CLOVER PARK TECHNICAL COLLEGE

4500 STEILACOOM BLVD SW, LAKEWOOD, WA 98499-4004

CPTC College in the High School (CiHS)

Admissions & Registration Guide for High School Staff

Use this guide to support students through the CPTC College in the High School admissions and registration processes.

STEP 1: Inform Students

Provide students with:

- College in the High School Information Sheet
- Course description and learning outcomes
- Information about college credit, transcripts, transferability, and FERPA (CPTC student Information sheet)

Complete before moving forward:

- Student reviews course information
- Student completes the Student Acknowledgment Form

STEP 2: Complete CPTC Admissions

Student responsibilities:

- Complete the CPTC Admissions Application
- Use their legal name
- Watch for their CPTC welcome email
- Obtain ctcLink ID

School staff responsibilities:

- Assist students who need help completing the application

STEP 3: Activate ctcLink

Students should:

- Activate their ctcLink account
- Save their username and password
- Verify they can successfully log in

STEP 4: Submit Class Roster

Send CPTC a roster that includes:

- Legal First Name
- Legal Last Name
- High School & Teacher
- CPTC Course Name

Before submitting:

- Have student verify their names match CPTC application records
- Follow up with students missing application requirements

STEP 5: Register Students

- CPTC provides registration instructions and class numbers.
- Students register in ctcLink.
- Students verify their registration was successful.

STEP 6: Verify Enrollment

Teacher/School Staff

- Review class rosters in ctcLink Faculty Center
- Verify all expected students are enrolled
- Confirm names and enrollment counts are correct
- Report discrepancies to CPTC

Students

- Review schedules in ctcLink
- Confirm all CPTC classes appear correctly

FINAL CHECK

Before classes begin, confirm:

- ➢ Student Acknowledgment Form completed
- ➢ CPTC Admissions Application submitted
- ➢ ctcLink account activated
- ➢ Class roster submitted to CPTC
- ➢ Student registered in correct course
- ➢ Student appears on ctcLink roster
- ➢ Registration issues resolved

COMMON ISSUES

- Student completed acknowledgment form but not the CPTC application
- Student completed the application but did not activate ctcLink
- Student used a nickname instead of their legal name
- Student missing from ctcLink roster
- Student didn't submit their ctclink "shopping cart"
- School roster does not match CPTC records

Questions? Contact the CPTC College in the High School office: jessica.dempsey@cptc.edu

Important Reminder

Students who previously participated in CPTC College in the High School, Running Start at Clover Park Technical College, or Running Start at another Washington State community or technical college may already have a ctcLink ID number.

Before assisting a student with a new application, verify whether an existing ctcLink ID already exists. This helps prevent duplicate records and registration delays.