

## INFORMATION ABOUT CTCLINK FOR STUDENTS AT BELLINGHAM TECHNICAL COLLEGE

In October, Bellingham Technical College will move to a new system for student self-service. This new system, called ctcLink, will change the way you do all your college business.

Manage your entire college experience from your mobile device, laptop or home computer. Using the new online student center, you'll be able to do the following:

- *View or update your student information and manage personal contact info.*
- *Register for classes, add, and drop.*
- *Pay tuition and fees and handle financial aid processes.*
- *View your grades, track academic goals, and apply for graduation.*
- *Contact your instructors or advisor.*



ctcLink offers a more consistent experience across the Washington community and technical college (CTC) system. You'll have 24/7 access to an online student center, and so will your advisors and instructors. Your system ID credentials will also follow you within the state CTC system. Whether you complete your education at one college, transfer from one CTC to another, or attend two or more at once, everyone will use common online tools for everything from admission to graduation.

### When will this change take place?

*ctcLink is scheduled to go live for Bellingham Technical College Fall Quarter on October 25, 2021.*

As we get closer to the go live date, you'll receive more information. Look for information from your college student government as well. We will be enlisting their help in keeping everyone informed.

### Key Dates

- *September 20, 2021* – Fall Quarter classes begin
- *September 23 – October 22* – Look for additional information about using ctcLink in your BTC email
- *October 25* – ctcLink goes live at BTC—more communications will be arriving in your BTC email

### Check Our Website, ctcLink for Students

Look for official emails in advance of any major changes, and make sure to check our website.

## Preparing for the Change

In the months prior to “go live,” employees at Bellingham Technical College are preparing for the new ctclink system. As you can imagine learning and implementing an entirely new system can be challenging. Right now, employees are engaged in training, building the new system, verifying data, and testing the system to ensure it is ready for launch. Countless hours have been and continue to be devoted to these efforts.

As we prepare, you may notice a slowdown in processing information and day-to-day activities in October, November and December. ***Additionally, effective September 1, 2021 through December 31, 2021 all Student Services offices will be closed on Fridays***, allowing employees to complete required training and testing sessions, attend employee meetings, and catch up on work. We ask for your patience as our employees work to balance training, testing, and daily work in two systems—our current system and the new ctclink environment. Please know, we will do our best to meet your needs as we transition into ctclink.

## Changes in Class Registration

Registration for Winter Quarter classes, which begins November 30, will use our new system, and BTC will have support systems and information sessions to help you with this. Look for more information after October 15 about how to use the new system.

## New ID Numbers in the New Year

***If you are a current student, you will be assigned a new ID number—a ctclink ID. Expect to receive an email message about your new ID number and instructions after October 15.*** With this new ID, you will have one login to access your information at BTC as well as at all Washington community and technical colleges. If you transfer in from or out to another CTC in Washington state, your ID will follow you and you will be able to use that same ID to access your information. Expect more information and instructions to come before any changes occur. All new incoming students also will receive a ctclink ID.

## Background about ctclink

All CTCs across Washington are transitioning to ctclink, replacing an outdated computer system.

- ***So far, 19 other community colleges have moved to ctclink.***
- ***Locally, Skagit Valley Community College will implement ctclink on October 11, 2021 along with Green River. Bellingham Technical College, Whatcom Community College and Big Bend implement on October 25, and Bellevue, Everett and Grays Harbor implement on November 8, 2021.***

Washington’s 34 CTCs have shared back-office administrative systems for 30 years, but that software is now both limited in its functionality and outdated. CTCs are implementing a new and more flexible information system to meet business and educational needs now and into the future. However, it is about much more than new software. ctclink is an unprecedented and significant business transformation project for all 34 CTCs and the State Board agency. It will change the way we do business—both locally and together as a system.

[www.btc.edu/ctclink](http://www.btc.edu/ctclink)

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