



Guidelines for the 2017-2018 Online Tri-C Applications

The following information is a guideline for helping students apply to Tri-C, utilizing the online application. **Students must apply to Tri-C as a NEW STUDENT.** Additional information can be found at <http://www.tri-c.edu/apply/>.

1. Visit and read the information at <http://www.tri-c.edu/apply/>
2. Students should click on the orange button to the right that reads **"Apply Online"**
3. Students will need the following information to complete the application:
 - **Social Security Number**
 - **Personal (non-school issued) email address**
 - o Personal email addresses are the ONLY means of communication. Emails are sent when Tech Prep credits are posted in the summer months, and/or if an application needs to be corrected.
4. The application will have students create a login ID and password. Students should remember these codes, as students will need them to log back in and complete and/or fix their application.
5. **Entry term must be FALL 2018.** This allows students under the age of 18 to be processed. If a student is unsure as to when they will attend Tri-C, it can be changed later.

College Credit Plus Questions:

1. **If a student is participating in College Credit Plus, they MUST complete this application.** The CCP application is NOT the same as the Tri-C application. The system will synchronize their online Tri-C application with their current information, and their Student ID Number (S number) will remain the same.
2. **YES, a student can be a Career Tech student AND participate in CCP.**

Processing of the online application will take approximately 7 business days. An email is sent to students congratulating them on their acceptance to Tri-C. It will also provide their Student ID Number (S Number). Students should share this number with their Career Tech instructor/director. Each CTPD has their own procedure for data collecting. **Students' first and last names, S Number, CTE program and teachers first and last name should be sent to Heather.Schmuhl@tri-c.edu in the Tech Prep Office.**

If there is a problem with a student's application, students can directly email Jamie.Bollinger@tri-c.edu

Any additional Tech Prep question, please contact the Tech Prep staff:

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