



College in the High School Admissions Application

The College in the High School 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/user> 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 CiHS 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.

Community and Technical Colleges
Washington State Board

Create Username *

Password * Confirm Password *

Title

First Name * Middle Name

Last Name * Name Suffix

Date of Birth * Email Address *

Submit

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@sbctc.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!



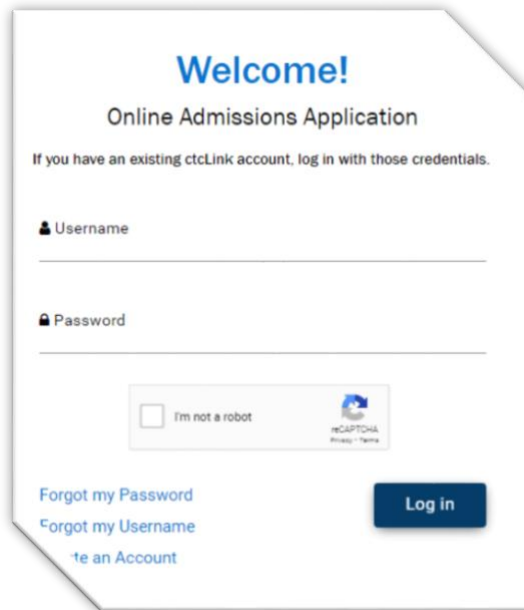
OTP verified successfully.

Your registration successfully completed.

Log in Here

Completing the College in the High School Admissions Application

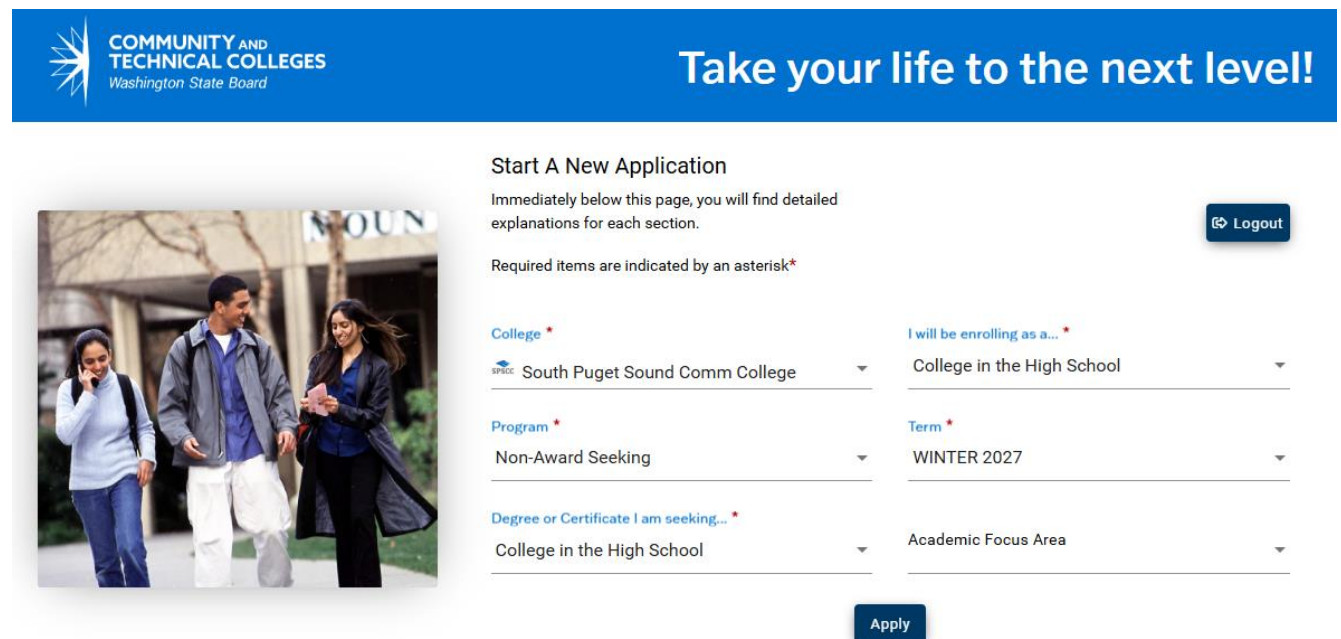
Once you have set up your CTC Link Admissions Account, you can complete the CiHS Application. Begin by logging into the CTC Link Online Admissions Application Portal (OAAP):



The screenshot shows a login page titled "Welcome! Online Admissions Application". It instructs users with existing accounts to log in. There are input fields for "Username" and "Password". Below these is a reCAPTCHA "I'm not a robot" checkbox. 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 fill out the Application as it shows below.



The screenshot shows the "Start A New Application" page. On the left is a photo of three students walking. The main form area has a header "Start A New Application" and a note: "Immediately below this page, you will find detailed explanations for each section." A "Logout" button is in the top right. Below the note, it says "Required items are indicated by an asterisk*". The form contains several dropdown menus: "College" (selected: South Puget Sound Comm College), "I will be enrolling as a..." (selected: College in the High School), "Program" (selected: Non-Award Seeking), "Term" (selected: WINTER 2027), and "Degree or Certificate I am seeking..." (selected: College in the High School). An "Academic Focus Area" dropdown is also present. An "Apply" button is at the bottom right.

College: South Puget Sound Community College

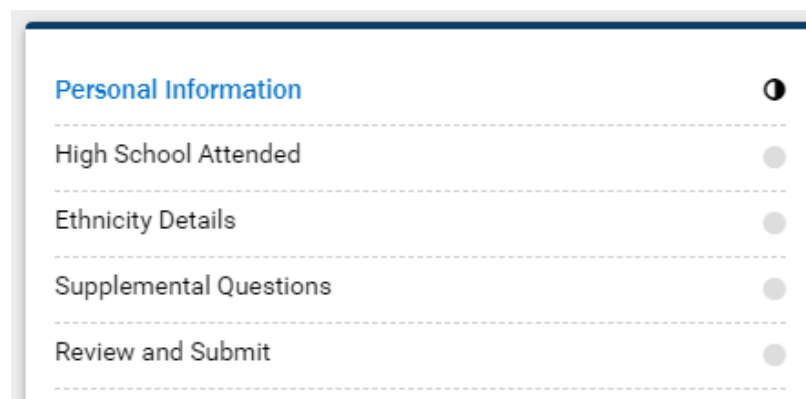
I will be enrolling as a...: College in the High School

Program: Non-Award Seeking

Term: Fall or Winter Term for the next academic year (if you are applying in Jan/Feb you will have to select fall. If you are applying in March/April you can select winter)

Degree or Certificate I am seeking...: College in the High School

The next few screens then ask you for your information. Please fill these portions of the application out as accurately and completely as possible. **THERE ARE FIVE PAGES THAT MUST BE COMPLETED (but this normally doesn't take longer than 15 minutes!):**



Personal Information	1
High School Attended	
Ethnicity Details	
Supplemental Questions	
Review and Submit	

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. **Your attended from and attended to dates** should be September of your Freshman year of high school to June of your senior year of high school. (ex: 09/05/2024 to 06/15/2028)
5. **If you are a current senior**, please choose "High School Diploma" for your completion status on the High School Attended page.