

# College in the High School (CHS) Student Process



I am in a high school class with college credit from the College in the High School program

I AM NEW TO CHS  
OR I AM NEW TO  
THE PARTICIPATING  
COLLEGE

**1 Application**  
Apply for admission to participating college

**2 Activation**  
Activate your ctcLink account

**3 Enrollment**  
Enroll for course using class number and permission number (provided by teacher)

I HAVE AN EXISTING  
CTC LINK ACCOUNT:

**Log-In**  
Log-in to your existing ctcLink account.

## 2024-2025 College Application and Course Enrollment Dates

### First Semester or Yearlong Courses:

College Application Window:

- Extended to January 17, 2025

Course Enrollment window:

- Extended to January 31, 2025
- Last Day to Withdraw with a W grade on college transcript: **March 2, 2025**

### Second Semester Courses:

Course Enrollment window:

**February 18, 2025 - April 14, 2025**

Last Day to Drop class without a W grade on college transcript: **April 21, 2025**

Last Day to Withdraw with a W grade on college transcript: **June 6, 2025**

# 1 Application

College in the High School (CHS)



Complete the following steps if this is the first CHS course you will take at this partner college or if you do not have a ctcLink account.

1. Visit <https://apply.ctc.edu/register>

2. Create an account. Follow the steps to create a username, password, etc.

3. Validate One-Time Password (OTP)

- Check the email you provided for OTP
- Submit OTP

4. Log-in with your newly created username and password to the college application site.



Welcome!

Online Admissions Application

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

Create an account

Log in

2



V. 202307.01

## Registration

### Validate One-Time Password (OTP)

A One-Time Password has been sent to [redacted] 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.

3

Enter OTP

Submit OTP

Resend OTP



OTP verified successfully.

Your registration successfully completed.

Log in Here

4

**Start A New Application**

Immediately below this page, you will find detailed explanations for each section.

[Logout](#)

Required items are indicated by an asterisk \*

College \* **BELLEVUE COLLEGE** I will be enrolling as a... \* **FIRST YEAR**

Program \* **NON-AWARD SEEKING** Term \* **CHOOSE TERM**

Degree or Certificate I am seeking... \* **OTHER** Academic Focus Area **LEAVE BLANK**

**Apply**

[In-progress applications](#)
[Instructions Guide](#)
[Submitted Applications](#)
**5. Complete “Start A New Application” page**

Choose the following options:

- o College
  - Bellevue College
- o I will be enrolling as a
  - First Year
- o Program
  - Non-Award Seeking
- o Term
  - Choose Term (Yearlong and First Semester Classes are Winter)
- o Degree or Certificate I am seeking
  - Other

Click “Apply”

[Admissions Information](#)

Term: WINTER 2024 | Type: First Year | Program: Non-Award Seeking | Plan: Non-degree - Other


**Bellevue College**

Term : WINTER 2025

College	Admission Type	Program
Bellevue College	First Year	Non-Award Seeking
Term	Plan	Sub-Plan
WINTER 2025	Non-degree - Other	None

6

**6. After clicking “Apply”, you should see your school listed like the image on the left (depending on which school you applied to)**

**Personal Information**

7


 High School Attended ✔

 Ethnicity Details ✔

 Supplemental Questions ✔

 Review and Submit ●

**7. Complete the following sections:**

- Basic Information
- Phone Information
- Email Information
- Address Information
- High School Attended
  - o Search for your High School
  - o Attended From/To Date
  - o What will your HS completion status be when you begin college?
- Ethnicity Details
- Supplemental Questions

**8. Review & Submit**

- Check “Yes, I accept” box and “Submit Now”

**Woo-Hoo! You have submitted your application and are on your way to earning college credits!**

- The application takes about 4-8 business days to process.
- You will receive an email once your application has been approved.
- You may log back in to the Online Admissions Application Portal to check the status of your application.

## 2 Activation



Once you Apply for Admission, you will need to **Activate your ctcLink account** so you can enroll in classes.

1. Click the activation link you received in your welcome email or go to:  
<https://gateway.ctclink.us>

### Can't find this email?

\*\*Check spam or junk mail folders.

Go to your partner college website to learn more:

- <https://www.bellevuecollege.edu/ctclink/students/training/activate-account/>

2. Select "Activate Your Account" at the bottom of the page

Washington State Community and Technical Colleges

ctcLink ID

Password

Keep me signed in

Sign In

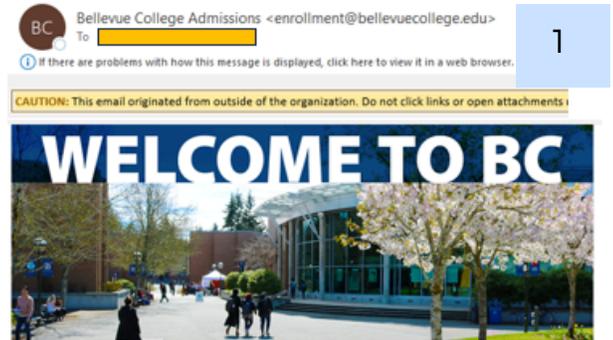
[Reset Password](#)

[Unlock Account](#)

[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



Dear [redacted]

You've been admitted to Bellevue College (BC)! It's a great time to move forward with an education that can help you reach your goals. Small class sizes, instructors who love to teach, and access to specialized support services are just a few steps away.

They're as easy as 1, 2, 3.

**1**

**Step 1: Activate Your ctcLink Account & Create a BC NetID**

Your ctcLink ID is [redacted] Use this to:

[Activate your ctcLink account](#)

[Create a NetID \(BC email address\)](#)

Your ctcLink ID lets you access ctcLink, a connected way to manage and track your education.

A BC NetID, meanwhile, lets you access Canvas (our learning management system), computer labs, and more.

[Account Activation Tutorial](#)

[Create Your NetID](#)

### 3. Enter Requested Information

- First Name
- Last Name
- Date of Birth
- ID Type is your ctcLink ID, a 9-digit number provided in the Welcome email.

3

  
WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

#### First Time Account Activation

First Name

Last Name

Date Of Birth (MM/DD/YYYY)

\*ID Typ  \*ctcLink ID (new) ID

### 4. Create a ctcLink password

Your password must contain at least:

- 8 characters
- 1 UPPER CASE letter
- 1 lower case letter
- 1 number (0, 1, 2, 3, ...)

#### IMPORTANT:

Write down and/or take a photo of your ctcLink ID and your new password!

Password recovery is a difficult process.

### 5. Activation is complete

TIP: Login right away and save your login information on your school computer or personal device

5

  
WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

Message

Your account has been activated. This is your ctcLink ID: 21  
ATTENTION: Once you click OK, this box will disappear. 1  
in to your account. (0/0)

For additional help, go to the partner college website:

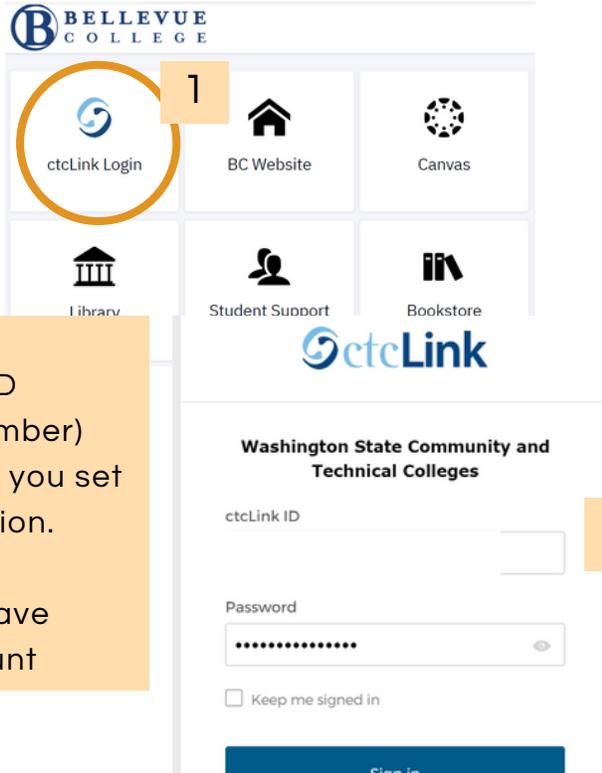
<https://www.bellevuecollege.edu/ctclink/students/training/activate-account/>

IMPORTANT: The grade you receive for a College in the High School course becomes part of your official college transcript.



# 3 Enrollment

1. Log in to ctcLink:  
<https://wa080.ctclink.us/>



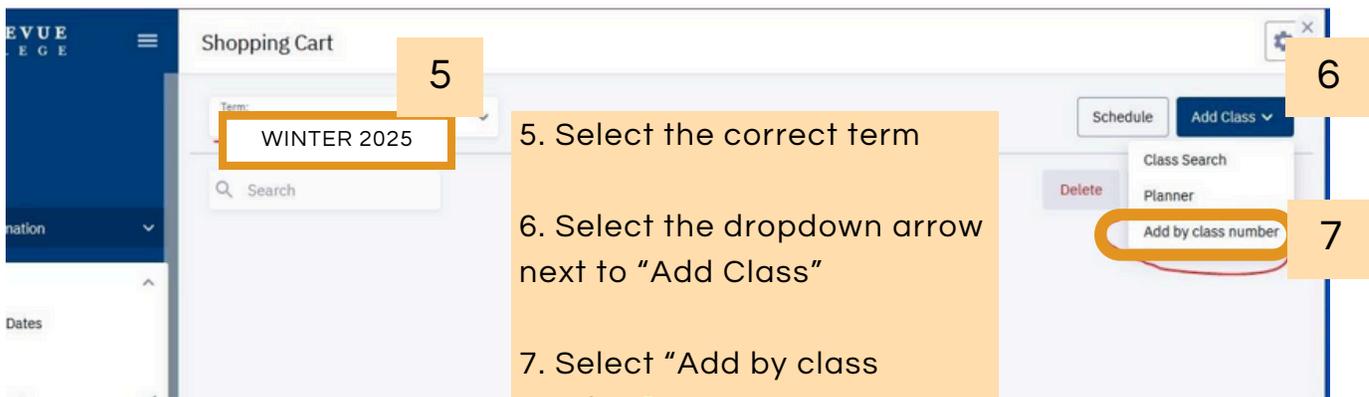
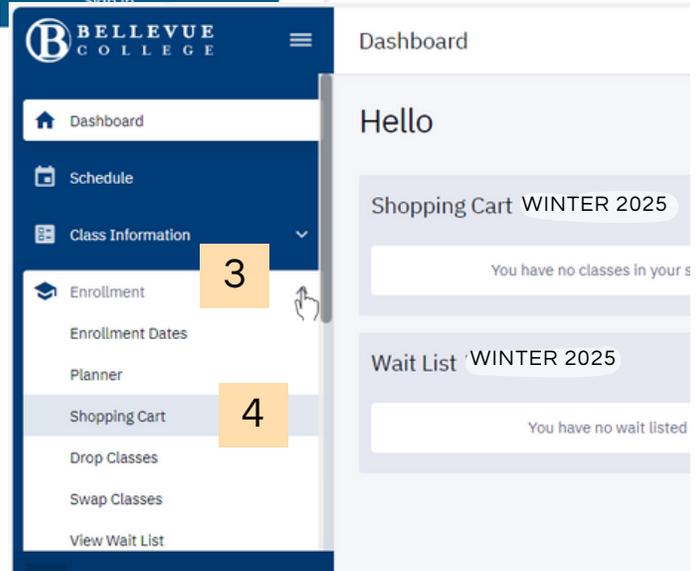
2. Use

- Your ctcLink ID (a 9 digit number)
- The password you set during activation.

NOTE: Be sure you have activated your account

3. Select the dropdown arrow next to "Enrollment" in the left hand menu.

4. Select "Shopping Cart"



5. Select the correct term

6. Select the dropdown arrow next to "Add Class"

7. Select "Add by class number"

8. Your teacher will provide a Class Number and your Permission Number.

Add the class to the cart by class number.

A dialog box titled "Add by class number" with a close button (X) in the top right corner. Below the title is the instruction "Add a class to the cart by class number." There is a text input field labeled "Class Number:" which is currently empty. Below the input field are two buttons: "Cancel" and "Add". A yellow box with the number "8" is overlaid on the left side of the dialog.

9. On the next window, type the "Permission Number" provided to you by your teacher.

**NOTE:**

This number is only for you to enroll in this specific course.

\*Do not change the Start Date.

10. Select Save

A dialog box titled "Enrollment options" with a close button (X) in the top right corner. Below the title is the course information "MATH 138: College Algebra Bus/Soc Sci | NHS1 - 41517". There is a text input field labeled "Permission Number:" containing the value "668189". Below this is a date input field labeled "Start Date:" with a calendar icon. At the bottom are "Cancel" and "Save" buttons. A yellow box with the number "9" is overlaid on the "Permission Number" field, and another yellow box with the number "10" is overlaid on the "Save" button.

11. Select the class (or classes) you would like to add.

12. Click "Enroll."

A screenshot of the "Shopping Cart" page in a web application. The left sidebar shows a navigation menu with "Enrollment" selected. The main content area shows a table with one class listed: "MATH 138 NHS1-LEC (41517) College Algebra Bus/Soc Sci". The "Enroll" button in the top right corner is circled in yellow. A yellow box with the number "12" is overlaid on the "Enroll" button, and another yellow box with the number "11" is overlaid on the class row. A yellow box with the number "13" is overlaid on the left sidebar.

13. You should see a pop-up message confirming your successful enrollment in the class (or classes).

A pop-up message titled "Enrollment Results" with a close button (X) in the top right corner. Below the title is the text "Enrollment results of 1 class(es) for the term SPRING 2023". There is a table with two columns: "CLASS" and "RESULTS". The table contains one row: "Class # 41517" with a green checkmark and the text "Added to your schedule." Below the table is a message box containing the text "This class has been added to your schedule." At the bottom is an "OK" button.

# This list is the Bellevue School District only

## Bellevue College in the High School (BCHS) Course Chart for 2024-25

Subject Area	High School Course (BSD credits)	College Course (college credits)
English Language Arts	AP Language and Composition (1.0)	ENGL& 101 (5)
English Language Arts	AP Literature and Composition (1.0)	ENGL& 111 (5)
English Language Arts	Senior English (1.0)	ENGL& 101 (5)
English Language Arts	IB Literature HL 2 - IHS only (1.0)	ENGL& 101 (5)
English Language Arts	IB Language and Literature HL 2 - IHS only (1.0)	ENGL& 101 (5)
English Language Arts	Advanced Studies in English (1.0)	ENGL& 115 (5)
Math	Mathematical Models (1.0)	MATH& 107 (5)
Math	AP Statistics/Introduction to Statistics (1.0)	MATH 130 (5)
Math	Business Precalculus (1.0)	MATH 138 (5)
Math	Business Calculus (1.0)	MATH& 148 (5)
Math	Pre-Calculus (2.0)	MATH& 141 (5) MATH& 142 (5)
Math	AP Calculus AB (2.0)	MATH& 151 (5) MATH& 152 (5)
Math	AP Calculus AB/BC (3.0)	MATH& 151 (5) MATH& 152 (5) MATH& 153 (5)
Math	Advanced Calculus (2.0)	MATH& 153 (5) MATH& 254 (5)
Math	Linear Algebra/Differential Equations (2.0)	MATH 208 (5) MATH 238 (5)
Math	Advanced Calc/Differential Equations - SHS only (2.0)	MATH& 254 (5) MATH 238 (5)
Science	Anatomy and Physiology (1.2)	BIOL 108 (6)
Science	AP Biology/IB Biology SL (1.2)	BIOL& 160 (6)
Science	AP Chemistry (1.2)	CHEM& 161 (6)
Science	Marine Science - NHS only (1.2)	OCEA& 101 (6)
World Language	French 3 & IB French 3 AB Initio (1.0)	FRCH& 123 (5)
World Language	French 4 & IB French 4 SL 1 (1.0)	FRCH& 221 (5)
World Language	IB French 5 SL (1.0)	FRCH& 222 (5)
World Language	IB French 6 HL (1.0)	FRCH& 223 (5)
World Language	Spanish 3 (1.0)	SPAN& 123 (5)
World Language	Spanish 4 (1.0)	SPAN& 221 (5)
World Language	IB Spanish 5 HL (1.0)	SPAN& 222 (5)
World Language	IB Spanish 6 HL (1.0)	SPAN& 223 (5)

\*NOTE: Transferability of credits depends on the receiving college.

- Use a search engine and use the receiving college name and transfer equivalency to find information on credits earned in the above College in the High School courses.
- The ampersand (&) indicates a common course number (sometimes abbreviated CCN) for all the colleges in Washington State and should be used in researching transferability.