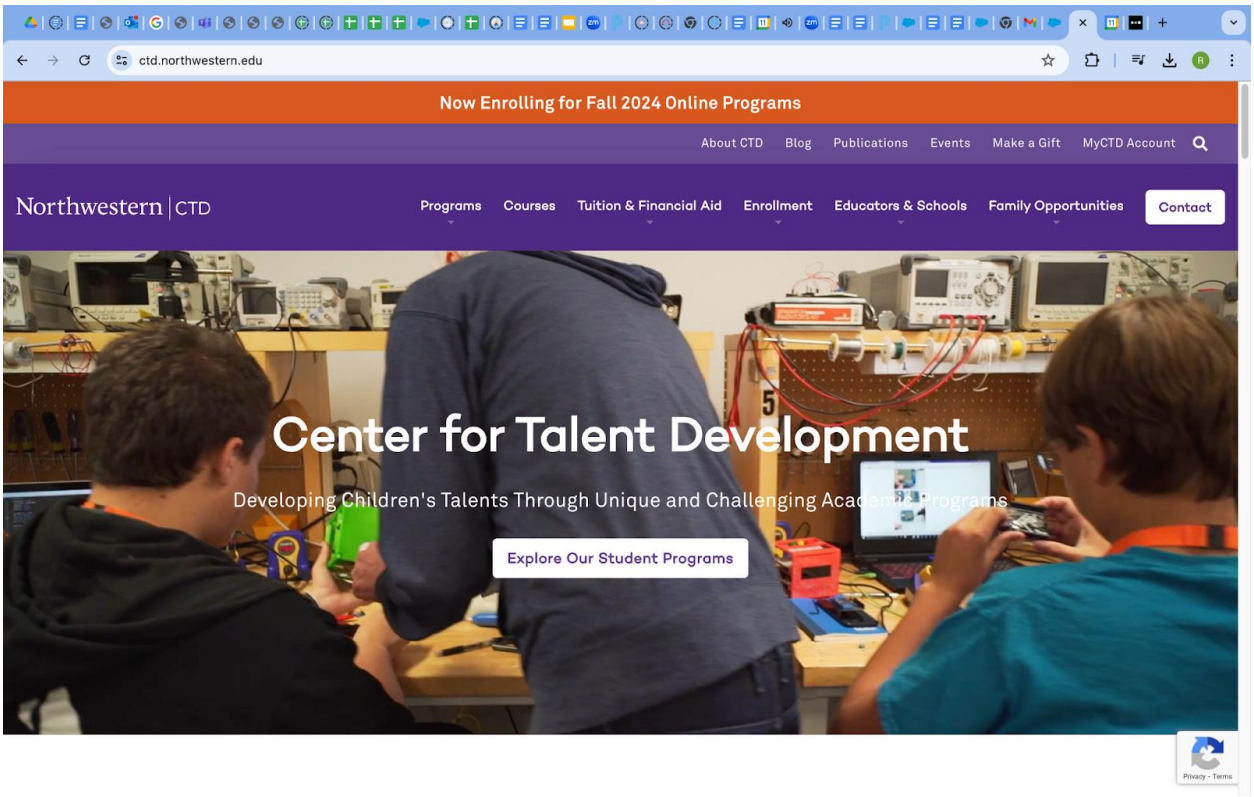
General CTD Course Application Process for New Families

This document is intended to provide general guidance through the eight steps needed to register for a course. If you have questions during the application process, please contact "CTD Admissions" Ctd-admissions@northwestern.edu or 847.467.1575.



These are the steps that you will take to complete a new CTD course application:

1. Creating an account /new families only
2. Creating a student / new families only
3. Searching the CTD catalog of challenging options and selecting your course
4. Registering for the course
5. Paying for the course
6. Completing your application

Please note:

Students applying to fall courses should apply to programs and select courses based on the grade they will enter during the fall term. For example, a student starting 6th grade in the fall will enroll for a fall CTD course designed for 6th graders.

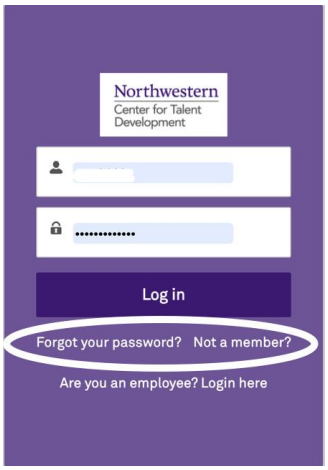
Students applying for summer courses should apply to programs and select courses based on the grade they will enter during the coming fall term. For example, a student who will have completed their 5th grade year before the start of their selected summer program and who intends to begin 6th grade in the following fall term will enroll for a fall CTD course designed for 6th graders.

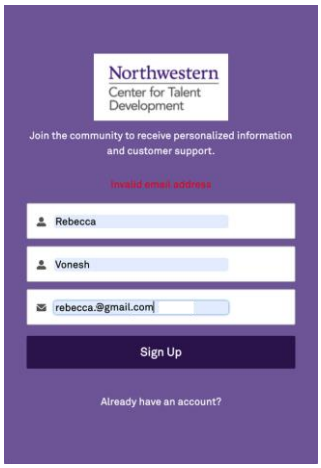
NEW **NEW FAMILIES**

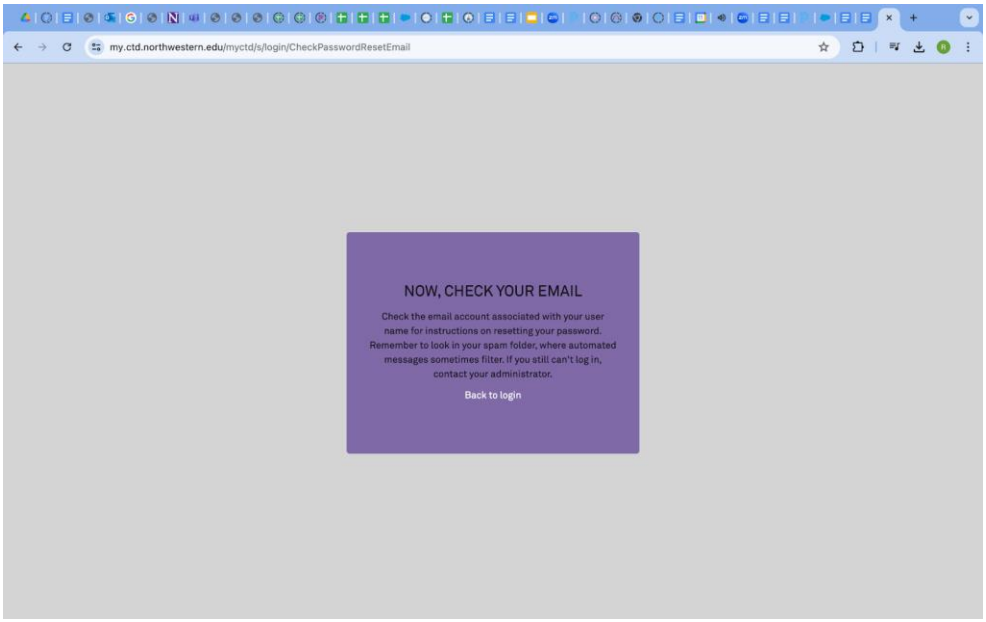
STEP ONE: Creating an account

If you do not yet have a MyCTD account or if you have forgotten your password, click on the appropriate link at the bottom of the sign in page. New CTD Families: When you click on *Not a Member*, you will be asked to add your name and email address.

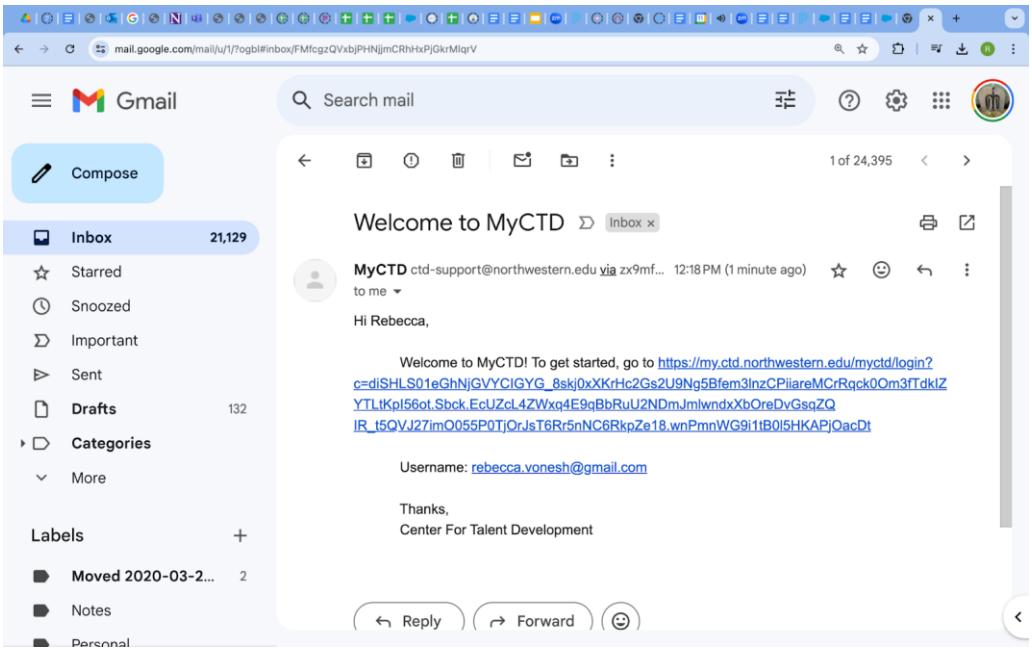
> IMPORTANT: The *parent* email you use will be the email which receives CTD communications.

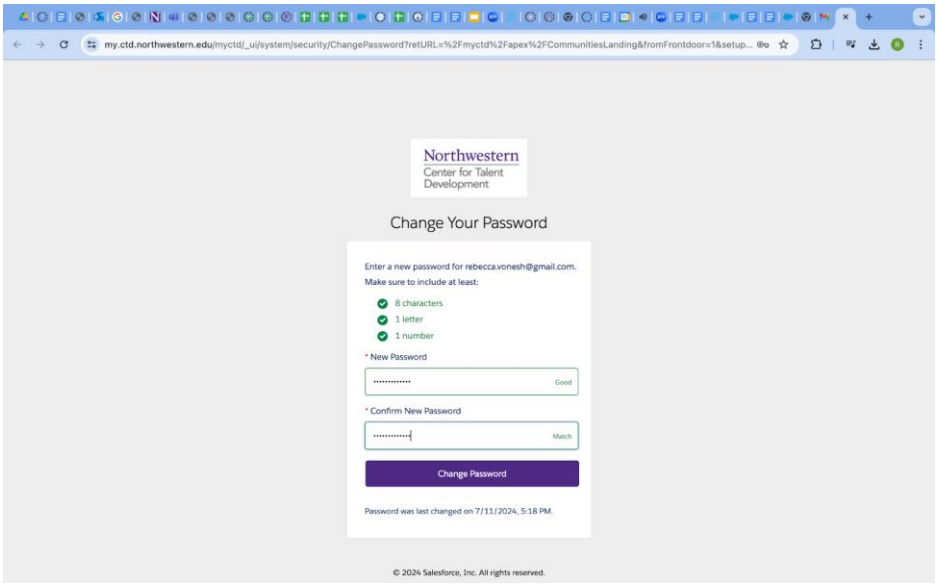






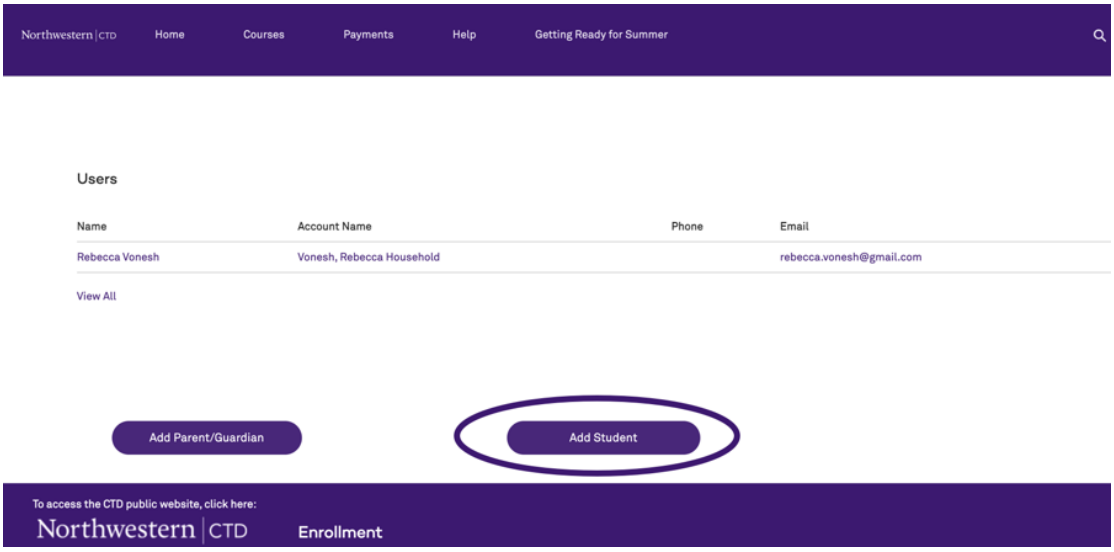
After adding your name and email, check your email for the link that will allow you to add or change your password. Your password must have 8 characters, a letter and a number.





STEP TWO: Creating a student

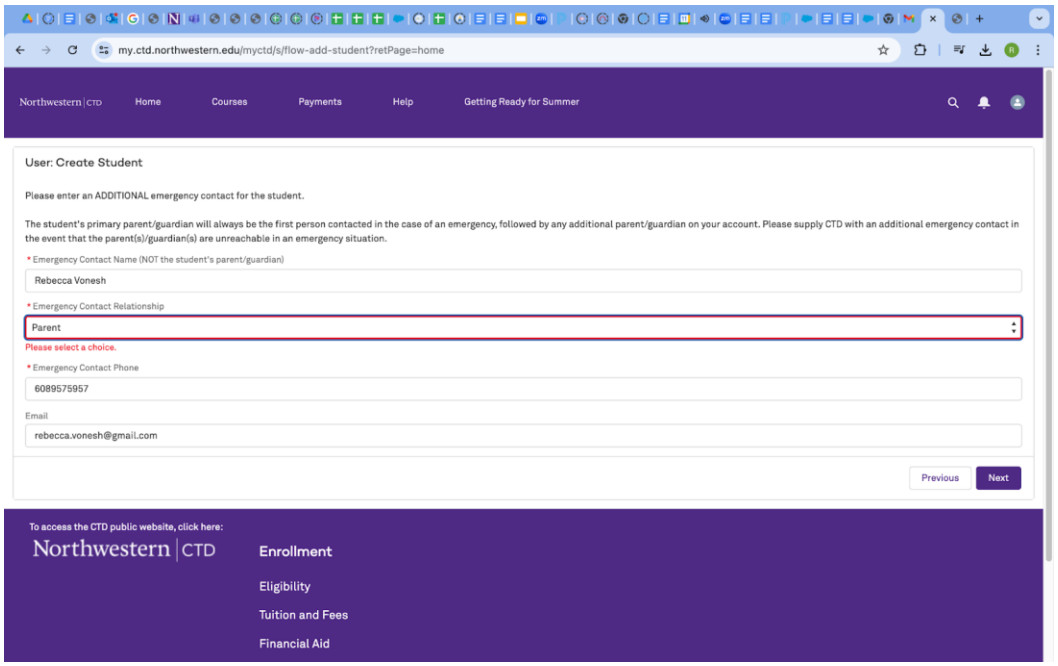
Once you have logged in, the next step is to create your student(s) in your account. Click add a student to begin.



Then fill out the required information.

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.

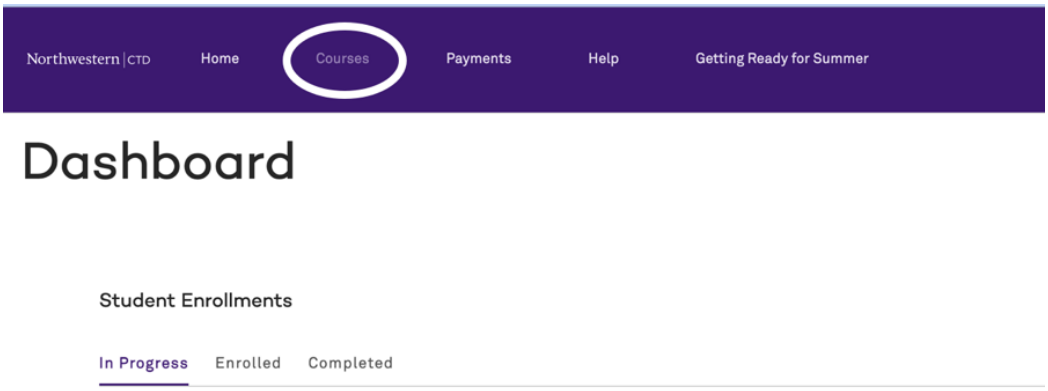
IMPORTANT: Please read through and sign the necessary release page. The policies link at the top of the page includes the withdrawal and refund policies applicants agree to. We ask that you review the policies for the program you are applying to carefully.



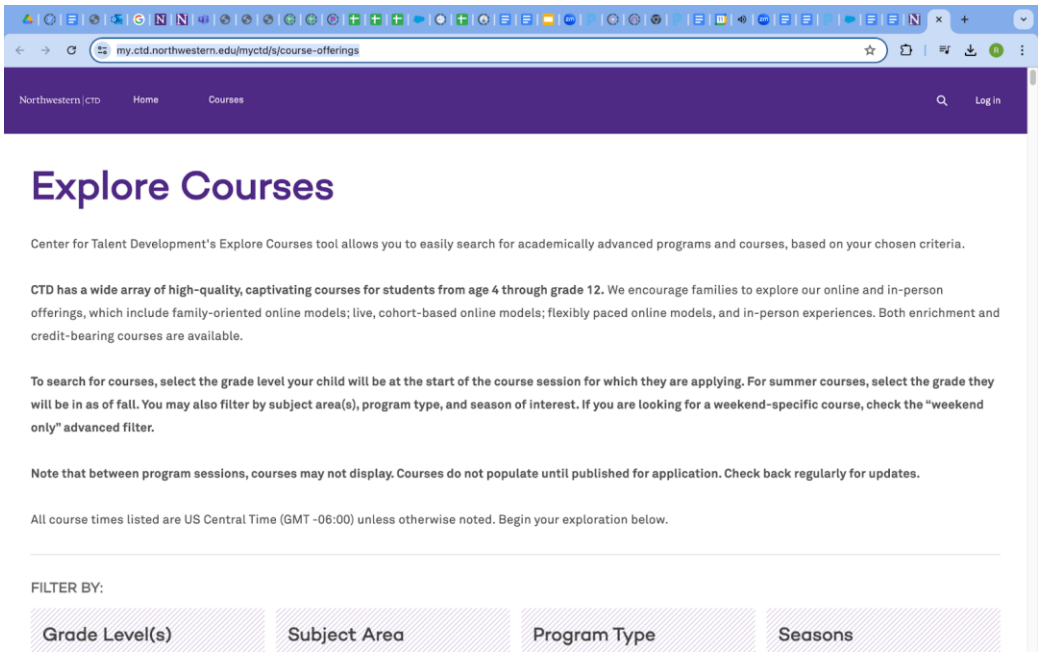
ALL FAMILIES

STEP THREE: Searching the CTD catalog of options and selecting your course

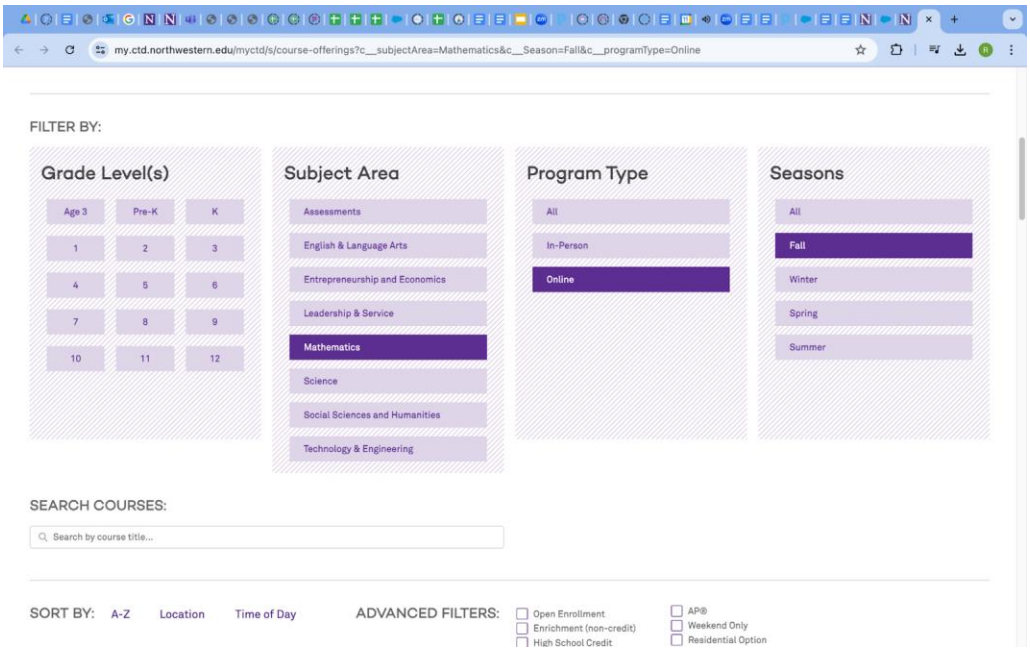
From the application, click on the COURSE link in the top toolbar.



Or, from the Home page on your MyCTD account go to Courses.

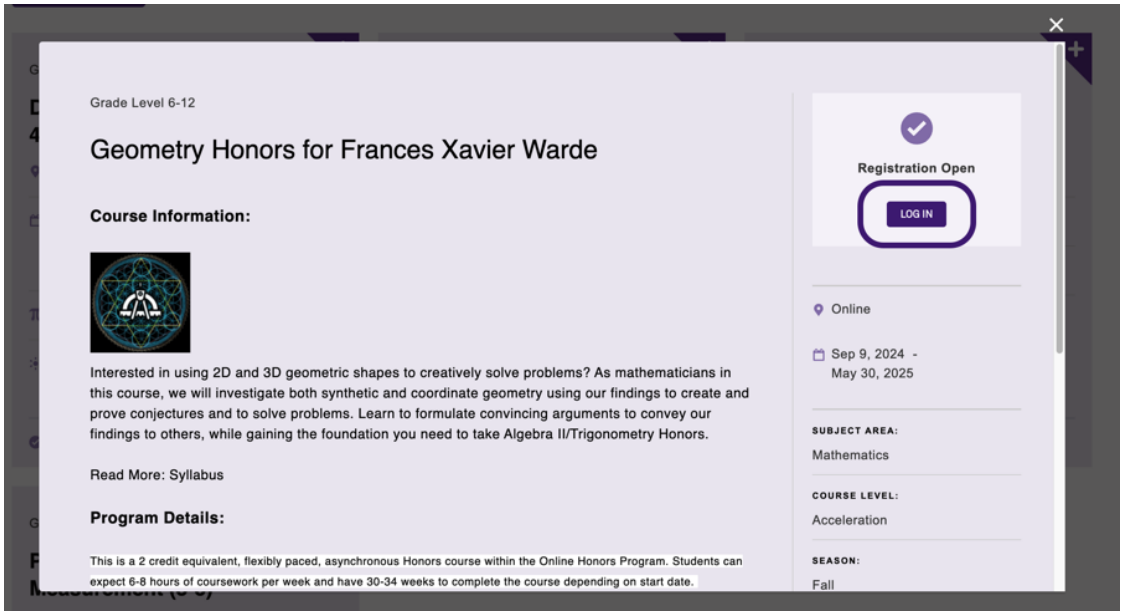


Use the filters to find a course that interests you.

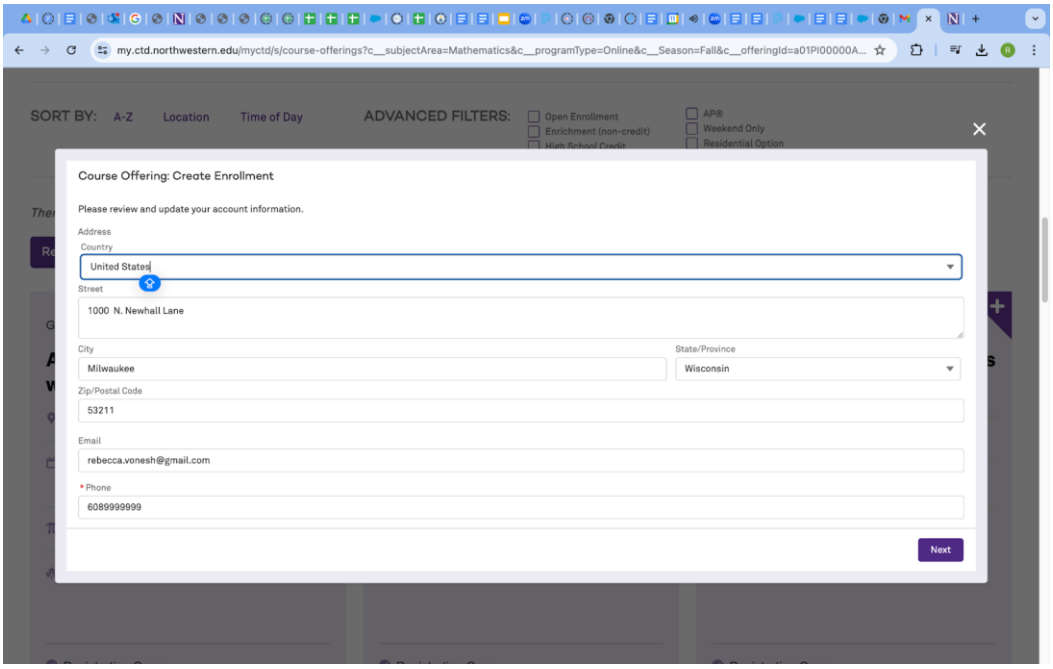


STEP FOUR: Registering for the course

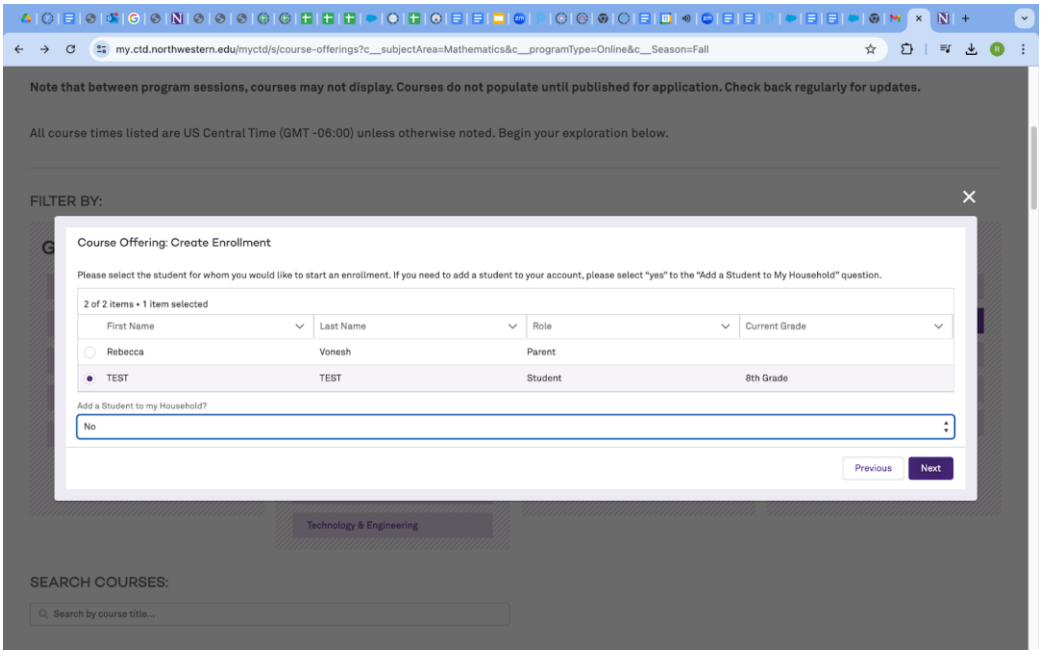
Once you have made your selection, click on the Apply Now or Login Button on the course card page.



Once logged into, the following screen should appear where you should add your address and other information.

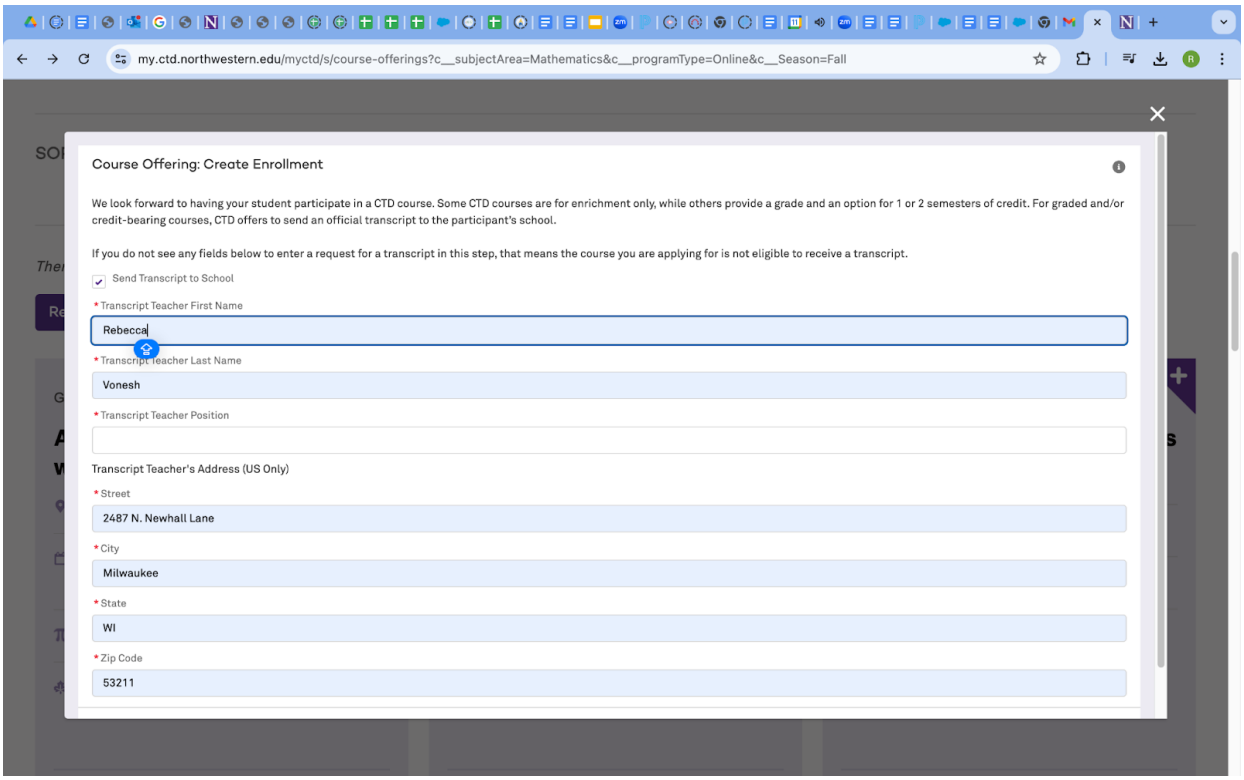


In the next screen, select the student you are registering for or add a new student to your account.

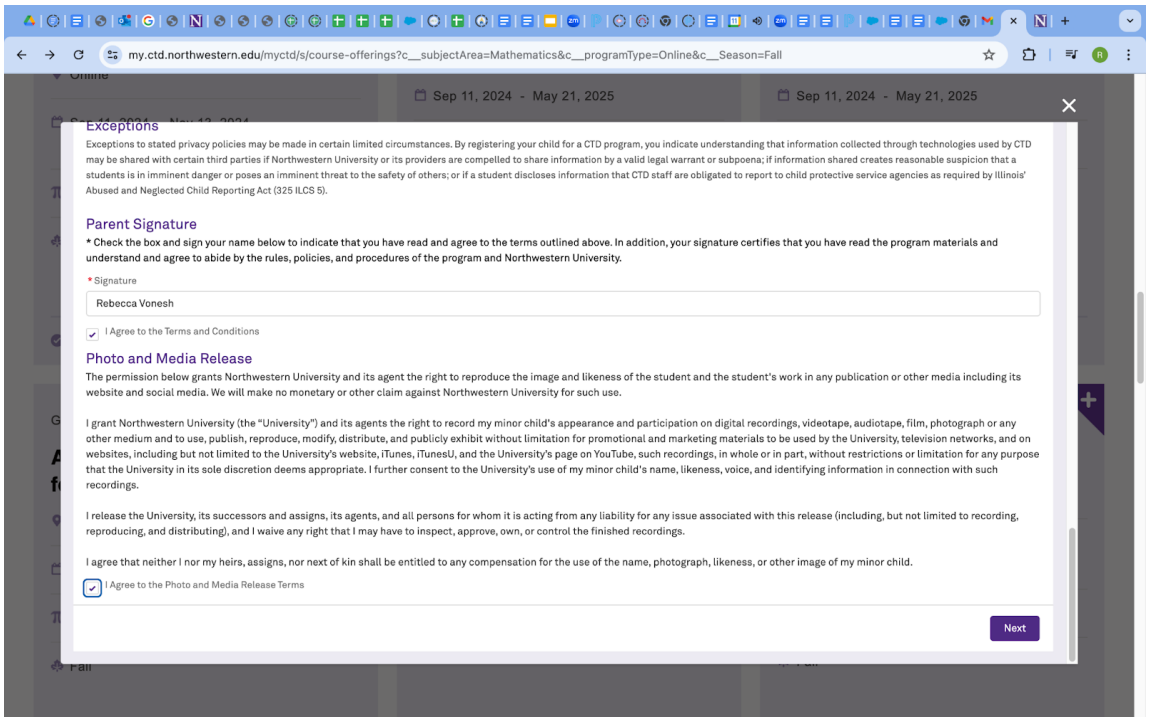


You may request one free transcript with the application. Please check the "Send Transcript" box when applying and enter the information for your transcript recipient.

Subsequent transcripts may be requested in your MyCTD account by navigating to the student's profile and clicking the "Request Official Transcript" button on the student's contact page. Additional transcripts cost $5 each. Transcripts are sent 3 - 4 weeks after the end date of the course. Email CTD Admissions if a transcript is no longer needed (Ctd-admissions@northwestern.edu).

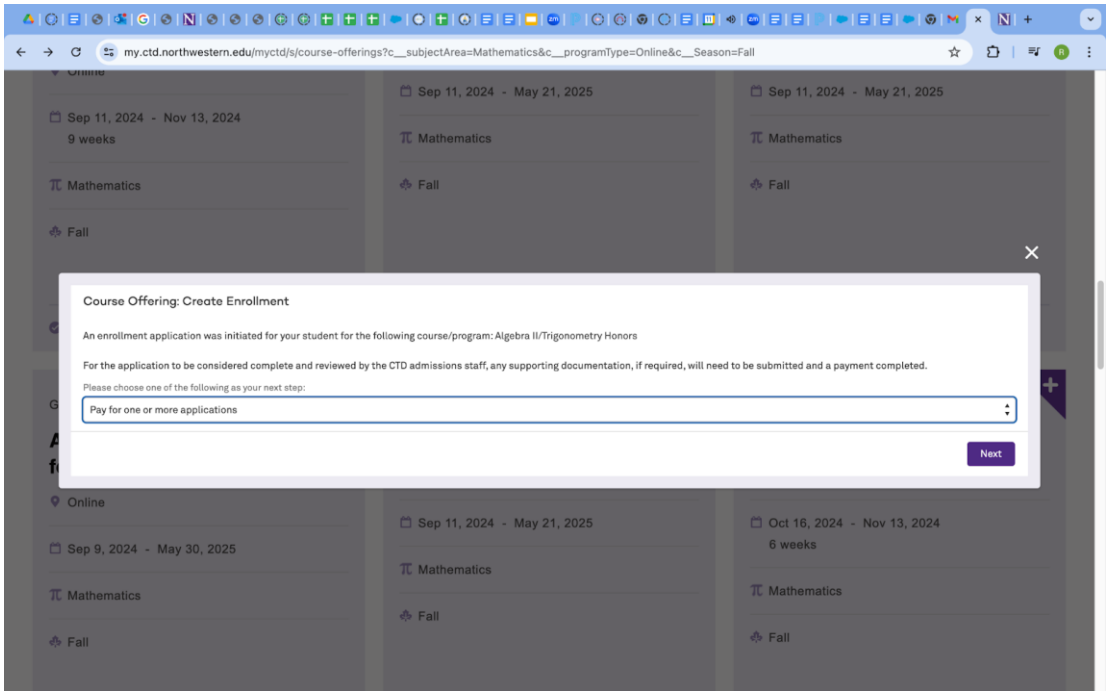


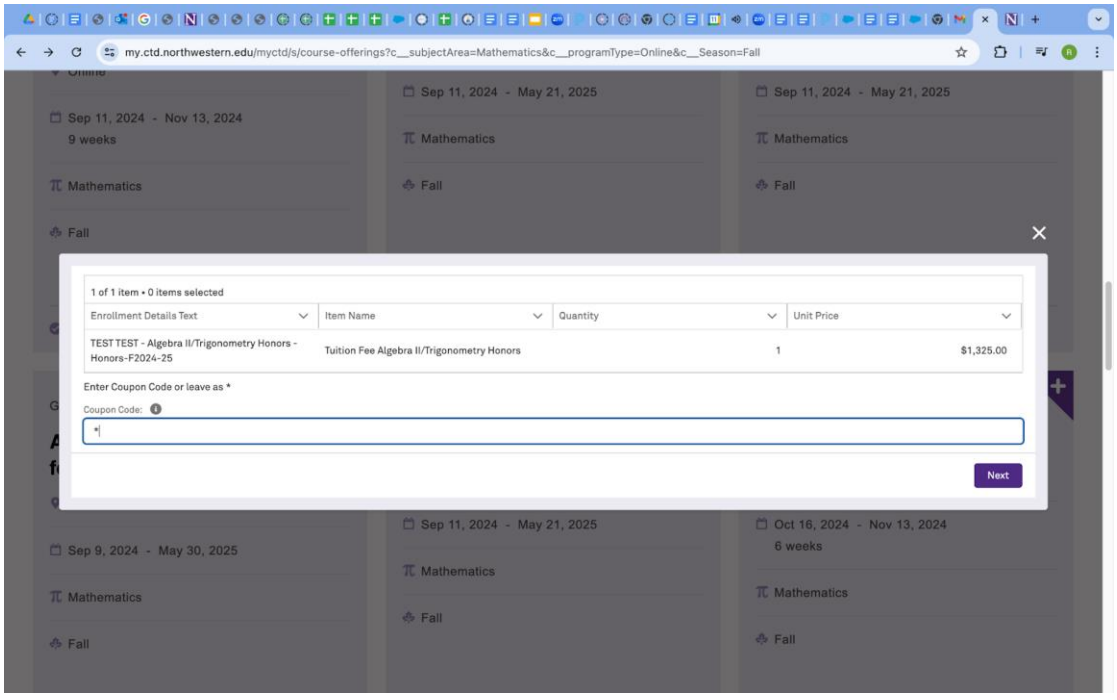
Next, read CTD policies and provide the appropriate permissions by electronically signing your name.

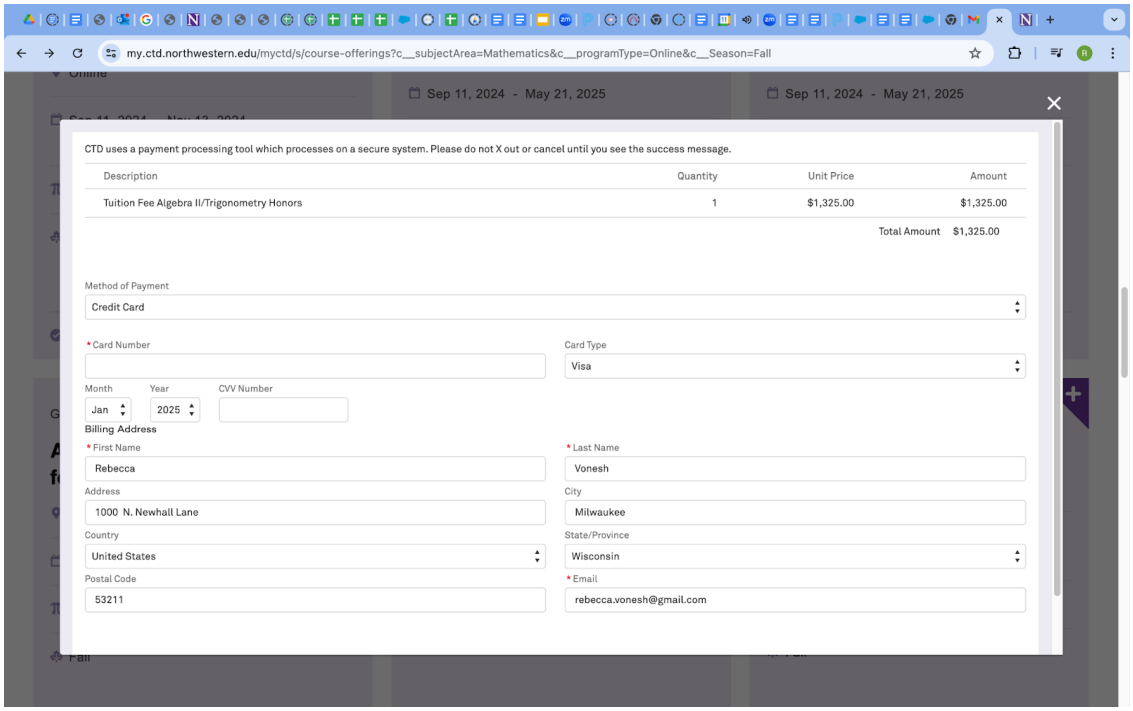


STEP FIVE: Paying for the course

The Applications for Payment screen will now allow you to make payment for the class AND shows the enrollment status of your application(s). On the payment screen, please select the application or applications you wish to pay for. Unless you are applying for financial aid, CTD requires full payment at the time of application for most programs, unless your course is eligible for a deposit. If your student is not accepted, or if your selected course is canceled, you will receive a full refund. Full information about withdrawals and refund policies can be found here: https://www.ctd.northwestern.edu/withdrawals-and-refunds.


my.ctd.northwestern.edu/myctd/s/course-offerings?c__subjectArea=Mathematics&c__programType=Online&c__Season=Fall
Sep 11, 2024 - Nov 13, 2024
9 weeks
Mathematics
Fall
Sep 11, 2024 - May 21, 2025
Mathematics
Fall
Sep 11, 2024 - May 21, 2025
Mathematics
Fall
Course Offering: Create Enrollment
An enrollment application was initiated for your student for the following course/program: Algebra II/Trigonometry Honors
For the application to be considered complete and reviewed by the CTD admissions staff, any supporting documentation, if required, will need to be submitted and a payment completed.
Please choose one of the following as your next step:
Pay for one or more applications
Next
Online
Sep 9, 2024 - May 30, 2025
Mathematics
Fall
Sep 11, 2024 - May 21, 2025
Mathematics
Fall
Oct 16, 2024 - Nov 13, 2024
6 weeks
Mathematics
Fall


my.ctd.northwestern.edu/myctd/s/course-offerings?c__subjectArea=Mathematics&c__programType=Online&c__Season=Fall
Sep 11, 2024 - Nov 13, 2024
9 weeks
Mathematics
Fall
Sep 11, 2024 - May 21, 2025
Mathematics
Fall
Sep 11, 2024 - May 21, 2025
Mathematics
Fall
1 of 1 item • 0 items selected
Enrollment Details Text
Item Name
Quantity
Unit Price
TEST TEST - Algebra II/Trigonometry Honors - Honors-F2024-25
Tuition Fee Algebra II/Trigonometry Honors
1
$1,325.00
Enter Coupon Code or leave as *
Coupon Code:
*
Next
Sep 9, 2024 - May 30, 2025
Mathematics
Fall
Sep 11, 2024 - May 21, 2025
Mathematics
Fall
Oct 16, 2024 - Nov 13, 2024
6 weeks
Mathematics
Fall



Financial aid: 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. When applying for financial aid, please note that your application will require that your FACTS application, $65 application fee, and CTD application be complete and submitted before your application can be reviewed.

STEP SIX: Completing your application

Once you have completed payment, select TO APPLICATION. You may choose to complete your application at this time OR you may come back to it. You will also 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.

- Under Review: If the status is Under Review, no further action should be needed.
- Additional Information 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.

- If your child is enrolling in Indigo tier courses, please read the requisite scores page as they differ from qualifying test scores from other tiers. More information about course eligibility can be found here: https://www.ctd.northwestern.edu/eligibility

  IMPORTANT: Please keep in mind that 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. Your enrollment decision(s) will be sent to the email you use to log into your MyCTD account.

If additional information is needed

If the course you applied to required prerequisites not documented on your student's report card or transcript, this information can be uploaded 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.

- Test Scores: 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.
- Teacher Recommendations: 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.
- Using a Previous CTD Class as a Prerequisite? Please note, we have recently migrated to a new system. If you feel that your student's Enrollment Status should read Under Review based on previous CTD classes, please email ctd-admissions@northwestern.edu.

Application Deadlines

Please see individual programs pages for current application and enrollment deadlines. These can be found here: https://www.ctd.northwestern.edu/