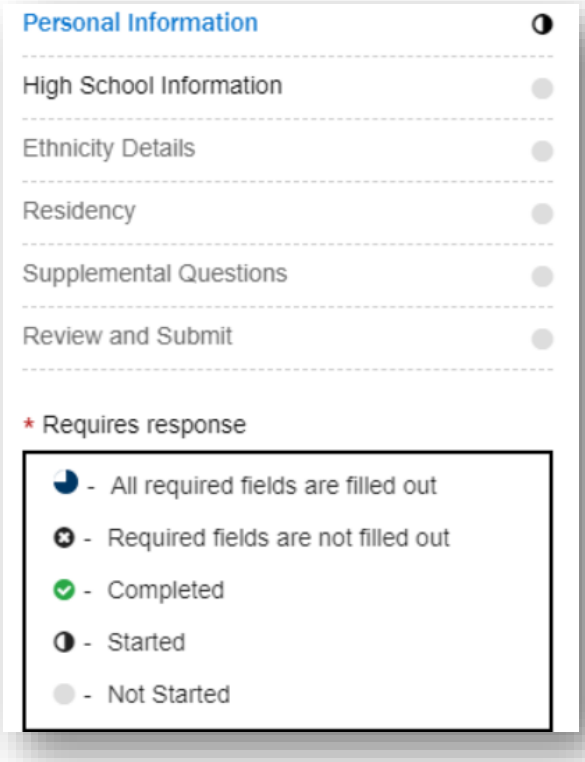
1. If you already have a ctcLink ID number, you can use that to log in as an existing user. Otherwise, select the **CREATE AN ACCOUNT** link.
2. Enter your information and create a **Username** and **Password**.



3. After you verify your email address with a one-time password (OTP), complete the **Address Information** and enter your **Contact Information. Please make sure that your contact information is correct and you provide an email address that accepts non high school emails. Please choose an email address that you check regularly.**
4. **Choose your Password Recovery Options (if you provide a phone number).**
5. Click **SUBMIT.** You will get a confirmation page with your **User ID**. Select **LOGIN NOW**.
6. For College, select **EDMONDS COLLEGE**
7. For "I will be enrolling as a", select **COLLEGE IN THE HIGH SCHOOL**
8. For Program, select **NON-AWARD SEEKING**
9. For Term, select **the upcoming term you plan to start CHS (if unsure, please check last page)**
10. For "Degree or Certificate I am seeking", select **COLLEGE IN THE HIGH SCHOOL**



12. Fill out the rest of the **Application Questionnaire** — use the links on the right of your screen to fill out each section until all sections are checked off either in **green as "Completed"**, or in **dark blue as "All required fields are filled out"**



13. Check the **YES, I ACCEPT** box to accept the Certification Statement
14. Click **SUBMIT**
15. In 3-5 business days, you will get an email from the college with **your ctcLink ID number—make a copy of it!**

Descriptions of Terms

Fall (Sept - Dec)
Winter (Jan - Mar)
Spring (Apr - Jun)