

## Creating a CTC Account

- 1. Open Google Chrome
- 2. Go to www.ctcd.edu
- 3. Click "Apply Now"
- 4. If you already have an account click "Log In"
  - a. Username is the email you provided
  - b. Password is what you created (or click Forgot Password to reset it)

#### If you need to create an account, click "Sign Up" and fill in the info requested

- c. First Name
- d. Last Name
- e. Email Address (this will be your username when you Log In)
- f. Click SUBMIT button (you should receive an email with a link to create your username and password)
  - i. Click link in the welcome email from CTC
  - ii. Click "Reset Password"
  - iii. Create a password (it must have a mix of letters and numbers)
  - iv. Click "Create a Password"
- g. Now you can either click "**START A NEW APPLICATION**" from where you created your password, or you can Log In from where you created the account.

## Starting the Application

### 1. Type of Application

- a. Indicate on what basis you are seeking admission select "High School Graduate"
- Select the option that is most appropriate select "Courses for College Credit"
- c. Term you expect to enter select Summer or Fall
- d. Click START APPLICATION

#### 2. Personal Information

- a. You name should be already be filled in
- b. Middle Name (if you have one)
- c. Suffix (if you have one legally like: II, III, Jr. Sr.)
- d. DOB
- e. Social Security Number (your HS counselor may have this info) add the dashes & make sure it is correct!!!!
- f. Gender
- g. Ethnicity and Race
  - i. Are you Hispanic/Latino?
  - ii. Select racial category



- h. Do you have any previous names on your academic record? (official name change, adopted, or married). If yes, then add the previous name in the appropriate space.
- i. Click CONTINUE

#### 3. Contact Information

- a. Current Physical Address Country select "United States of America (US)"
- b. Street Address Line 1 (type house number and street name and if in apartment add apartment #)
- c. City
- d. State select "Texas"
- e. Zip Code
- f. How long have you lived at this address? (0-11 months or 12 months or more)
  - i. If you lived at this address for less than 6 months, did you previously live in the Killeen or Copperas Cove School Districts?
- g. Is your current physical address the same as your permanent address? (usually this is yes...think about a college student who is living at college which would be his current physical address and his permanent address would be his parent's address)
  - i. If your answer is no, complete your permanent address.
- h. Is your mailing address the same as your... current physical address, permanent address, neither
  - i. If you receive your mail somewhere else (like a PO Box) then choose neither and enter the mailing address)
- i. Cell Phone (if YOU have one) Include dashes
- j. Home Phone (if you have one) Include dashes
- k. Work Phone if YOU have one) Include dashes
- I. Email should already be filled in
- m. Secondary email (if YOU have one)
- n. Click CONTINUE

### 4. Application Information

a. Area of Focus

b. Program of Study

c. Which campus do you plan to attend?

i. Service Area/Location

d. Method of instruction

e. Education level

f. Select primary reason for attending CTC

g. Click CONTINUE

select your area

select (options depend on your Area of Focus)

Select "Texas Central Campus-Killeen"

select "Central Campus"

select "Both (Online and Face to face)"

select "Freshman, less than 30 semester hours"

select your choice (associates, certificate)

## 5. Previous High School

a. Do you have additional High School or GED info that is not listed below? Select "Yes"



i. Did you complete a GED?

ii. What type of high school did you attend?

iii. High School look up

iv. Provide name of high school

v. When did you START school here?

vi. Are you currently a high school student?

vii. Graduation date

b. Click CONTINUE

Select "No"

Select "High School in Texas"

start typing home campus; it should pop up to select

Re-type your high school

For most of you it will be August 25, 2016

05/31/2020 Killeen High School

### 6. Previous College Experience

- a. Do you have previous college info not listed below? If no dual credit classes then then click NO.
  - i. If you have taken or are currently taking dual credit, I think it will have CTC listed on your application so you can click NO. If CTC is not listed, then click YES and provide required info.
- b. Click CONTINUE

### 7. Residency Information

- a. Are you a U.S. citizen?
  - i. If No, Are you a Permanent Resident of the U.S.?
    - 1. If Yes indicate card date of issue
    - 2. If No
      - a. Are you a foreign national whose app for Permanent Resident Status has been preliminarily reviewed?
      - b. Are you a foreign national here with a visa?
        - i. If Yes please select an option (select Visa Type)
      - c. Are you a foreign national here with a Refugee, Asylee, Parolee or here under **Temporary Protective Status?** 
        - i. If Yes please select an option
- b. Are you a resident of Texas? If No, select what U.S. state or country you are a resident of
- c. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas (excluding Central Texas College)? No
- d. Prior to the term of which you are applying, have you graduated or will you graduate from a Texas high school, or complete a GED in Texas? YES
- e. Did you live or will you have lived in Texas the 36 months leading up to high school graduation or completion of the GED? ... Remember you're answering as a graduate, so 3 years before graduation date
- f. When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months? ...Remember you're answering as a graduate, so 12 prior to June (summer courses) or August (fall courses)
- g. Do you file your own federal income tax as an independent tax payer? NO



- h. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? (Parent/guardian provides at least ½ of your support) Yes (Pick ONE parent and answer these questions)
- i. Is the parent/legal guardian upon whom you base your claim of residency a U.S. citizen?
- j. Is the parent or legal guardian upon whom you based your claim of residency a Permanent Resident?
- k. Does this parent or legal guardian currently live in Texas? If not, explain
- I. If he or she is currently living in Texas, how long has he or she been living here? (0-11 months, 12+ months)
- m. What is his/her purpose for being in the state?

Select "establish/maintain a home"

- n. If he or she is a member of U.S. military, is Texas his or her Home of Record?
  - i. If No, what state is listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement for the 12 months prior to enrollment?
- Does your parent or legal guardian hold a title to residential real property in Texas? If yes, date acquired
- p. Do they have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? If yes, date acquired
- q. While living in Texas, has your parent or legal guardian been gainfully employed for a period of at least 12 consecutive months?
- r. While living in Texas, has your parent or legal guardian received primary support through services from a social service agency for a period of at least 12 consecutive months?
- s. If this parent or legal guardian is married, check all that apply:
  - \_\_\_Spouse holds title to residential real property in Texas.
  - \_\_\_\_Spouse has ownership interest and customarily manage a business in Texas
  - Spouse has been gainfully employed for 12 consecutive months in Texas.
  - \_\_\_Spouse received primary support through services from a social service agency for 12 consecutive months.
- t. If married, how long have they been married (years & months)
- u. Please provide additional info that CTC may need to determine your residency for tuition purposes.

Leave blank

v. Click CONTINUE

### 8. Military Information

- a. Do you have U.S. military affiliation based on yourself or a family member?
  - i. If Yes Do you have military affiliation based on yourself? NO affiliation based on self
  - ii. Are you a family member of a (current, prior, neither)
    - 1. If Current
      - a. Select status that applies to you "Child of..... (active duty, active reserve, retired or prior military)
      - b. Branch of Service (Army, Air Force, Marine Corps, Navy, Coast Guard, National Guard
      - c. Installation State/Country
      - d. Installation Base/Post
      - e. Military Pay Grade (E1-E9, WO1-WO5, O1-O7 or higher)



- 2. If Prior (same info as Current but it asks for date of separation)
- **b.** CONTINUE

#### 9. Emergency Contact Information

- a. Name of emergency contact
- b. Relationship
- c. Their Daytime phone #
- d. Their other phone #

#### 10. Additional Information

- a. Is English your native language?
- b. Indicate father or legal guardian's highest educational background level
- c. Indicate mother or legal guardian's highest educational background level
- d. Are you participating in your school's Fast Track 2 Central Texas College Program? YES

**SAVE & CONTINUE** 

### **Click REVIEW YOUR APPLICATION** (correct anything in red)

You can edit your response by clicking the EDIT box for that section

#### **Click SUBMIT YOUR APPLICATION**

Log out of the CTC website

Log out of the computer