Web Admissions Center

Contents

Overview

Web Admissions Center allows students to use the World Wide Web to apply for admission to participating Washington State community and technical colleges.

Web Admissions Center is a centralized process that is housed on a server at the SBCTC-ITD. Colleges add a link from their Web pages to Web Admissions Center.

Web Admissions Center has many easy-to-use features for both potential students and for colleges.

Potential students can:

1. Complete the Web Admissions form in one sitting, or complete sections of the application over time.
2. Select one or more colleges to receive the application.
3. Check the status (pending, accepted, rejected) of the application.
4. Submit the same application to additional colleges as needed.

Colleges can:

- Indicate whether there is an application fee, and the amount of the fee.
- Indicate whether students can apply to specific branch campuses.
- Identify the staff member who will receive the e-mail notifications when applications are submitted to the college.
- Define the text that appears in the automated e-mail notification to the application when an application is received.
- Indicate the database (Admissions, Student Management, or both) to which the data is loaded when the application is accepted.

- Indicate whether the data in the ADM or SM databases can be overwritten if a record already exists for the applicant.

How Web Admissions Center Works

Web Admissions Center uses the following process flow:

- The applicant creates a Web Admissions Center account.
- The applicant completes the online application form (a standard Washington State community and technical college application). The applicant can complete the application at one time or can save the application and complete it later.
- The applicant selects a college or colleges from a list of participating colleges.
- The applicant submits the completed application to the selected college or colleges.
- A designated college staff member is notified by e-mail of a pending application for review.
- College staff review the application and enter any college codes that are required.
- If the application is approved, the applicant's information is automatically loaded through the Web Transaction Server to the college's SM database, ADM database, or both databases.
- The applicant receives an e-mail generated automatically with a college-specified message.

How Students Use Web Admissions Center

Using Web Admissions Center is a two-step process for applicants:

- First, the applicant creates a Web Admissions Center account.
- Then, the applicant completes the online application form, which is a standard Washington State community and technical college application. The applicant can complete the application at one time or can save the application and complete it later.

Once applicants complete and submit their applications, they can review the application's readiness, track the application's history, and change their Web Admissions Center account password.

Applying for Admission

Note: This section is written for applicants, and shows you how the applicant uses Web Admissions Center to apply for admission to your college.

1. Go to https://www.public.ctc.edu/ApplicantWebClient/Applicant/ApplWelcome.aspx .
2. Click the Set Up My Web Admissions Account link. This link takes you to a secure Web site.

3. Enter name, user ID, user password, and authenticating information (your mother's maiden name and your date of birth).
4. Click Submit. A screen appears verifying the account has been successfully created.

Note: To clear all fields, click Clear
5. Click Complete Application for Admission.
6. Complete the application. The application is divided into six sections:
   - Biographical information
   - Course of study information
   - Residency information
   - Race and citizenship information
   - Testing information
   - Academic history

Fill out the application as completely as possibly. Required fields are marked with an asterisk (*) and must be completed before you can save a section of the application.

Once you finish a section, you can click Save and Continue to go to the next section. At any time, you can save the application, log out of Web Admissions Center, and come back later to complete the rest of the sections.

7. When you finish filling out all sections, the Submit Application tab becomes active. A message near the top of the tab verifies the application is complete. A list of participating colleges appears below this message. From this list, select the colleges to which you want to apply.
8. Click Submit.
9. Close Web Admissions Center by clicking Logout at the top of the screen.
10. At any time, you can use Web Admissions Center to:
    - Review the completeness of your application.
    - Review the status of your application.
    - Track the history of your application.
    - Change your Web Admissions Center account password.

How Colleges Use Web Admissions Center

Using Web Admissions Center is a two-step process for colleges:

- First, you set up Web Admissions Center for your college.
- Then, you review applications sent through Web Admissions Center.

Configuring Web Admissions Center

1. Go to https://www.wctcs.ctc.edu/wctcs/.

2. In the College ID field, enter your college's identification (for example, P010, P062, or P090).
3. In the Password field, enter your college's password.
4. Click Login.
   Note: To clear both the College ID and Password fields, click Clear.
5. Click the Change Password tab.
6. Change the password assigned by SBCTC-ITD to a college-specific password.
   Note: You must choose a password between 8 and 16 characters. At least one of those characters must be a number.
7. Click Submit.
8. Click the Configure tab.
9. Enter your college-specific information. Required fields are marked with an asterisk (*). Examples of required fields include your college's name and address. **Note:** All URLs you enter must contain the file protocol information (for example, **http://** or **https://**)

10. Click Save. Note: To clear all fields, click Reset.
11. If you accept applications for branch locations, click the Define Branches tab and go to the next step.

    OR

    If you do not accept applications for branch locations, go to step 14.
12. For each branch for which you accept applications, enter a branch ID, name, and sequence number.
13. Click Add.
14. Click Logout at the top of the screen.
15. Close Web Admissions Center by closing the browser window.
16. Add a link to Web Admissions Center to your Web site, so prospective students can access the application. The URL for Web Admissions Center is https://www.public.ctc.edu/ApplicantWebClient/Applicant/ApplWelcome.aspx.

You may want to test Web Admissions Center internally, using sample information, before you add the link to your Web site. Once you enable Web Admissions Center, your college name will appear on the list of participating colleges, and students can begin submitting applications to your college.

Once Web Admissions Center is available to applicants and a prospective student applies to your college, a message is sent to the e-mail address of the college contact entered on the Configure tab. The message contains the name of the student, date and time the application was submitted, and the URL of Web Admissions Center.

Web Admissions Center runs on a server at the SBCTC-ITD and does not directly use the Web Transaction Server. However, the Web Transaction Server job (ZX0700J) must be active on

your campus before you can audit a student, or before information can be loaded into your SM or ADM database when you approve an application.