

## Online Core Essentials Grades 3 - 8

### Application Process

With the launch of our new application system, our processes have changed and are more streamlined for your convenience.

From the Home page on your MyCTD account go to Courses. If you do not yet have a MyCTD account, you can create one by clicking on MyCTD account from the upper right corner of our website. Please make sure to put your student or students into your account and make sure to select a STUDENT for each application.

You may use the filter to search for classes OR type in the class you wish to apply for in the search field.

Select the Apply Now button in the upper right corner of the course description card.

Select the student for whom you wish to create an application.

If your student's school is not found with the search tool, please choose Other and provide your student's school information in the space provided.

Please read through and sign the necessary release page. The policies link at the top of the page includes the withdrawal and refund policies applicants agree to. We ask that you make sure to review the policies for the program you are applying to carefully.

You may then choose to create a new application or proceed to the payments page.

On the payments page, select New Course Payment.

The Applications for Payment screen will allow you to make payment for the class AND shows the enrollment status of your application(s). If the status is Under Review, no further action should be needed. If the status reads Additional Information Needed, you will need to provide either qualifying test scores OR your student's most recent report card/transcript and the name and

email of their classroom teacher or the teacher whose class most closely relates to the course for which you are applying.

Please note, we have recently migrated to a new system and there may be some errors in our database. If you feel that your student's Enrollment Status should read Under Review based on previous CTD classes, please email [ctd-admissions@northwestern.edu](mailto:ctd-admissions@northwestern.edu) .

If you would like to apply for **need based** financial aid, please make sure to read through our financial aid page to assess if you may qualify: <https://www.ctd.northwestern.edu/financial-aid> . If you indicate you are applying for financial aid you will receive the FACTS financial aid application in a follow-up email. Your application to the course cannot be reviewed without a COMPLETED FACTS application in the FACTS system.

On the payment screen, please select the application or applications you wish to pay for. Unless applying for financial aid, CTD requires full payment at the time of application for most programs. If your student is not accepted, or the class is cancelled, you will receive a full refund.

Once you have made payment you will be directed back to your dashboard. Please select TO APPLICATION.

You may choose to complete your application at this time OR you may come back to it. Please keep in mind, paying for and submitting an application DOES NOT hold a spot for your student. Classes are filled in the order that completed, qualifying applications are received.

## **COMPLETING YOUR APPLICATION**

You will receive a confirmation email upon submission of your payment. The email contains a link to more specific directions regarding how to complete your application, should additional information be needed.

To complete your student's application with qualifying TEST SCORES, click on Upload Test Scores. You may also use this button to upload a copy of your student's grades if necessary to show proof of prerequisites.

To complete your student's application with a TEACHER RECOMMENDATION and GRADES please provide the name and email address of your recommending teacher. If you do not have the grades ready

at the same time you will be able to return to provide them later by following the prompts in your MyCTD account.

If you have any prerequisites that are not documented on your report card or transcript, you will have the opportunity to upload them separately.

*We kindly request that you do not upload the same documents multiple times. Please also allow our team up to 7 business days to process any documents provided for your application.*

**Deadlines:** In order to join the Winter Session for the regular January 17th start, all application materials **MUST** be received by January 12th. Students who complete their applications after January 12th, may join the late-start cohort on January 24th.