



Running Start Admissions Application

The Running Start admissions application is supported through the SBCTC platform called CTC Link. Students will create a CTC Link User Account and then fill out the SPSCC admissions application. Below is detailed information about the admissions application process.

Go to <https://apply.ctc.edu/enrollment/WA240>
to access the admissions application

Setting up your CTC Link User Account

Setting up your account requires you to create a username and password. Make sure it's something you will remember! *Note: If you have applied to another Community College in Washington State and already have a CTC Link account, you can use that to log in and submit an SPSCC application.*

My Username:

My Password:



You will use this information to log in and create your Running Start admissions application. **Do not use a high school email address- please use a personal or family email that you have access to.**

Once you create an account, a verification email will be sent to the email address you listed on your account creation page. **Make sure you check your junk mail folder!** Your confirmation email might have ended up there.

When you submit your user information you will get an email to the email address you put in your user set up with a one-time numerical code which you will then enter in on the Validation pop up:

Registration

Validate One-Time Password (OTP)

A One-Time Password has been sent to outreach@spscc.edu from noreply@sbtc.edu

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

Submit OTP

Resend OTP

Once you enter in the code you will get a success confirmation. Click the button to then log in and complete your application!



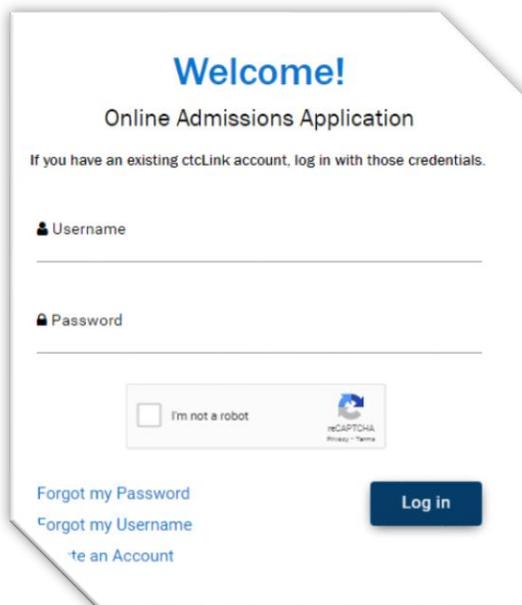
OTP verified successfully.

Your registration successfully completed.

Log in Here

Completing the Running Start Admissions Application

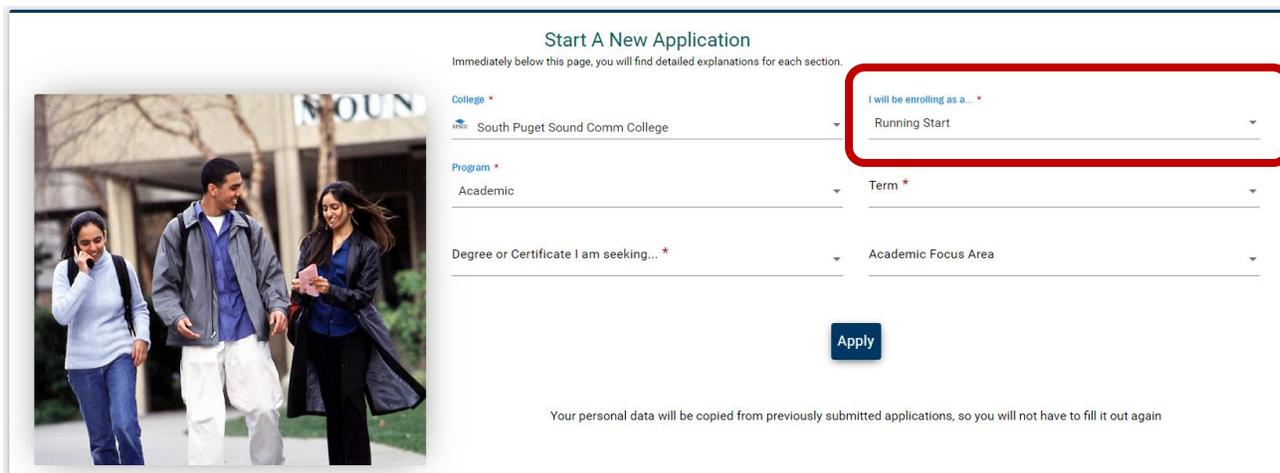
Once you have set up your CTC Link Admissions Account, you can complete the Running Start Application. Begin by logging into the CTC Link Online Admissions Application Portal (OAAP):



The screenshot shows the login page for the Online Admissions Application. At the top, it says "Welcome!" in blue, followed by "Online Admissions Application". Below that, it instructs users with existing accounts to log in. There are input fields for "Username" and "Password". A reCAPTCHA widget is present with the text "I'm not a robot". At the bottom, there are links for "Forgot my Password", "Forgot my Username", and "Create an Account", along with a blue "Log in" button.

Note: If you have forgotten your username or password, click on the links at the bottom to recover. It will ask you to answer the security questions you set up during your account creation.

This next part is REALLY IMPORTANT! Please make sure you select RUNNING START as your enrollment type!



The screenshot shows the "Start A New Application" form. On the left is a photo of three students walking. The form fields are: "College" (South Puget Sound Comm College), "Program" (Academic), "Degree or Certificate I am seeking..." (Academic Focus Area), and "Term". The "I will be enrolling as a..." dropdown menu is highlighted with a red box and has "Running Start" selected. An "Apply" button is at the bottom. A note at the bottom states: "Your personal data will be copied from previously submitted applications, so you will not have to fill it out again".

Program:

Academic: Choose this option if you plan to go on to a four-year college after high school graduation and want to work on transfer requirements or finish an Associate transfer degree while in Running Start.

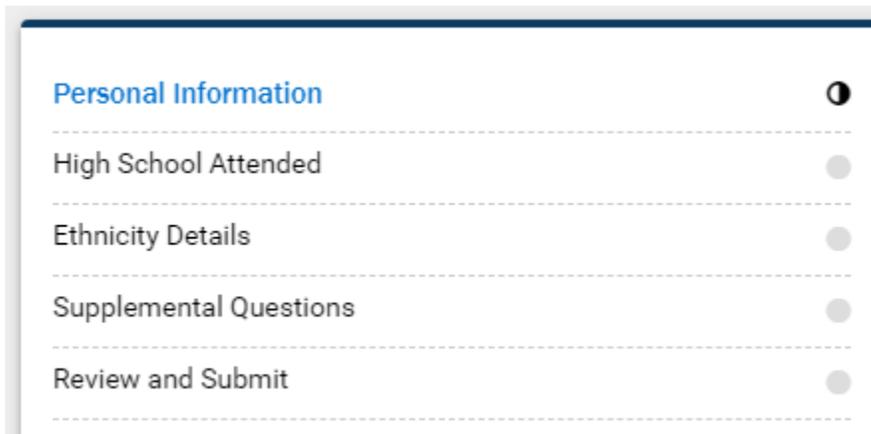
Non-Award Seeking: Choose this if you are only focused on meeting high school graduation requirements and not interested in a degree at SPSCC.

Professional Technical: Choose this if you are interested in completing a Professional Technical degree at SPSCC (ex: Automotive, Welding, Culinary, Office Administration, etc.)

Transitional Studies: DO NOT USE

Once you have filled out all the information applicable, click **APPLY**

The next few screens then ask you for your personal information. Please fill these portions of the application out as accurately and completely as possible. **THERE ARE FIVE PAGES THAT MUST BE COMPLETED:**



A few things to note:

1. **Make sure you watch out for Auto Fill!** If your application is submitted with your parent's information by mistake it can be fixed, but it will delay your CiHS enrollment and will require you to come to campus with photo ID to correct.
2. **You are not required to submit your SSN or ITIN**, however if in the future you plan to apply for Financial Aid this will be required at that time.
3. **Your address information must match the USPS Address Authenticator.** If you enter in an address that is not recognized, you will not be able to move forward. Make sure you have your complete mailing address.
4. **If you are a current senior**, please choose "High School Diploma" for your completion status on the High School Attended page.

Have Questions or Need Help? | outreach@spscc.edu | 360.596.5440 |