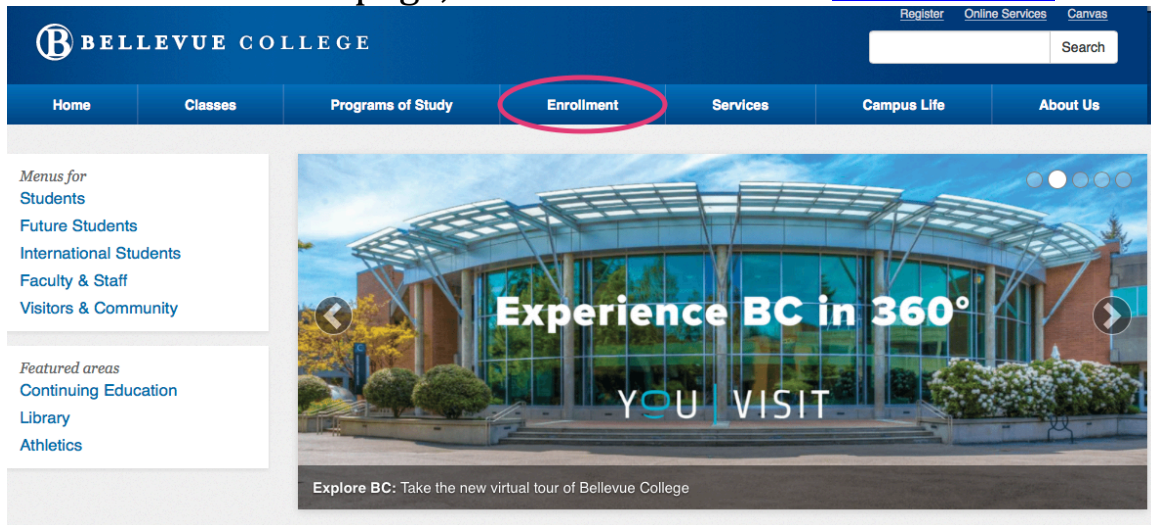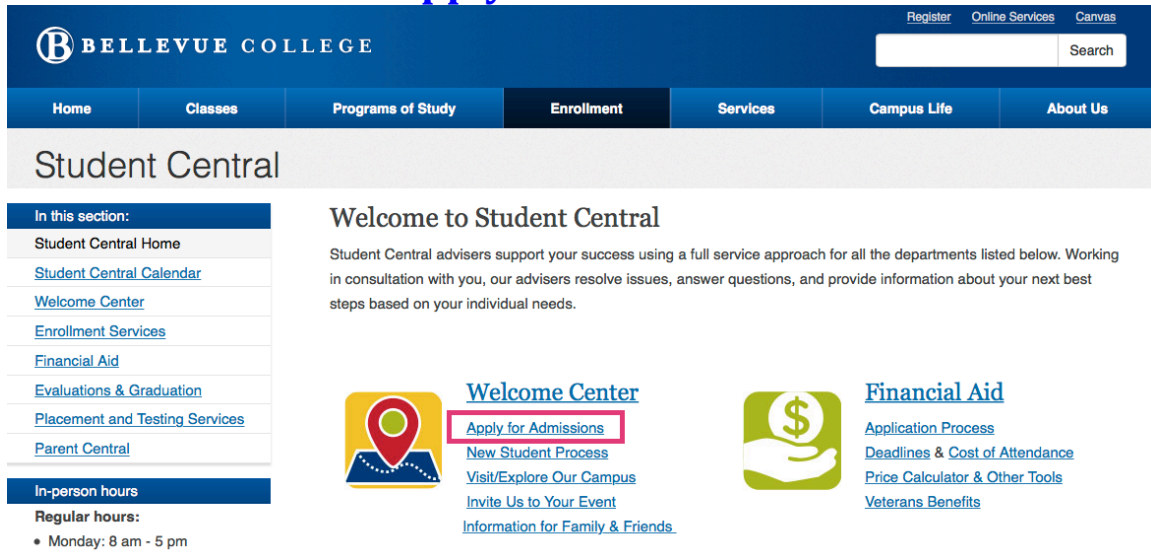# BC Application Instruction

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**"

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".

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*, *katie12*, 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 *newsho3s*, *12kitycats*, and *godawgs9*. 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.

[Submit] [Clear] [Close]

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.

- 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 this application (like having a Session variable undefined...), click here for a possible solution to the problem.

SBCTC Privacy Notice
All material is Copyright © 2009 Washington State Board for Community and Technical Colleges (SBCTC).
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: _____

[Login] [Clear]

Forgot your password? Click here for help.

[Forgot Password]

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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.

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 <u>MUST</u> 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.

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:
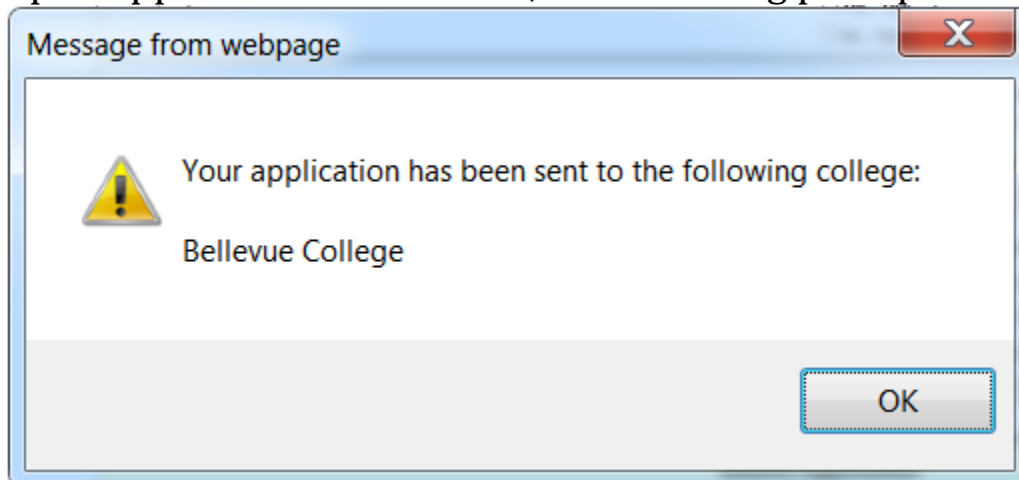
Submit Application

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
☐	Bates Technical College		50.00	Not applied	Not applied
☑	Bellevue College		34.00	Not applied	Not applied
☐	Bellingham Technical College		0.00	Not applied	Not applied
☐	Big Bend Community College		30.00	Not applied	Not applied
☐	Cascadia College	Cascadia Community College ⌄	30.00	Not applied	Not applied
☐	Centralia College		None	Not applied	Not applied

Upon application submission, the following prompt will pop-up

Message from webpage

Your application has been sent to the following college:

Bellevue College

OK

- 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