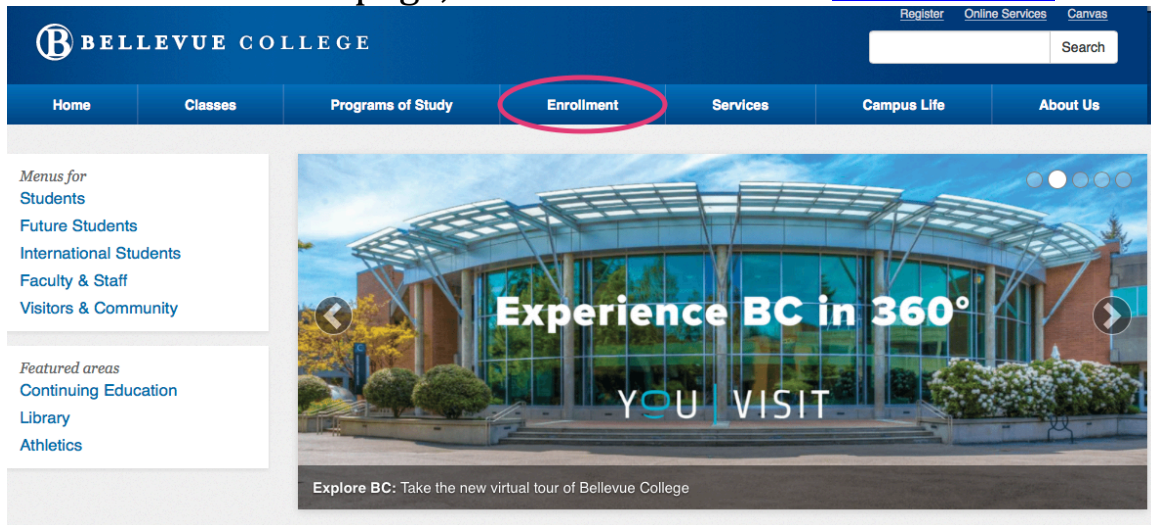


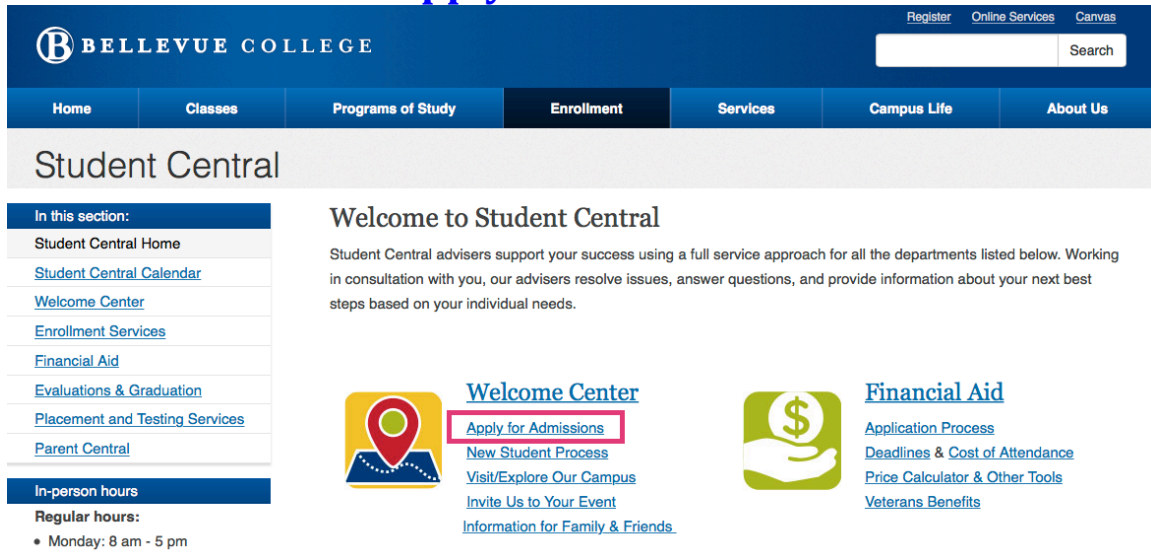
BC Application Instruction

Steps on how to apply correctly as an Alcohol & Drug Counseling (ALDAC) student to Bellevue College

From the BC home page, select the tab titled “**Enrollment**”



Select the link titled “**Apply for Admissions**”



Select the link titled “[Apply for General Admission](#)”

The screenshot shows the top navigation bar of the Bellevue College website. The header includes the college logo, a search bar, and links for Register, Online Services, and Canvas. The main navigation menu has tabs for Home, Classes, Programs of Study, Enrollment, Services, Campus Life, and About Us. The Admissions section is active, displaying a sidebar with links for Admission Considerations, Student Central Home, Application Deadlines, Request Information, and Eligibility. The main content area contains introductory text about the admission process and a link to the General Admission Application.

A vertical sidebar on the left side of the page. It features an icon of a calendar and a checklist for 'Enrollment Services', an icon of a graduation cap for 'Evaluation & Graduation', and a prominent yellow button with the text 'START HERE'.

All Other Applicants Complete A General Application

All other students must complete the [General Admission Application](#).

Check the [Student Central Calendar](#) for the final admission deadline of the quarter you intend to start.

Step One: Click on the Apply for General Admission button below

- The link takes you to the Washington State Community and Technical College Web Admissions Center. Follow the [Quick Start Instructions](#) provided on the site. Make sure to **complete the application process by clicking on the Submit Button** located at the bottom of the college listing of choices.
- Allow 1-3 business days for the Welcome Center to process your application. We send you a Welcome Letter email with instructions for your next steps.
- The college places a \$55 admission/placement fee on your account at the time we process your application. You pay this fee at the time you pay your first quarter tuition. Once paid, the fee is non-refundable.

[Apply for General Admission](#)

Step Two: Click here for [New Student Starting at Bellevue Processes](#) you must complete before registering for classes.

Select the link titled “**Set up My web admission Account**”

NOTE

If you already have an admission account, proceed to the “login to the web admission center”.

Web Admissions Center

Washington State Community and Technical Colleges

Main Menu

Welcome to the Web Admissions Center for the Washington State Community and Technical Colleges!

From here you can apply for admission to several of the community and technical colleges in the state of Washington. To get started, simply select from one of the options below.

- [Quick Start Instructions](#)
- [Set Up My Web Admissions Account](#)
- [Login to the Web Admissions Center](#)

[Return to admitting college](#)

If you are having difficulties with the Web Admissions application, [click here for a possible solutions.](#)

[SBCTC Privacy Notice](#)

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If you have questions about your Application for Admission or about the college to which you are applying, contact the college directly.
If you encounter a serious application error while using the application, e-mail [SBCTC Customer Support](#).

Answer all 6-questions and submit your questionnaire.

Web Admissions Center
Washington State Community and Technical Colleges

Set Up a Web Admissions Account

Before you can complete an Application for Admission, you need to set up an account with the Web Admissions Center. Complete the steps below. Required information is indicated by an asterisk (*). When finished, click the Submit button.

1.* **Enter your name.** Type your first name, last name, and middle initial.
First Name:
Last Name:
Middle Initial:


2.* **Create a user ID.**
Your user ID identifies you to the Web Admissions Center and allows you to access your application information at any time. Your user ID can be any combination of letters and numbers, but must contain a minimum of four (4) characters and a maximum of 16 characters. Spaces and special characters (!, @, #, and so forth) are not allowed. All letters are automatically converted to lower case. Examples of valid user IDs are *jsmith*, *kate12*, and *bobjones*. If you enter a user ID that has already been used, you will be prompted to create another one. Write down your user ID for future reference.
User ID:

3.* **Create a password.**
Your password is used along with your user ID to verify your identity and to secure your application information so that only you can access it. Your password can be any combination of letters and numbers, but must contain a minimum of eight (8) characters and a maximum of 16 characters. You must include at least one number in your password. Spaces and special characters (!, @, #, and so forth) are not allowed. Do not use your user ID or your Social Security Number as your password. Examples of valid passwords are *neezdo3s*, *12345cats*, and *godswegs!*. Make sure you remember your password for future reference. You will not be able to access your application information without it.
Password:

4.* **Verify the password.** Retype the password you just entered above.
Verify Password:

5.* **Enter your mother's maiden name and your birth date.**
In the event that you forget your user ID or password, the following information will be used to authenticate your identity to the Web Admissions Center.
Mother's Maiden Name:
Your Date of Birth: (mm/dd/yyyy)

6.* **Create your account.** To create your account once you have entered the above information, click the Submit button.



Select the link titled **["Login to the Web Admissions Center"](#)**

Web Admissions Center
Washington State Community and Technical Colleges

Main Menu

Welcome to the Web Admissions Center for the Washington State Community and Technical Colleges!

From here you can apply for admission to several of the community and technical colleges in the state of Washington. To get started, simply select from one of the options below.

If you are having difficulties with this application (like having a Session variable undefined...), [click here](#) for a possible solution to the problem.

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If you have questions about your Application for Admission or about the college to which you are applying, contact the college directly.
If you encounter a serious application error while using the application, e-mail [SBCTC Customer Support](#).

Sign into your Admission Center Account.

Web Admissions Center
Washington State Community and Technical Colleges

Login to Web Admissions Center

User ID:
Password:

Forgot your password? [Click here for help.](#)

[SBCTC Privacy Notice](#)

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If you have questions about your Application for Admission or about the college to which you are applying, contact the college directly.
If you encounter a serious application error while using the application, e-mail [SBCTC Customer Support](#).

Answer all questions for: **Section 1 – Personal Information.** then select submit and continue.

Section 1 - Personal Information

Disclosure Statement: Response or non-response to any of the questions listed as voluntary in this section will not affect your consideration for admission.

* First Name	Bugs	* Last Name	Bunny	Middle Initial	
* Address					
* State	Washington	* Zip Code			
Day Phone		Evening Phone			
Ext.		Ext.			
* Date of Birth	11/08/1970 (mm/dd/yyyy)	Gender	<input type="radio"/> Male <input type="radio"/> Female (Providing this information is voluntary)		
E-mail Address					
<input type="checkbox"/> I don't have an e-mail address.	Previous Names				
al Security Number		To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report payments made by you that may qualify for a tax credit or a tax deduction on your income tax return. We may also use this information to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to an IRS penalty of \$100. Pursuant to state and federal law, the college will protect your SSN from unauthorized use and/or disclosure.			

****PLEASE NOTE****

The next page is **EXTREEMLY** important!

When filling out **Section 2 – Course of Study** please pay attention to question #4.

If you are an Alcohol & Drug Counseling (ALDAC) Program student, you **MUST** input the ALDAC Program Code **437** for your question #4 response. **(this way you are able to register for ALDAC classes).**

Please **DO NOT** add anything more than what was instructed for #4.

Example:

Question#4: What is your intended major area of study?

Answer to #4: **437**

Once you've answered all questions for: **Section 2 – Course of Study**, then select submit and continue.

Section 2 - Course of Study

1.* Which quarter do you plan to start?	Spring
2.* Which year do you plan to start?	2016
3. What is your preferred time of class attendance?	Day
4. What is your intended major area of study?	
5. Do you plan to transfer to a four-year college?	Yes <input type="radio"/> No <input type="radio"/>
6. Has either of your parents earned a bachelor's (4-year) degree?	Yes <input type="radio"/> No <input type="radio"/>

Please continue with the application, answer all questions to the best of your ability for each provided sections and remember to submit your application.

When submitting your application, please select Bellevue College as shown below:

Submit Application

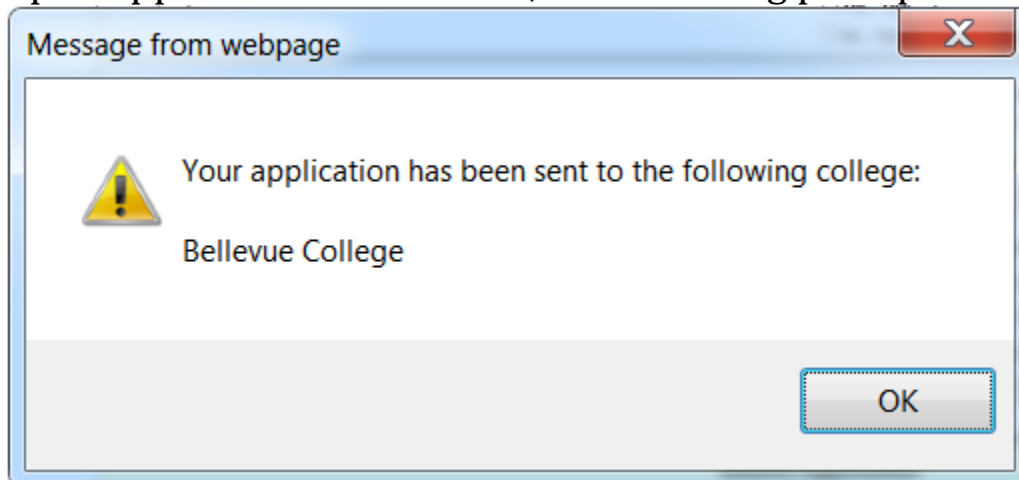
Instructions: Read Me First

To submit your application, select the check box for the college to which you want to apply. Then click the Submit button at the bottom of the page.

- You may only apply to **one college** at a time. To apply to more than one college, you must first close and reopen your browser. Then log back into the Web Admissions Center.
- After you click Submit, the date and status of your application is displayed on the next screen.
- Once an application has been approved by a college, you cannot reapply to that college.

Select	College and Branch	Fee	Date and Time Applied	Application Status
<input type="checkbox"/>	Bates Technical College	50.00	Not applied	Not applied
<input checked="" type="checkbox"/>	Bellevue College	34.00	Not applied	Not applied
<input type="checkbox"/>	Bellingham Technical College	0.00	Not applied	Not applied
<input type="checkbox"/>	Big Bend Community College	30.00	Not applied	Not applied
<input type="checkbox"/>	Cascadia College Cascadia Community College ▼	30.00	Not applied	Not applied
<input type="checkbox"/>	Centralia College	None	Not applied	Not applied

Upon application submission, the following prompt will pop-up



Please note, the below information is very important!

- Once your application has been completed to Bellevue College, please allow 1-3 business days for the welcome center to process your general admission application.
- After your application has been processed, the Welcome Center will send you an email instructing you on your next steps.
- A non-refundable \$55 admission/placement fee will be added to your account. Please pay this fee at the time you pay your first quarter tuition.

CONGRATULATION
AND
WELCOME TO
BELLEVUE
COLLEGE