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 BELLEVUE COLLEGE:

1. Application

Apply for admission to Bellevue College

2. Activation

Activate your ctcLink account

I HAVE AN EXISTING CTCLINK ACCOUNT:

Log-In

Log-in to your existing ctcLink account

3. Enrollment

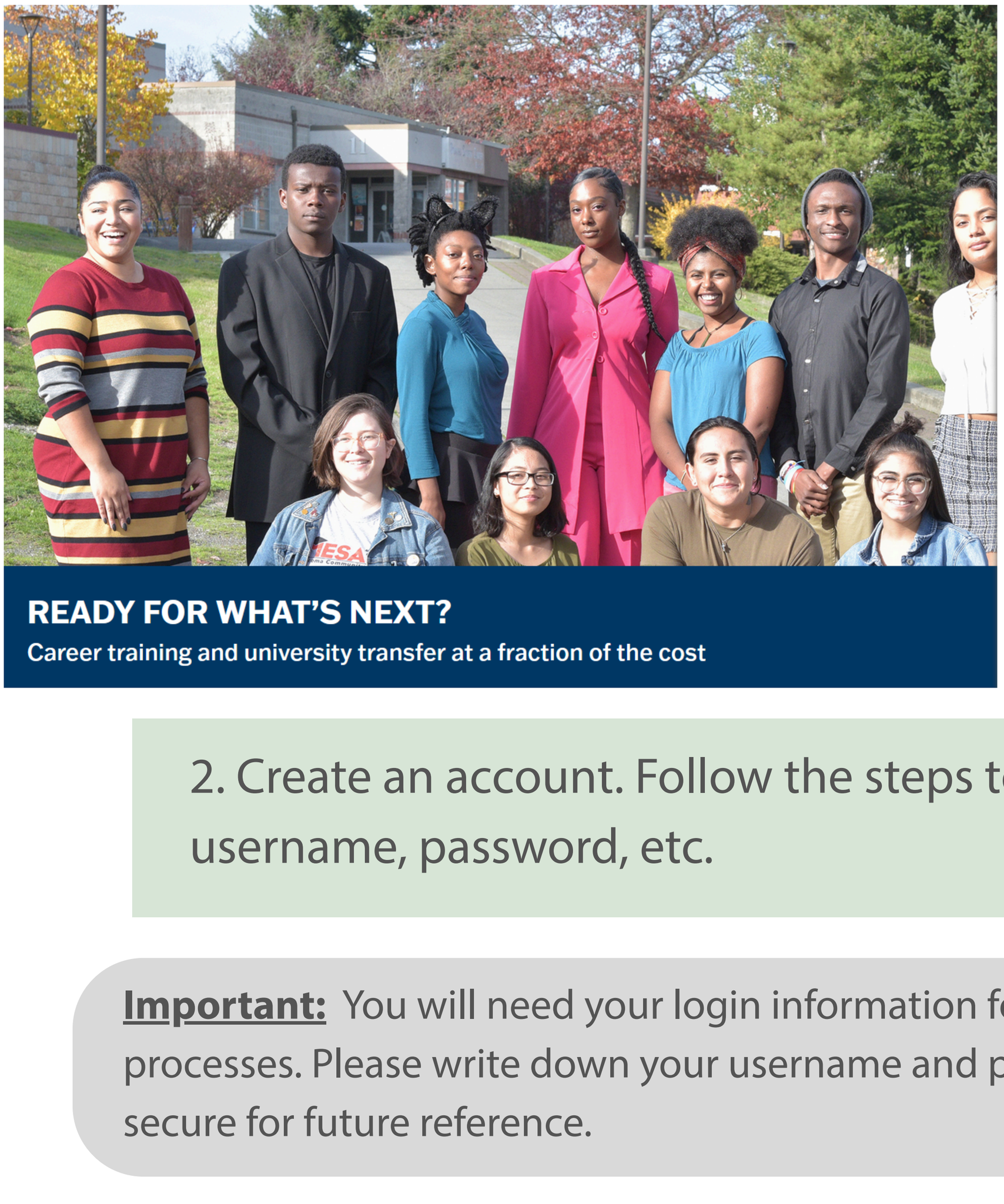
Enroll in course using class number and permission number (provided by teacher)

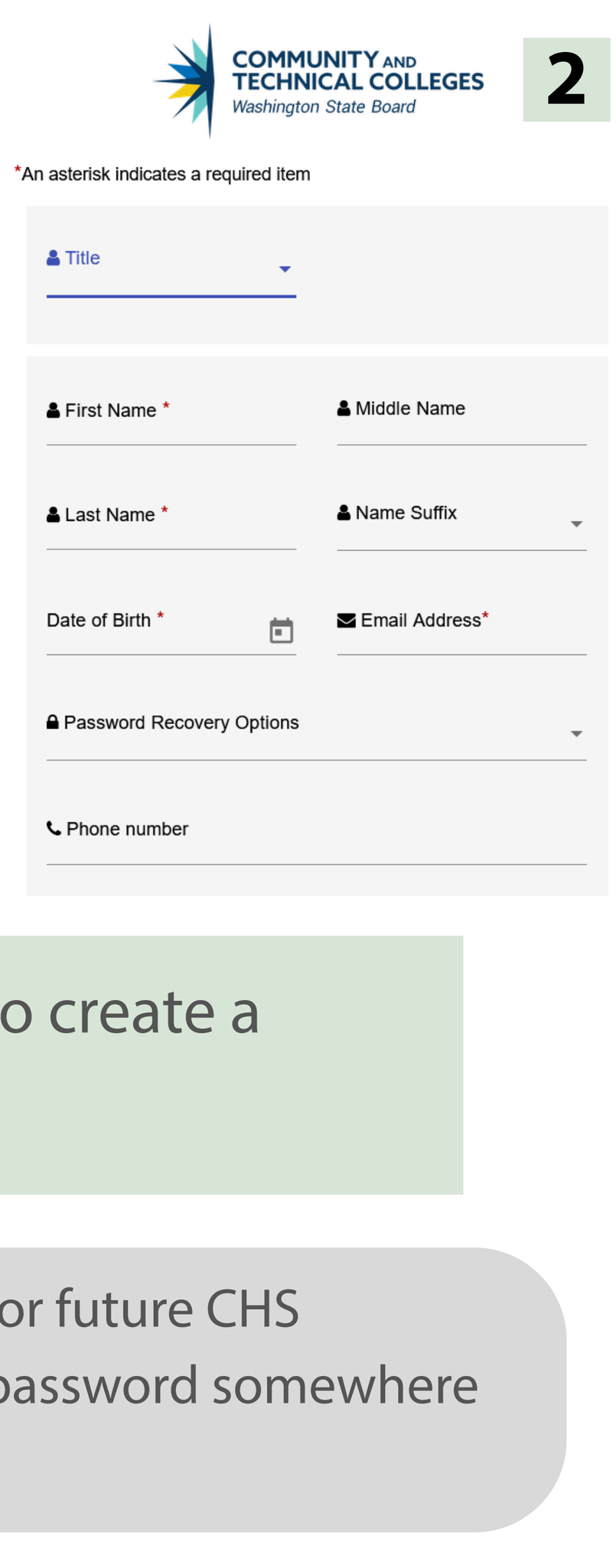
1. Application

College in the High School (CHS)

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

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





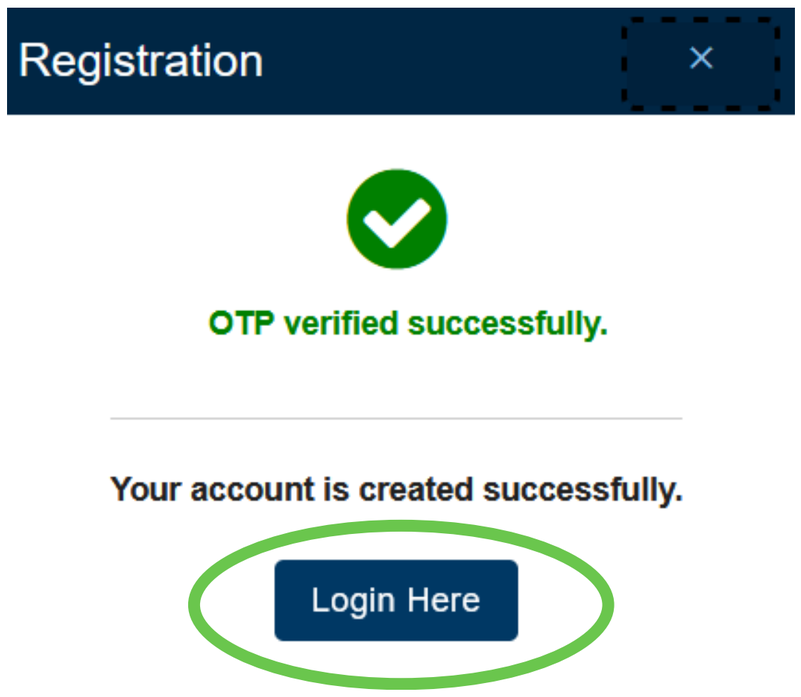
2. Create an account. Follow the steps to create a username, password, etc.

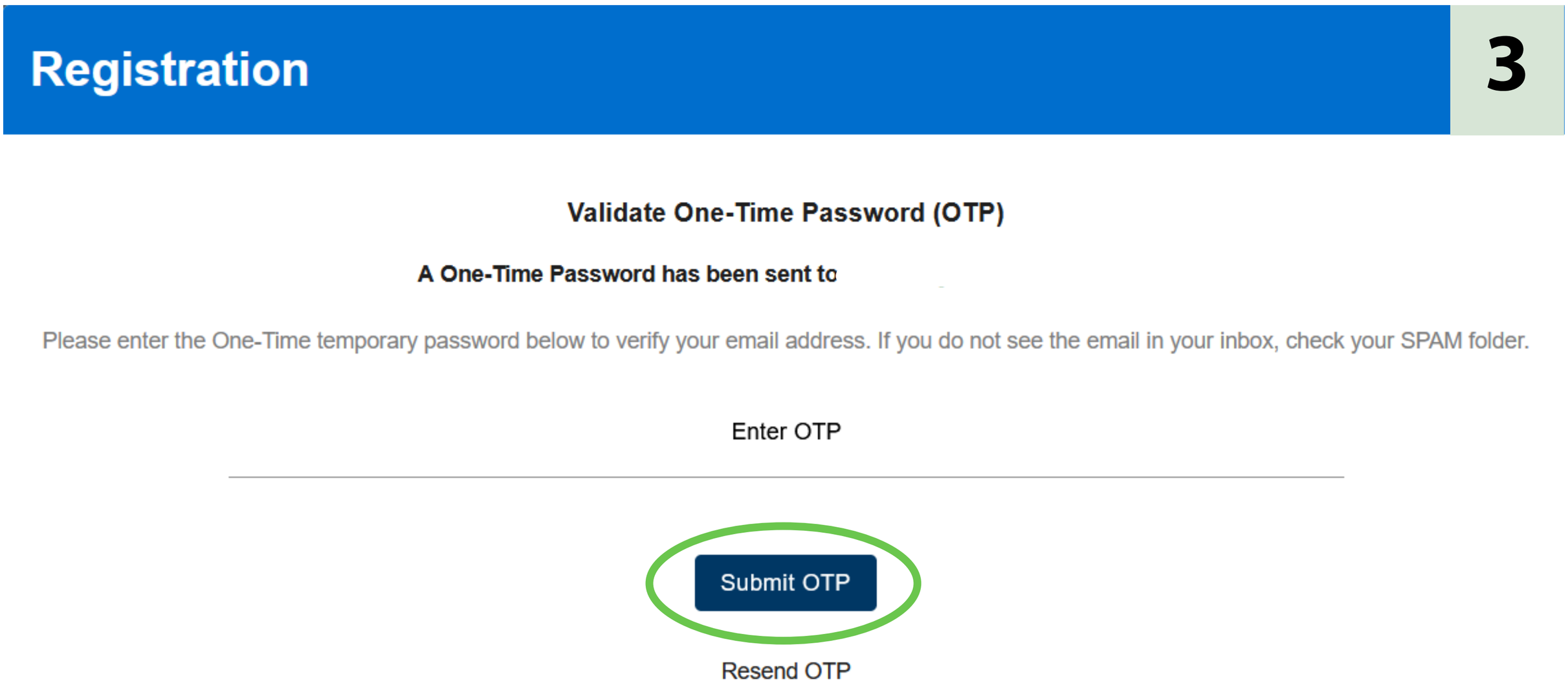
Important: You will need your login information for future CHS processes. Please write down your username and password somewhere secure for future reference.

After creating your account, you will need to verify your email address before you are able to log-in.

3. Validate One-Time Password (OTP)

- Check the email you provided for your OTP
- Enter and submit OTP





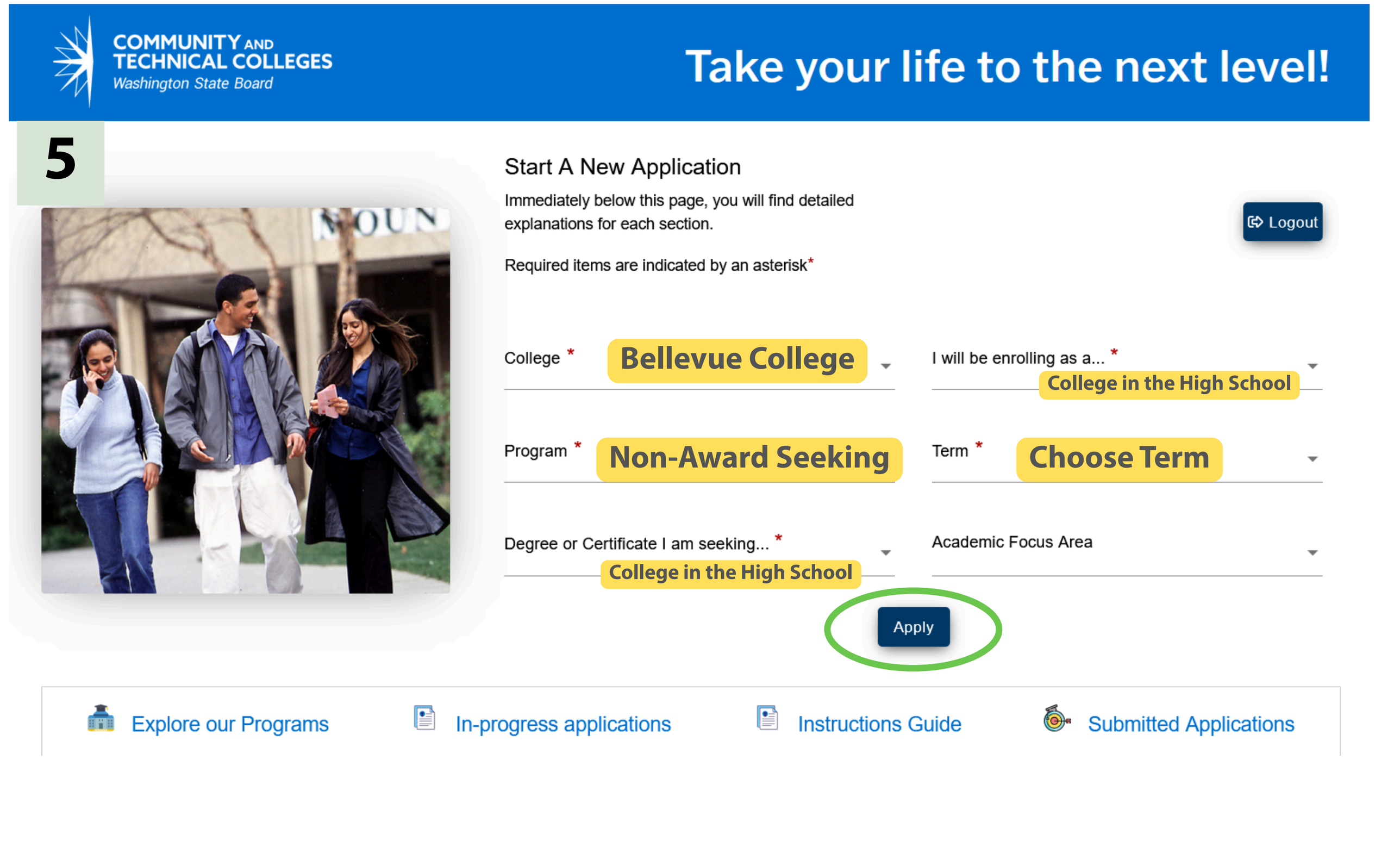
4. You will be taken back to this page where you can now select “Existing Users Login”

5. Complete “Start A New Application” page

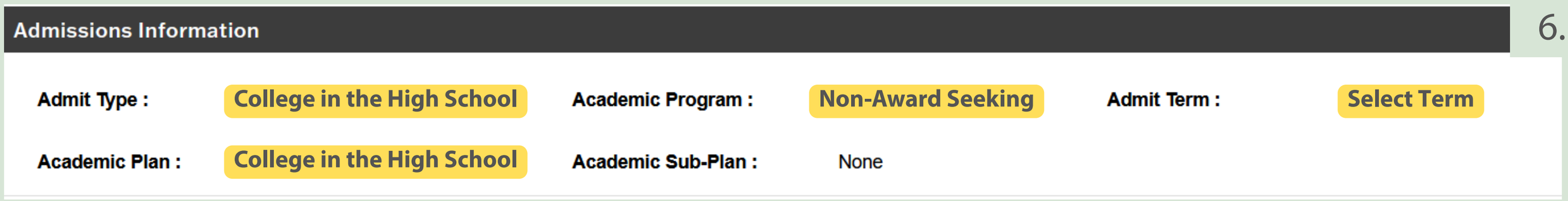
Choose the following options:

- College
  - Bellevue College
- I will be enrolling as a
  - College in the High School (CHS)
- Program
  - Non-Award Seeking
- Term
  - Choose Term (Yearlong and First Semester Classes are Winter)
- Degree or Certificate I am seeking
  - College in the High School (if not an option, select non-degree other)

Click “Apply”

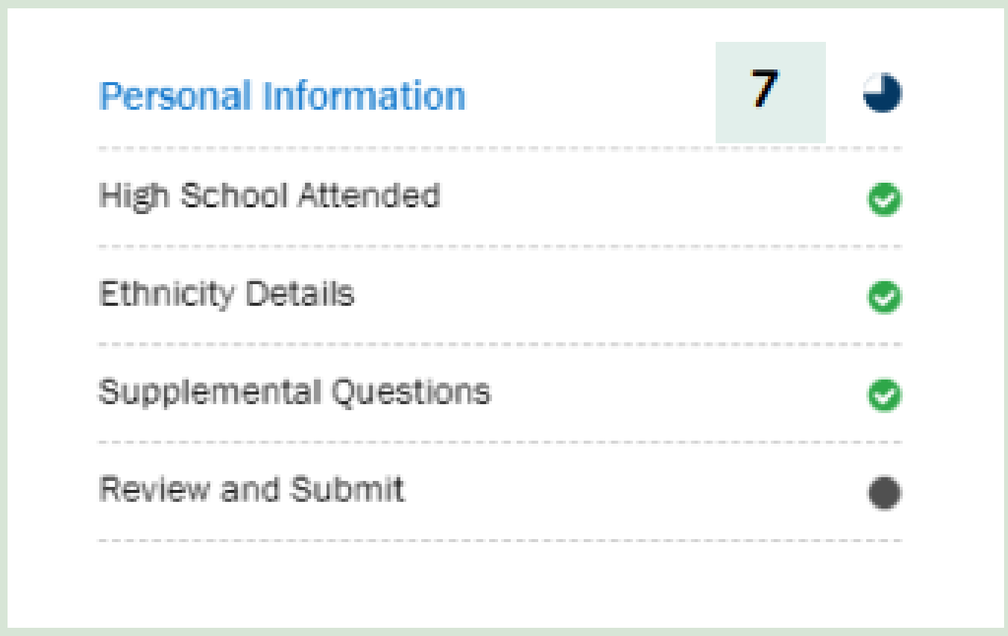


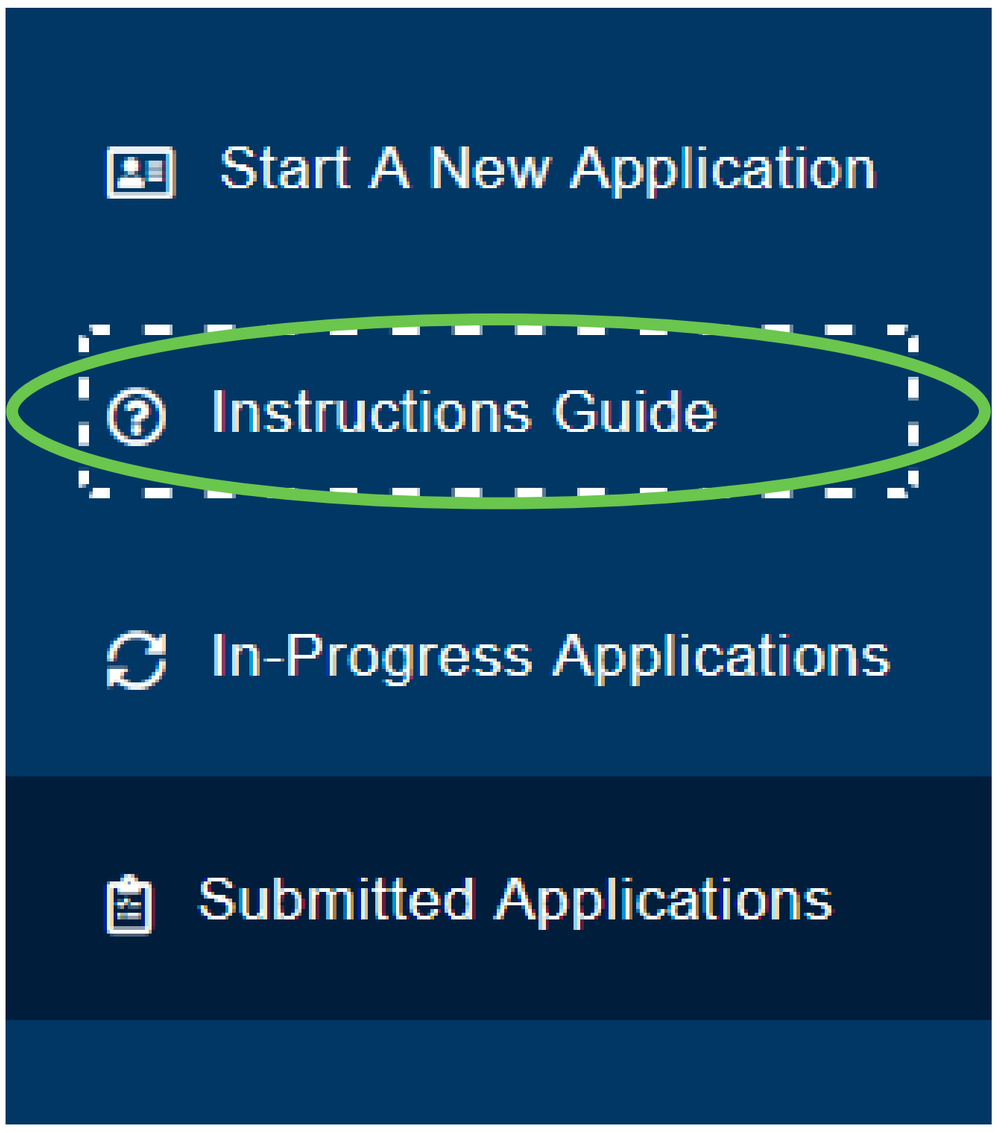
6. After clicking “Apply,” you should see your school listed like the image below (depending on which school you applied to)



7. Next – Complete the following sections:

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





The “Instructions Guide” found in the Application Portal is a useful tool if the steps to submit your application are unclear.

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!

Please Note:

- The application takes about 4-8 business days to process.
- You will receive an email once your application has been approved (This will be sent to the email you created your account with).
- You may log back in to the Online Admissions Application Portal to check the status of your application.