

STUDENT WEB REGISTRATION INSTRUCTIONS

1 Go to www.whatcomtechprep.org

- Click on “*Tech Prep Registration*” link
- Click on “*Registration System*”

2 At the “Tech Prep Registration” page

- If you are a new student to the registration system, click on “*New Student Registration*” and follow steps 3-5 below.
- If you are a returning student to the registration system, click on “*Continuing Tech Prep/Dual Credit Student*” (see page 2 of instructions for more information about “*Continuing Students*”).
- Click on “*Search for Tech Prep/Dual Credit Classes*” for more information about college courses available at your high school.

3 Student Registration Process

- There are a total of five pages. *Required information is highlighted in red. ***Do not use the back arrow after beginning this process! The screen will clear and you will have to start over again.**
- Type in your student information on the first registration page. *Note: Your social security number is confidential, under a federal law call the Family Education Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.
- The second page has questions regarding student education and is required information.
- The third page is for demographics. Although this page is optional we encourage students to complete this information. Data from this page helps us to better serve students.

4 Selecting Articulations

- The fourth page is where articulations are selected from your high school. More than one articulation may be selected at this time. The courses are listed alphabetically by college course title. NOTE: You must register for the articulation while you are currently enrolled in the high school course. You cannot receive college credit for the class once you have completed the course/semester/school year (September – June 30).

5 Print out Registration Form

- The fifth page is your completed registration page.
- Click on “*Print Page*” located at the bottom of the registration page. Print one copy for your records, this way you will have your **Tech Prep ID number** in order to add future articulations.
- Print a second copy of your electronic registration. Attach a check for the amount indicated on the registration form. Checks should be made payable to Whatcom Tech Prep – **or** – fill in the credit card information and mail to the Whatcom Tech Prep office listed on the registration form. Pay attention to registration and payment deadlines!
- If you are applying for credit from more than one college, you **MUST** send one check with the appropriate amount (ie: \$25 for one college, \$50 for two colleges). All checks are to be made payable to Whatcom Tech Prep.

6 Need to Add Another Articulated Course?

- Before finalizing your registration form you can choose to add another Tech Prep course to your transcript. Click on “*Add Articulations*” located at the bottom of registration page. This will take you to a sixth page where you can add another articulation and view what your articulation transcript looks like. You are encouraged to print this page for your records.
- After making your selection, click on “*Add Articulation*” to update your Tech Prep transcript and registration form. If you need to reprint your registration request form, click on “*Registration Form*” located at the bottom of this page.

Problems? Questions? e-mail us at techprep@btc.ctc.edu

or call 360-752-8409

Tech Prep Student Web Registration

CHANGES:

- For changes or corrections, such as a change of address or email, contact the Whatcom Tech Prep (WTP) office at: techprep@btc.ctc.edu.

DEMOGRAPHICS:

- Demographic information is optional but it is important information that impacts the future funding of the Tech Prep program. Please consider completing this section.

IMPORTANT INFORMATION:

- You must register for the Tech Prep program and complete all requirements (including payment of the \$25.00 fee per college), while you are enrolled in, and attending, the articulated high school class.
- The \$25.00 fee is payable to Whatcom Tech Prep **one time for each of the colleges** in our consortium. The fee is charged for special processing of Tech Prep paperwork and goes to the college issuing the credit. Send a check made payable to Whatcom Tech Prep, along with the registration form, to the Whatcom Tech Prep office. Address is located on your registration form.

CONTINUING STUDENTS:

If you have already registered for College Tech Prep courses on-line and want to add additional courses:

- From the home page of the WTP web site, click on "College Tech Prep," then "Registration System".
- If you would like to see a current list of Tech Prep courses available at your high school before entering as a continuing student, click on **"Search for Tech Prep/Dual Credit Classes"** After viewing classes available select **Go to Logon Page**. OR select **"Continuing Tech Prep/Dual Credit Student"** to enter directly into registration system.
- Enter your Tech Prep ID number or your Social Security Number, your date of birth, then click "Login."
- Select appropriate College Tech Prep articulated course title (check with high school instructor if you are unsure about the correct course title). Click **"Add Articulation"** to update your Articulation Transcript.
- If you are adding an articulated course with a different college, then you must pay an additional \$25 fee. To update and reprint your registration, click on **"Registration Form"** and print two copies. Send one copy with a \$25.00 check payable to Whatcom Tech Prep and mail to the Whatcom Tech Prep office listed on the registration form. Keep one copy for your records.

PRIOR TO REGISTRATION:

- JavaScript must be enabled on the computer you are using. If the computer has a firewall, it must allow secure server access in order for you to use the web registration service.

DURING REGISTRATION:

- Do not use the back arrow. Your information will disappear and you will have to start over again.
- Do not use the ampersand (&) symbol.
- Do not use an accent mark (') when entering your first or last name.

ID NUMBER:

CAN'T REMEMBER YOUR ID NUMBER? (You can enter the registration system with your Social Security Number or Tech Prep ID Number or College ID Number)

- From the main WTP web site page, click on **"Tech Prep Registration."** Then click on **"Registration System"** and then click on **"Continuing Tech Prep/Dual Credit Student"** At the logon page scroll down to the bottom and click on **"Forgot Your ID Number?"** When the form comes up, enter your first and last name and your birthdate. If you have supplied an email address, your ID will be emailed to you within 30 minutes. If you do not have an email, a message will pop up with the telephone number and an email link for the WTP office. Or call our office directly for assistance at 360-752-8409.

Grades:

- You will not automatically receive college credit for a Tech prep class until the supervising teacher assigns a 'B' or better grade for course completion.

Transcripts:

- Check Tech Prep website for information about accessing your college transcript.