

# Running Start Admissions Application

## Instructions

The Running Start Admissions Application is supported through a platform called CTC Link. Students will create a CTC Link User Account and then fill out the Whatcom Community College (WCC) Admissions Application. Below is detailed information about the admissions application process.

Go to [Apply.ctc.edu](https://apply.ctc.edu) site for Whatcom Community College

to access the admissions application

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## 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 ID number to log in and submit an WCC application.*





Create Username \*

Password \* Confirm Password \*

Title

First Name \* Middle Name

Last Name \* Name Suffix

Date of Birth \* Email Address \*

Submit

My Username:

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My Password:

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You will use this information to log in and create your Running Start admissions application

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](mailto:outreach@spscc.edu) from [noreply@sbctc.edu](mailto: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

# Whatcom

COMMUNITY COLLEGE

## 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 \(OAAP\)](#).

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.

The screenshot shows a login page titled "Welcome! Online Admissions Application". It includes a message: "If you have an existing ctclink account, log in with those credentials." Below this 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.

The screenshot shows the "Start A New Application" page. It features a header with the title and a note: "Immediately below this page, you will find detailed explanations for each section." On the left is an image of three students walking. The main content area contains four dropdown menus: "College" (selected: South Puget Sound Comm College), "I will be enrolling as a..." (selected: Running Start), "Program" (selected: Academic), and "Term". Below these is a "Degree or Certificate I am seeking..." dropdown (selected: Academic Focus Area) and a blue "Apply" button. A footer note states: "Your personal data will be copied from previously submitted applications, so you will not have to fill it out again".

**"I will be enrolling as a..."**

**IMPORTANT! Please make sure you select RUNNING START as your enrollment type!**

**Program** - defaults to "Academic". If you decide to pursue a Professional-Technical degree, your advisor will help you make the switch.

**Term**

Fall = September

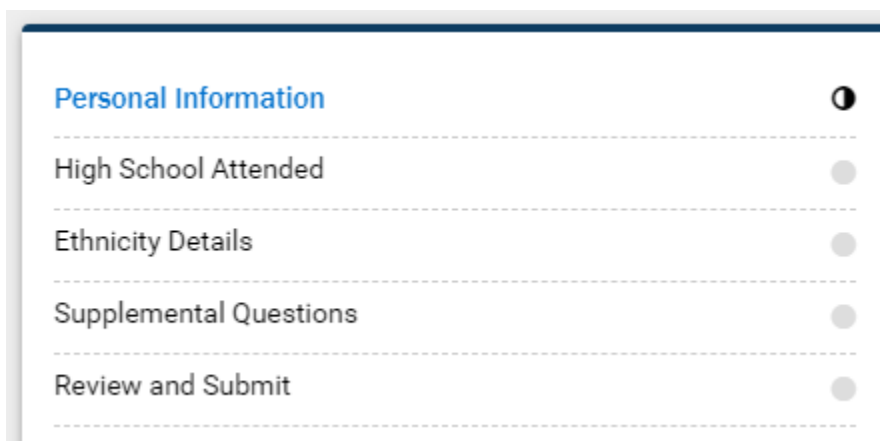
Winter = January

Spring = April

Summer = June

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 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, it will be required in the future if you apply for Financial Aid.
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.