Admissions Applications Steps
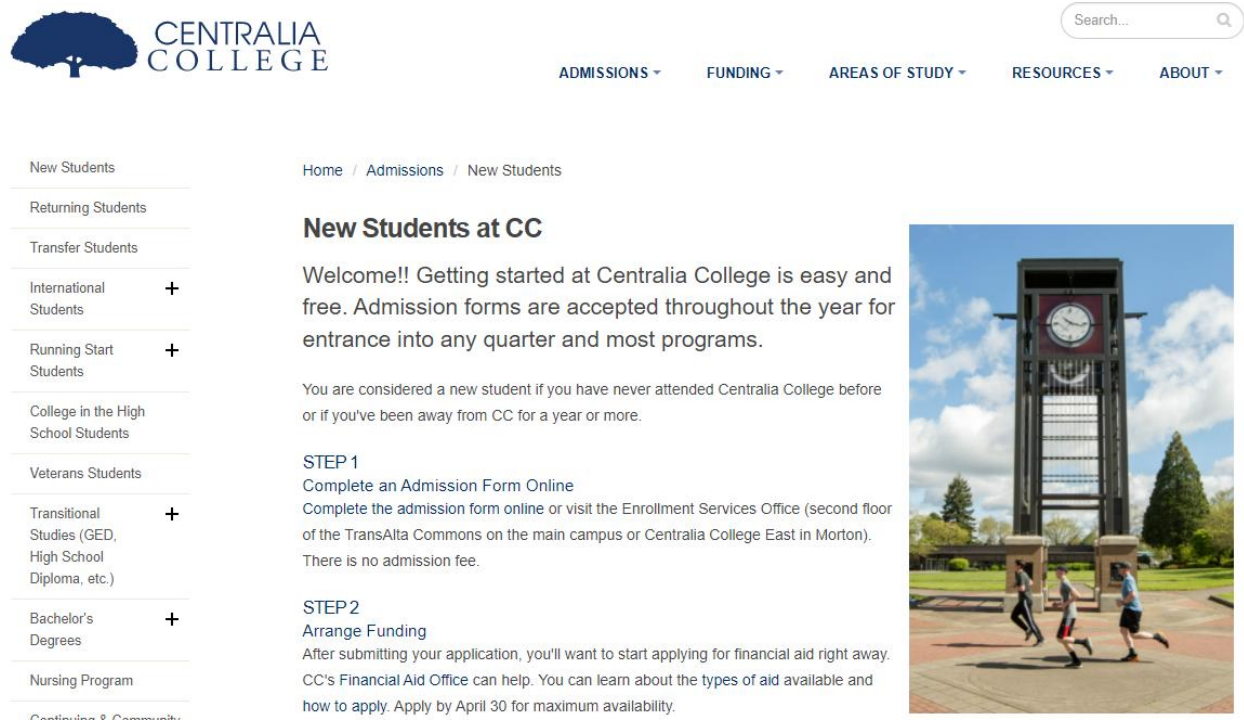
1. Go to the Centralia College website: https://www.centralia.edu/default.aspx
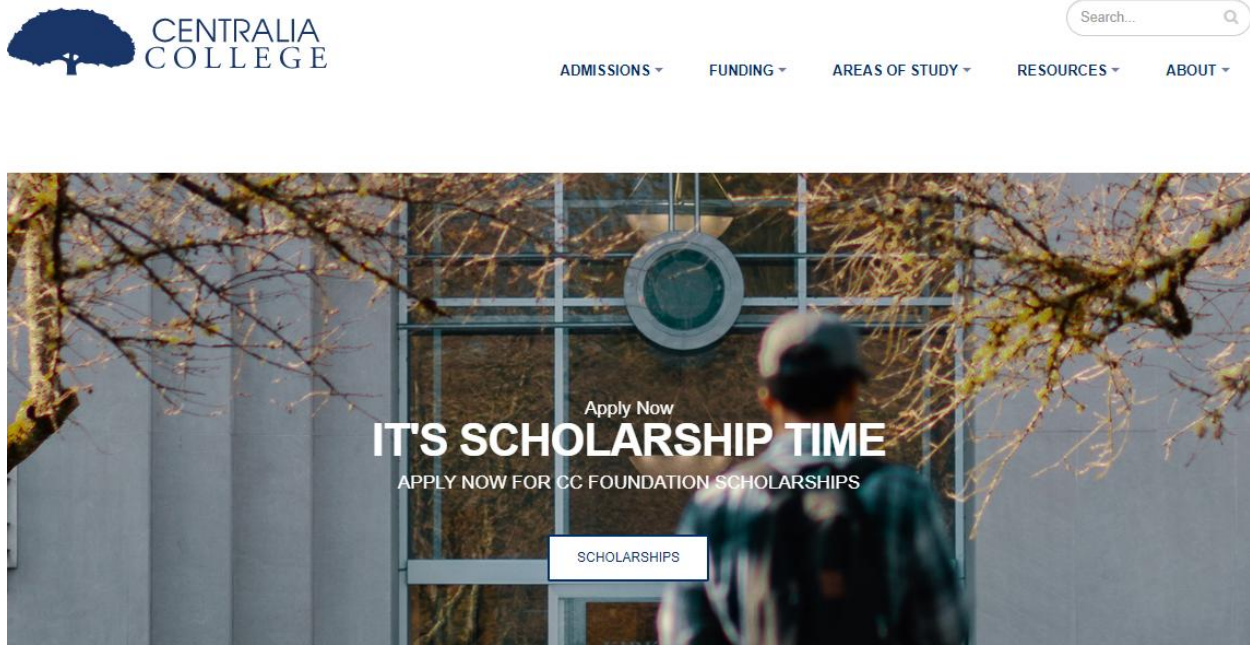
2. Go to "Admissions" and select "New Student"
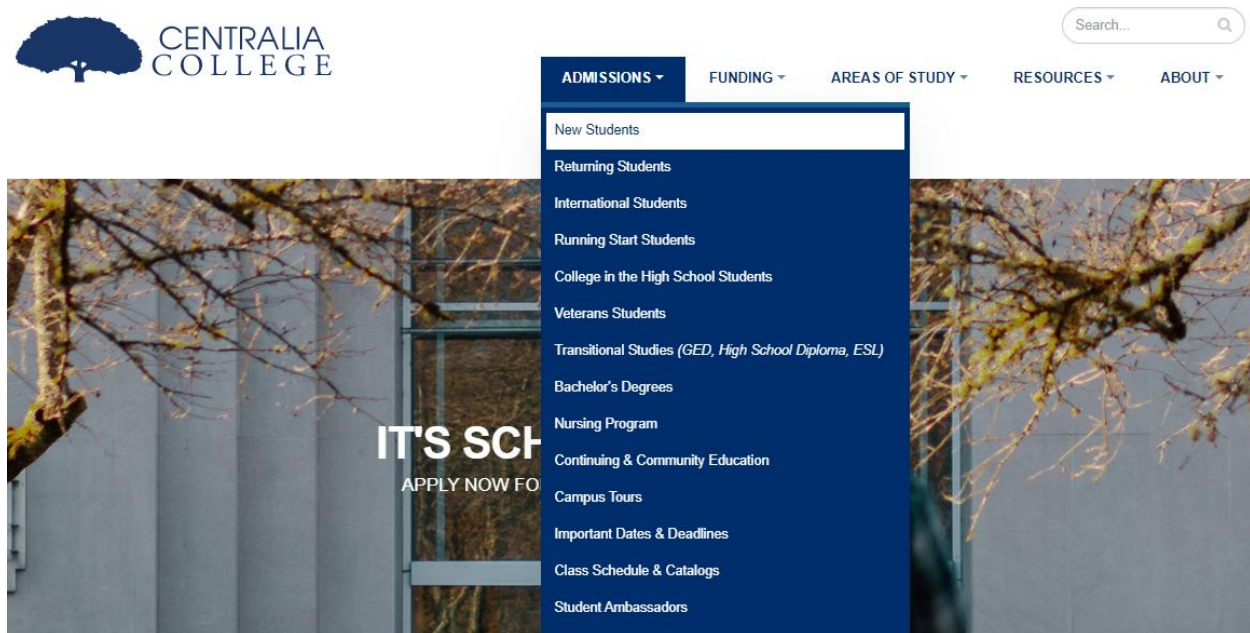
3. Select "Complete an Admission Form Online" under "Step 1"

4. The Online Admissions Application login page.
5. Select the "Create an Account"

6. Fill in the required information:
    a. Username/Password/Confirm Password/First Name/Last Name /Date of Birth/Email/Phone Number
7. Select "Submit"

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Washington State Board

*An asterisk indicates a required item

👤 Title ▾

👤 First Name *   👤 Middle Name

👤 Last Name *   👤 Name Suffix ▾

Date of Birth * 📅   ✉ Email Address *

🔒 Password Recovery Options ▾

📞 Phone number

👤 Create Username *

Username Conditions:
- Between 3 and 30 characters
- All lowercase
- Must begin with a letter or number
- Include at least one letter
- Cannot include special characters other than "_" and "."
- Cannot end with a special character
- Cannot include your first name
- Cannot include your last name
- Cannot include your email
- Cannot include spaces
- Characters are English (American Standard) alphanumeric characters

🔒 Password *   🔒 Confirm Password *

Password Conditions:
- At least 8 characters long
- At least one lowercase letter
- At least one uppercase letter
- At least one number
- At least one of the following symbols: !@#$%^&*
- Cannot include your first name
- Cannot include your last name
- Cannot include your username
- Characters are English (American Standard) alphanumeric characters

Submit

8. You will be asked to select Security Questions and Answers

The following questions will be used for account credentials recovery.

Select your security question * ▾   🔓 Enter your answer *

Select your security question * ▾   🔓 Enter your answer *

Select your security question * ▾   🔓 Enter your answer *

☐ I'm not a robot   reCAPTCHA
Privacy - Terms
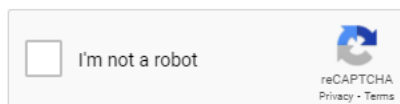
Submit

Please write down and store these answers of these questions, as they will be needed for account recovery and security access

9. There will be a Registration screen to enter an OTP code.

Registration

Validate One-Time Password (OTP)

A One-Time Password has been sent to ███████████████ from 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

10. Check the email provided for an OTP Verification Code. Example shown below:

OTP Verification   Inbox ×

noreply@sbctc.edu   8:51 AM (5 minutes ago)
to me ▾

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Hello ███████,

Please find the OTP to verify your consent of our privacy policies and to activate your SBCTC account.

4090

Thanks again and welcome!

Washington State Community and Technical Colleges
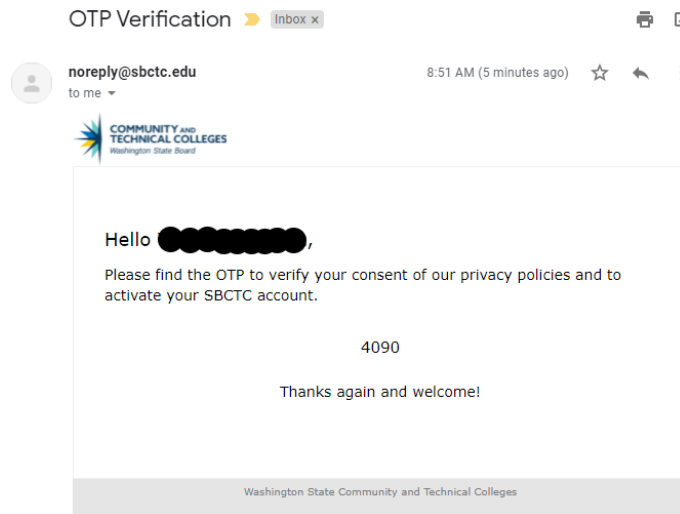
11. Enter OTP code in the Registration Screen and select "Submit OTP"

Registration

Validate One-Time Password (OTP)

A One-Time Password has been sent to ███████████████ from 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

12. Registration is complete. Select "Log in Here" to enter the application process.

13. Enter your Username (or if you have an existing ctcLink account, log in with those credentials)
14. Enter your password.
15. Select the "I'm not a robot" Captcha checkbox.
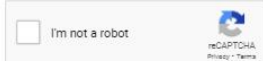
16. Welcome Screen. Read and select "Close"

17. "Start a New Application" page.
18. Select "**Centralia College**" from the "**College**" dropdown list.
19. Select an **Admission Type** from the "**I will be enrolling as a…**" dropdown list.
20. Select a "**Program**" from the dropdown list.
21. Select a "**Term**" from the dropdown list.
22. Select a **Plan** from the "**Degree or Certificate I am seeking…**" dropdown list.
23. Optionally, select a **Sub-Plan** from "**Academic Focus Area**" the dropdown list.
    Academic Sub-Plans are optional and not required to submit an Online Admissions Application successfully.
24. Click on the "**Apply**" button.

25. The "Personal Information" page. Review and update, if needed.
26. Click the "Next" button.
    ⓘ If you are a returning student logging in with your ctcLink credentials and need to make corrections to your address, email, and phone information, you will need to do this in ctcLink before applying for admissions. If you do not remember your ctcLink account information, please contact the college directly.

Personal Information ✖

High School Attended ◑

Ethnicity Information ✔

Upload Documents ○

Residency ○

Supplemental Questions ○

Review and Submit ○

* Requires response

- 🌙 - All required fields are filled out
- ✖ - Required fields are not filled out
- ✔ - Completed
- ◑ - Started
- ○ - Not Started

Address Information

+ Add New

Address Type *
Home

Country *
United States

Address Line 1 *

Please enter a valid Address Line 1

Address Line 2

Address Line 3

City *

Please enter a valid City

Postal Code *

State *
Washington

County

Please enter a valid Postal Code

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

Next >   Save for later

27. The "High School Attended" page. Also includes colleges. Review and update, if needed.
    a. Click "Search School/College" to search for your school
    b. If you can't find your school, click "Add School/College" checkbox and enter school details.
28. Click the "Next" button.

Personal Information ✖

High School Attended ◑

Ethnicity Information ✔

Upload Documents ○

Residency ○

Supplemental Questions ○

Review and Submit ○

* Requires response

- 🌙 - All required fields are filled out
- ✖ - Required fields are not filled out
- ✔ - Completed
- ◑ - Started
- ○ - Not Started

College Attended

Add School/College ☐

+ Add New

Search College

Location Code

Country

Address Line 1

Address Line 2

Address Line 3

City

Postal Code

State

Attended From Date 📅

Attended To Date 📅

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

< Previous   Next >   Save for later

29. The "Ethnicity Information" page. Review and update, if necessary.
30. Click the "Next" button.

Personal Information ✪
High School Attended ◑
Ethnicity Information ✪
Upload Documents ○
Residency ○
Supplemental Questions ○
Review and Submit ○

* Requires response

🌓 - All required fields are filled out
✪ - Required fields are not filled out
✅ - Completed
◑ - Started
○ - Not Started

1. Are you Hispanic or Latino?

◉ Yes, I am Hispanic or Latino
○ No, I am not Hispanic or Latino

2. What is your race? Select one or more

☐ White
☐ Black/African American

Ethnic Group *   ▼

☑ Hispanic/Latino

☐ Asian
☐ American Indian/Alaska Native
☐ Native Hawaiian/Oth Pac Island

Response or non-response to this section will not affect your admission. Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

‹ Previous   Next ›   Save for later

31. The "Upload Documents" page.
32. If applicable:
    a. Select the "Upload Document Type" from the drop-down list.
    b. Select the "Upload File" button to upload a document.
    c. Enter a document "Description"
33. Select the "Next" button.

Personal Information ✪
High School Attended ◑
Ethnicity Information ✪
Upload Documents ○
Residency ○
Supplemental Questions ○
Review and Submit ○

* Requires response

🌓 - All required fields are filled out
✪ - Required fields are not filled out
✅ - Completed
◑ - Started
○ - Not Started

Upload Documents

Required items are indicated by an asterisk*

If you would like to upload documents with your application, follow these steps:

In the "Upload Document Type" box, from the drop-down, choose the one that best fits the document you are about to attach. Provide a brief description in the "Description" box. (30 character limit) Choose "Upload File" to begin uploading your document. Only .doc, .docx, .pdf or .txt files are accepted. If you have more documents to upload, click the "+" button and repeat the process.

➕ 🗑

Upload document type   ▼   **Upload File**   Description

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

‹ Previous   Next ›   Save for later

34. The "Residency" page. Answer each of the questions by selecting your answer from each question's drop-down list.

   Responses to this section will not affect your consideration for admission, however; you may be requested to submit supporting documentation.

35. Select the "Next" button.

Personal Information   ✖

High School Attended   ◑

Ethnicity Information   ✖

Upload Documents   ⬤

Residency   ⬤

Supplemental Questions   ⬤

Review and Submit   ⬤

* Requires response

- 🌙 - All required fields are filled out
- ✖ - Required fields are not filled out
- ✅ - Completed
- ◑ - Started
- ⬤ - Not Started

Are you an active duty member of the U.S. Armed Forces or Washington National Guard? *

Are you the spouse or dependent of an active duty military person stationed in Washington or a spouse or dependent of an active duty member of the Washington National Guard? *

Have you separated from active duty in the last 12 months? *

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

‹ Previous   Next ›   Save for later

36. The "Supplemental Questions" page. Answer each of the questions by selecting your answer from each question's drop-down list.

   Response or non-response to this section will not affect your consideration for admission.

37. Select the "Next" button.

Personal Information   ✖

High School Attended   ◑

Ethnicity Information   ✖

Upload Documents   ⬤

Residency   ⬤

Supplemental Questions   ⬤

Review and Submit   ⬤

* Requires response

- 🌙 - All required fields are filled out
- ✖ - Required fields are not filled out
- ✅ - Completed
- ◑ - Started
- ⬤ - Not Started

Has either of your parents earned a High School Diploma? *

Are you currently employed? *

Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information. *

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

‹ Previous   Next ›   Save for later

38. The "Review and Submit" page. Read it.
39. Select the "Yes, I accept" checkbox.
40. Select the "Submit Now" button.

Personal Information ✪	
High School Attended ◑	
Ethnicity Information ✪	
Upload Documents ●	
Residency ●	
Supplemental Questions ●	
Review and Submit ●	

* Requires response

- 🌙 - All required fields are filled out
- ✪ - Required fields are not filled out
- ✅ - Completed
- ◑ - Started
- ● - Not Started

Review and Submit

By selecting "Yes" below: I certify that all statements on this form are true to the best of my knowledge. It is the policy of Washington's community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

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

☐ Yes, I accept **Date:** Jan 27, 2022

‹ Previous   Save for later   Submit Now