CTE Dual Credit Admissions Application

The CTE Dual Credit program requires that you apply to the college in order to have your credit transcribed from the high school. The admissions application is supported through the SBCTC platform called OAAP. Students will create a OAAP User Account and then fill out the SPSCC admissions application. Below is detailed information about the admissions application process.
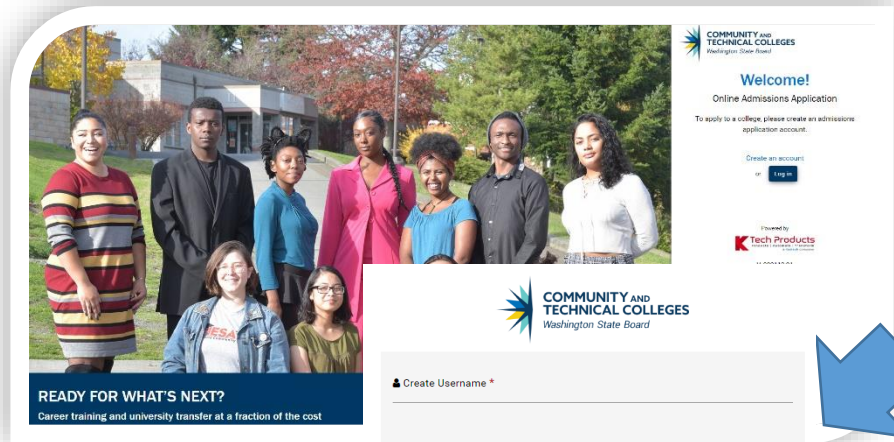
Go to https://apply.ctc.edu/enrollment/WA240

to access the admissions application

Setting up your OAAP 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 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:

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

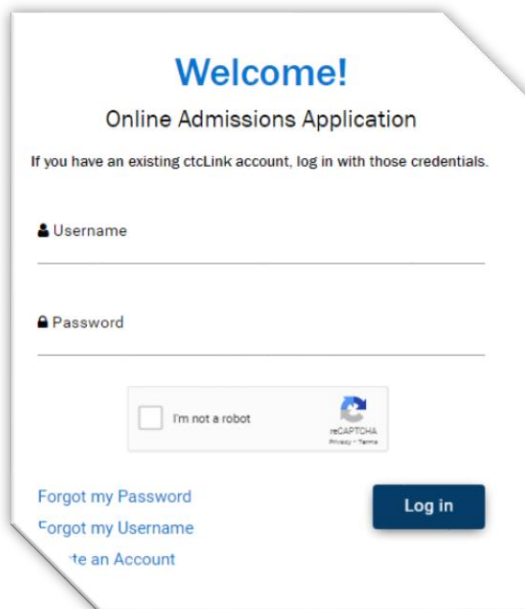## Completing the SPSCC Admissions Application

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

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! If you are NOT continuing on at SPSCC as a College in the High School, Running Start or regular college student and ONLY need your CTE Dual credit transcribed, Please fill out the Application EXACTLY as it shows below.

College: South Puget Sound Community College
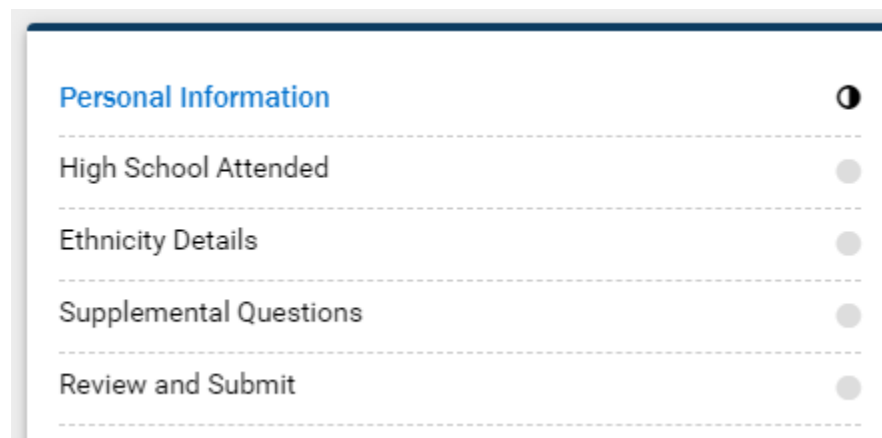
I will be enrolling as a…: First Year

Program: Transitional Studies

Term: Please select whatever is the next term available

Degree or Certificate I am seeking…: Undecided- Trans Studies

If you will be continuing at SPSCC, please fill out the application as best fits the type of student you will be with us!

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!)**:

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 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.