

DID YOU MEET OR ARE YOU ON TRACK TO MEET THE CTE COLLEGE CREDIT ELEGIBILITY REQUIREMENTS:

- Earned a 3.0 GPA in the CTE core course sequence;
- Passed the state end-of-program assessment that measures technical content knowledge; and
- Passed the state Workplace Readiness assessment that measures content knowledge for employability skills.

If you have met the eligibility requirements or are on track to meet the requirements you are ready to begin the CTE College Credit Application process.

HAVE YOU EVER COMPLETED A GBC ADMISSIONS APPLICATION (THROUGH CTE COLLEGE CREDIT - FORMERLY TECH PREP), DUAL CREDIT OR DRIVERS EDUCATION?

- If you answered **YES**, you do not need to re-apply; you may [GO to STEP 2: CTE College Credit Application](#).
If you do not know your College ID number please contact the CTE College Credit office at 775-753-2303.
- If you answered **NO**, continue on with [STEP 1: GBC Admissions Application](#).

The CTE College Credit Application Process links are found on the CTE College Credit webpage.
Go to www.gbc.edu/cte.

STEP 1: GBC ADMISSIONS APPLICATION

1. GBC Admissions Application: Page 1

- a. "Term Applying For" select term option available.

- b. **Social Security Number** – Your social security number is not required. *If you do not wish to submit your social security number please check the box.*

* Social Security # or ITIN: Check to apply without a social security number or ITIN

Furnishing this information is optional. A social security number is required for federal financial assistance, some scholarships, the National Student Clearinghouse for enrollment verifications, and by the IRS for the 1098 tax credit.

- c. **Student Information** - All fields must be entered. You must use your full legal name. Physical address is where you live; mailing address is where you receive mail. If they are both the same, click on the box indicating that they are the same.
- d. Email address is required.
- e. Click **CONTINUE**. Verify information, then click **CONTINUE** again.

2. GBC Admissions Application: Page 2

- a. **Millennium Scholar** - Only select this box if you already know you will be a millennium scholar.
- b. **Nevada System of Higher Education Institutions** - Please skip this section.
- c. **Former Names** - This should only be filled out if you have changed your name due to adoption, marriage, etc.
- d. **Former Addresses** - This will only need to be completed if you have moved within the past 12 months.
- e. Click **CONTINUE**. Verify information, then click **CONTINUE** again.

STEP 1: GBC ADMISSIONS APPLICATION Continued

3. GBC Admissions Application: Page 3

- a. Select ethnicity.
- b. **High School Education** - Students **MUST** select **YES**, they are currently attending high school. Add anticipated graduation year (ex. 06/2016 if a senior or 06/2017 if a junior). Add High School information - you will need to select your correct high school.

High School Education

Graduation date and high school name are required for all applicants who have graduated from or are currently enrolled in high school. For applicants who have or anticipate receiving a Certificate of High School Equivalency, a date for the high school equivalency is required.

- * Did you or will you complete high school, or have you earned a GED, HISET or TASC? < **Students MUST mark YES**
- * Date of graduation or expected graduation from high school: (MM/YYYY)
- * Or date a Certificate of High School Equivalency was issued (if applicable): (MM/YYYY)

- c. **Citizenship** - Enter USA or look up appropriate country.
- d. **Residency** - Enter date you moved to Nevada. This can be estimated. Students born in Nevada should use their birthdate.
- e. **Educational Objective** – If you want to declare your major at this time choose from the drop down list. If not, select Undecided – Degree Seeking – Degree Seeking. Then click **SUBMIT**.

Education Goal/Objective

Students seeking financial aid (including scholarships, Millennium Scholarships, grants or veteran benefits) are required to choose a Degree or Certificate Program.

- I will be attending to obtain a degree or certificate.
- I do not plan on seeking a degree or certificate.

* Academic Plan

Submit

Once you have completed the GBC Admissions Application you will receive two emails. One will have your student number and one will have a temporary password. We recommend that you print these emails for your records. If you do not receive these emails within 5 days of applying please contact the CTE College Credit Office at 775-753-2303.

When you are ready to complete Step 2: CTE College Credit Application, go to www.gbc.edu/cte for the link.

STEP 2: CTE College Credit Application

1. High School Information/Program Selection

- a. All fields must be completed.
- b. Enter your high school graduation year.
- c. **College** – Select Great Basin College
- d. **High School** - Use the drop down to choose your high school
- e. Check the box if you would like to add an additional High School CTE program

High School Graduation Year*

College: (select from drop down)*
 ▼

High School: (select from drop down)*
 ▼

High School CTE Program:
 ▼

Check box if you would like to add an additional High School CTE Program.

2. Student ID/Student Information

- a. NSHE ID is your college ID that was emailed to you after completing the GBC Admissions Application. You may also enter your high school ID number if you do not have an NSHE ID.
- b. Full legal name must be used.
- c. **Email** - Students must have an email address

Student ID (select one)

I have a NSHE/College ID#* < This ID number was emailed to students within 5 days of completing the GBC Admission Application.

I have a High School ID#*

Date of Birth:*

Student Last Name:* Student First Name:* Student MI:

Mailing Address:*

City:* State:* ▼ Zip Code:*

Preferred Phone Number:*

Email Address*

STEP 2: CTE College Credit Application – Signed Consent

1. Consent for High School Records Release

- a. Once you have read the acknowledgements and agree with all of the statements, check the box *I/We have read the above acknowledgements and agree with all statements.*
- b. **Student Signature** - Review the directions *How to sign an electronic document*
- c. Once you have signed the document and completed all the required criteria, click **Submit Application**.

*I/We have read the above acknowledgements and agree with all statements. **

How to sign an electronic document.

Please Sign Below: *



1. Select *Click to Sign Document*.
2. To sign, hold down the left mouse button while moving the mouse across the signature panel. If you would like to try again, click the *Clear* button to clear the signature panel.
3. Select *Click to Sign Document* when finish.

Student Signature: *

Click to Sign Document

NAMED STUDENT: *

*By checking this box, I certify that I am the above NAMED STUDENT and my electronic signature has the same legal binding effect as signing this CTE College Credit Application by my hand in ink. **

Submit Application

You will receive a confirmation email immediately after you submit the CTE College Credit application.
It will be a copy of your CTE College Credit Application.
Please keep this email for your records.

If you do not receive a confirmation email, it may mean that you did not click the **SUBMIT APPLICATION** button. Contact the CTE College Credit Office at 775-753-2303 to confirm that the application was received or complete **Step 2** again.

CTE College Credit Calendar and Information

Students must complete the 2 step application process by the deadline, May 1.

APPLICATION DEADLINE: May 1

STUDENT LETTER: Students will receive a letter from CTE College Credit in June 2016 with information on how they can view their GBC Academic History, how to obtain official transcripts, the GBC admission steps, and how to access GBC Student Services Resources. All of this information can also be found on the CTE College Credit website.

COLLEGE CREDIT: Credit will be recorded in the student's GBC permanent academic records by August 31. A "S" will be awarded for the eligible GBC class(es).



www.facebook.com/GBCCTECollegeCredit

www.gbc.edu/cte | 775-753-2303 |

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