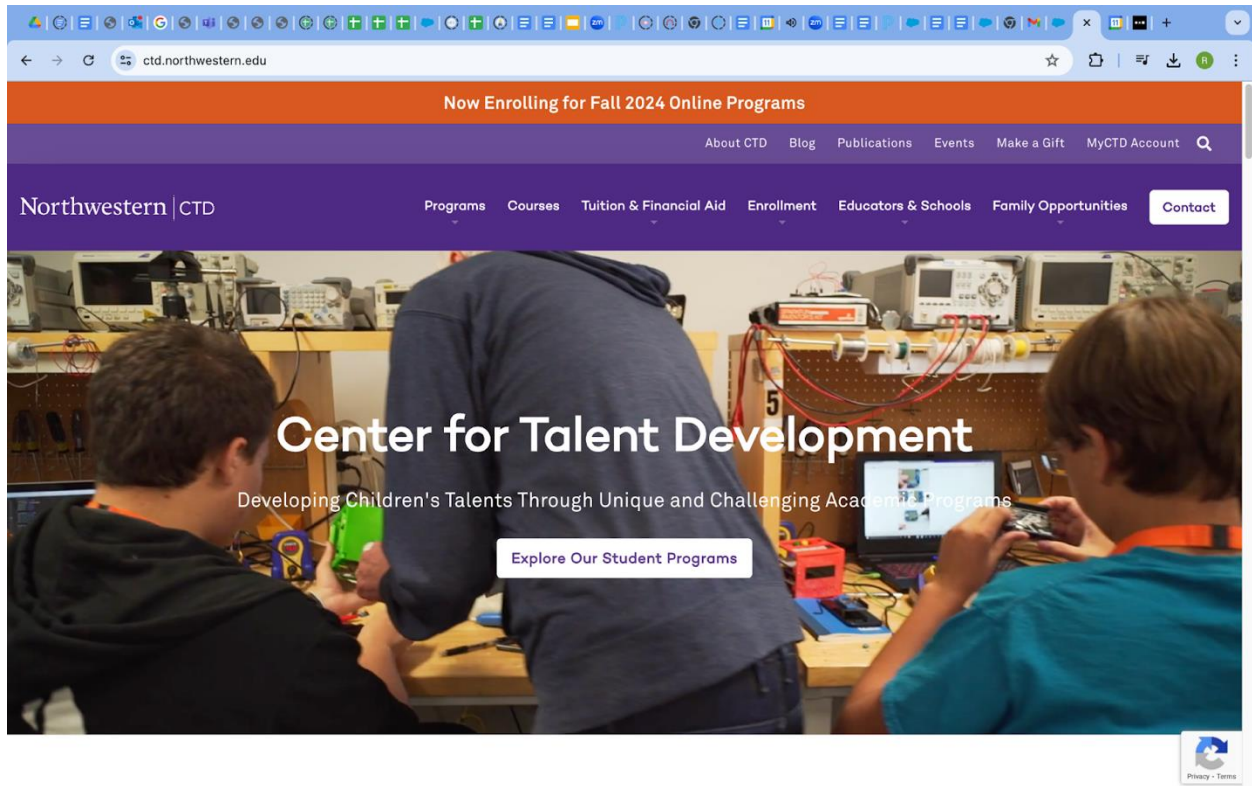


General CTD Course Application Process for New Families

This document is intended to provide general guidance through the six 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.

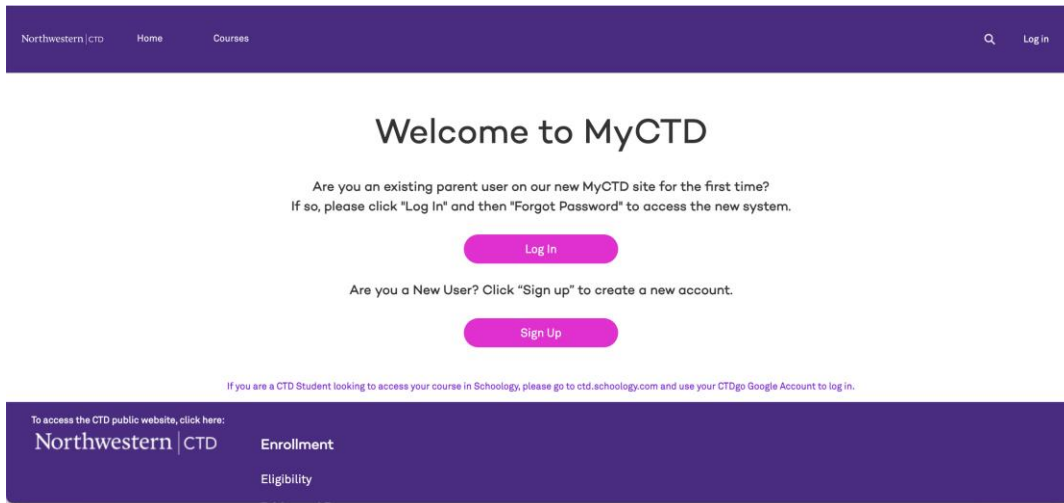
Students applying for summer courses should apply to programs and select courses based on the grade they will enter during the coming fall term. For example, a student who will have completed their 5th grade year before the start of their selected summer program and who intends to begin 6th grade in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



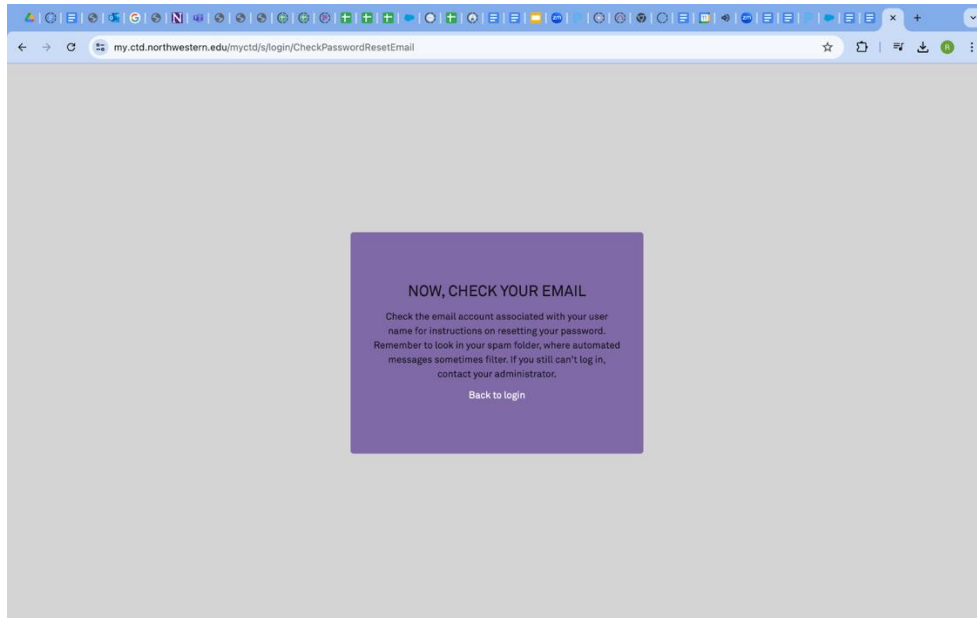
STEP ONE: Creating an account

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.

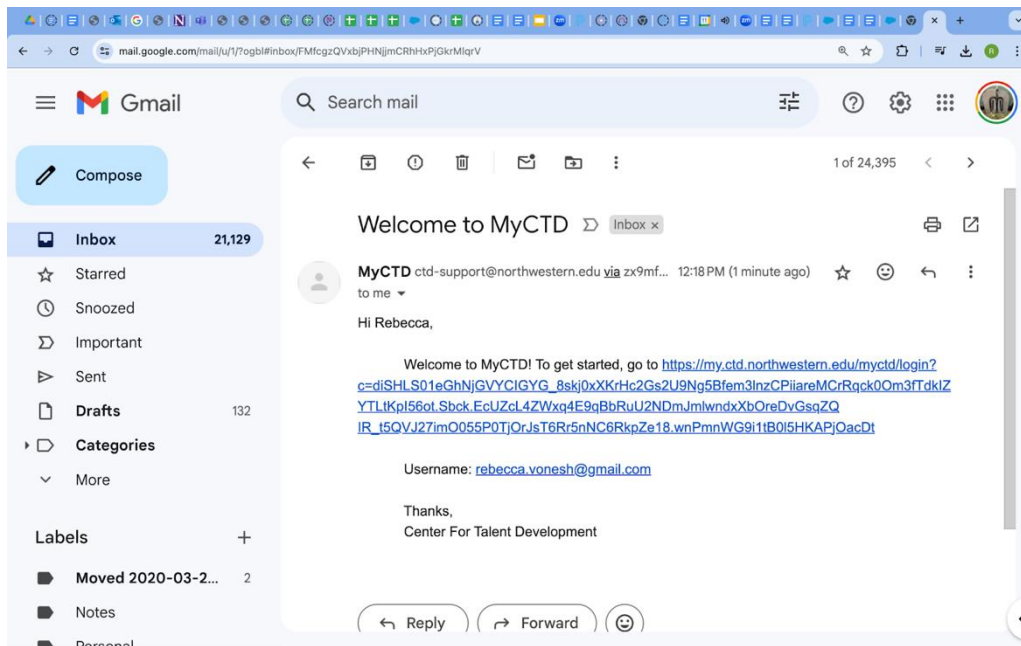
IMPORTANT: The *parent* email you use will be the email which receives CTD communications.

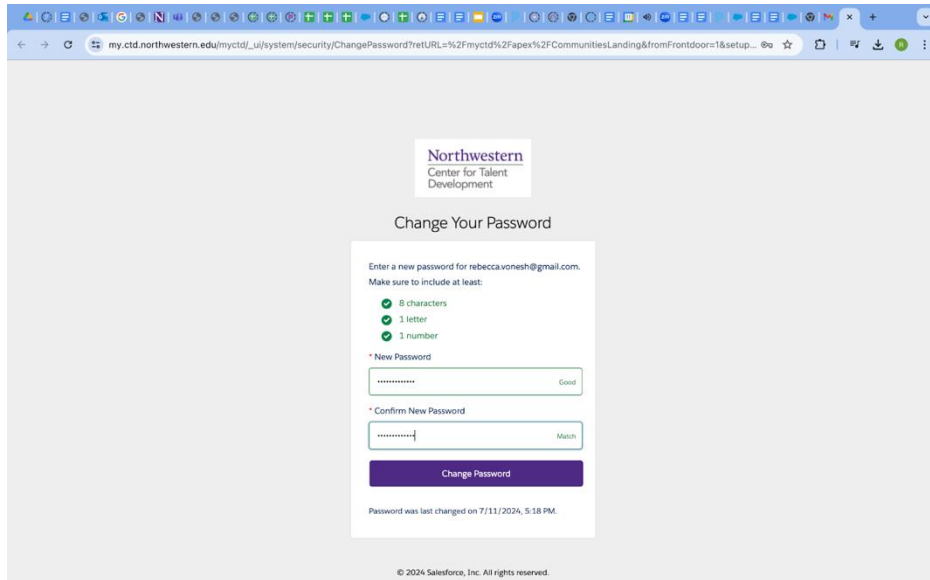


For this page, returning CTD families can log in directly. If you are new to VYD, you will be prompted to create a new account, which you will verify by email.



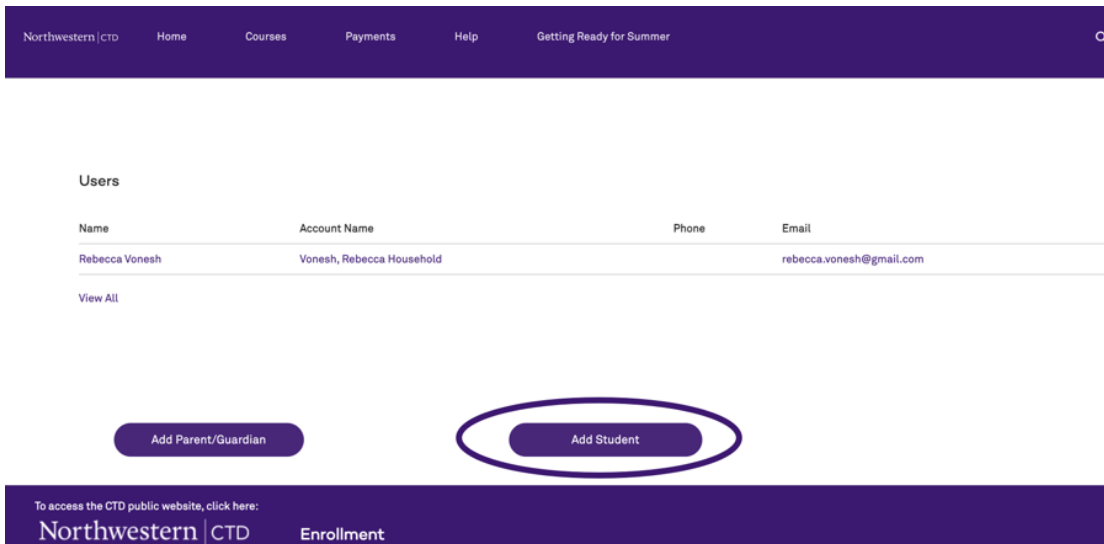
After adding your name and email, check your email for the link that will allow you to add or change your password. Your password must have 8 characters, a letter and a number.





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.

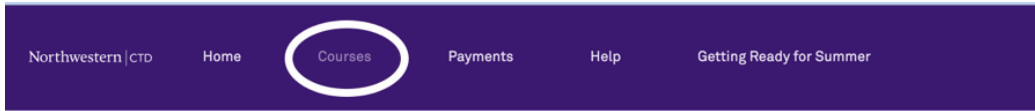
If your student's school is not found with the search tool, please choose **Other** and provide your student's school information in the space provided.

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.

The screenshot shows a web browser window with the URL `my.ctd.northwestern.edu/myctd/s/flow-add-student?retPage=home`. The page has a purple header with navigation links: [Northwestern | CTD](#), [Home](#), [Courses](#), [Payments](#), [Help](#), and [Getting Ready for Summer](#). The main content area is titled "User: Create Student" and contains the following text: "Please enter an ADDITIONAL emergency contact for the student. The student's primary parent/guardian will always be the first person contacted in the case of an emergency, followed by any additional parent/guardian on your account. Please supply CTD with an additional emergency contact in the event that the parent(s)/guardian(s) are unreachable in an emergency situation." Below this text are four form fields: "Emergency Contact Name (NOT the student's parent/guardian)" with the value "Rebecca Vonesh"; "Emergency Contact Relationship" with a dropdown menu showing "Parent" selected; "Emergency Contact Phone" with the value "6089575957"; and "Email" with the value "rebecca.vonesh@gmail.com". At the bottom right of the form are "Previous" and "Next" buttons. A footer section contains the text "To access the CTD public website, click here:" followed by the "Northwestern | CTD" logo and a list of links: [Enrollment](#), [Eligibility](#), [Tuition and Fees](#), and [Financial Aid](#).

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

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

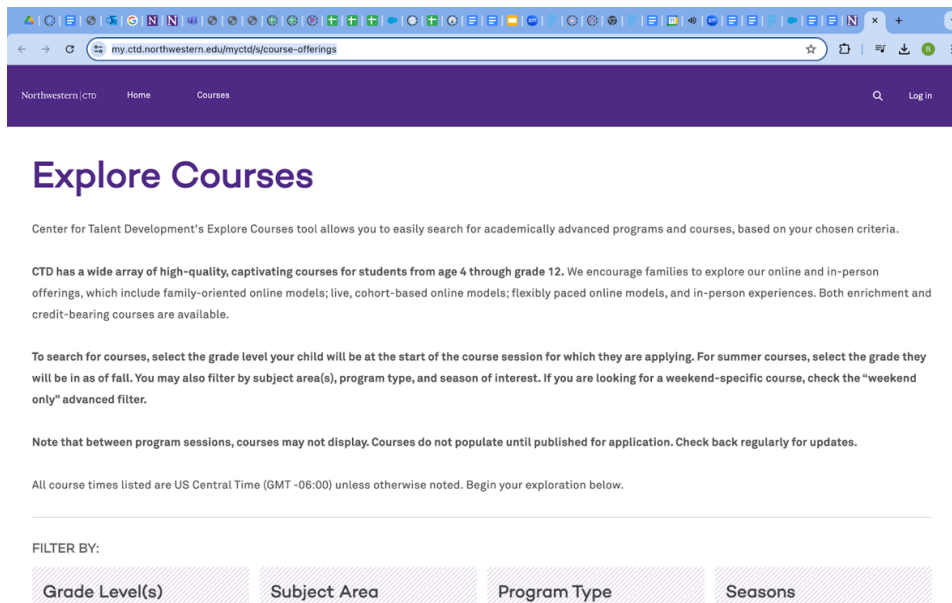


Dashboard

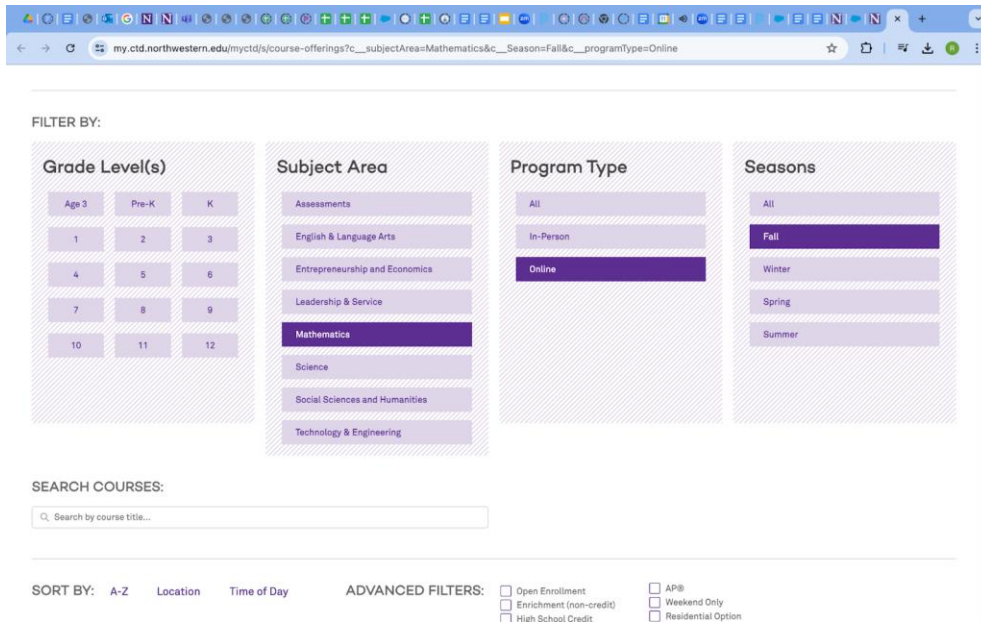
Student Enrollments

In Progress Enrolled Completed

Or, from the [Home page](#) on your MyCTD account go to [Courses](#).

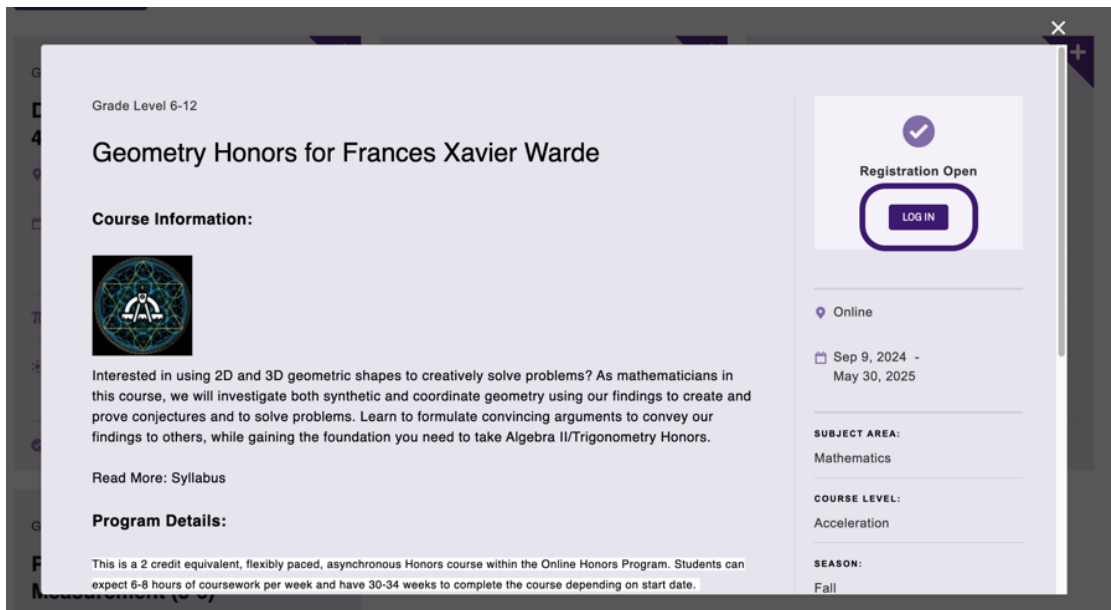


Use the filters to find a course that interests you.



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.

Course Offering: Create Enrollment

Please review and update your account information.

Address

Country
United States

Street
1000 N. Newhall Lane

City
Milwaukee

State/Province
Wisconsin

Zip/Postal Code
53211

Email
rebecca.vonesh@gmail.com

* Phone
6089999999

Next

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

Course Offering: Create Enrollment

Please select the student for whom you would like to start an enrollment. If you need to add a student to your account, please select "yes" to the "Add a Student to My Household" question.

2 of 2 items • 1 item selected

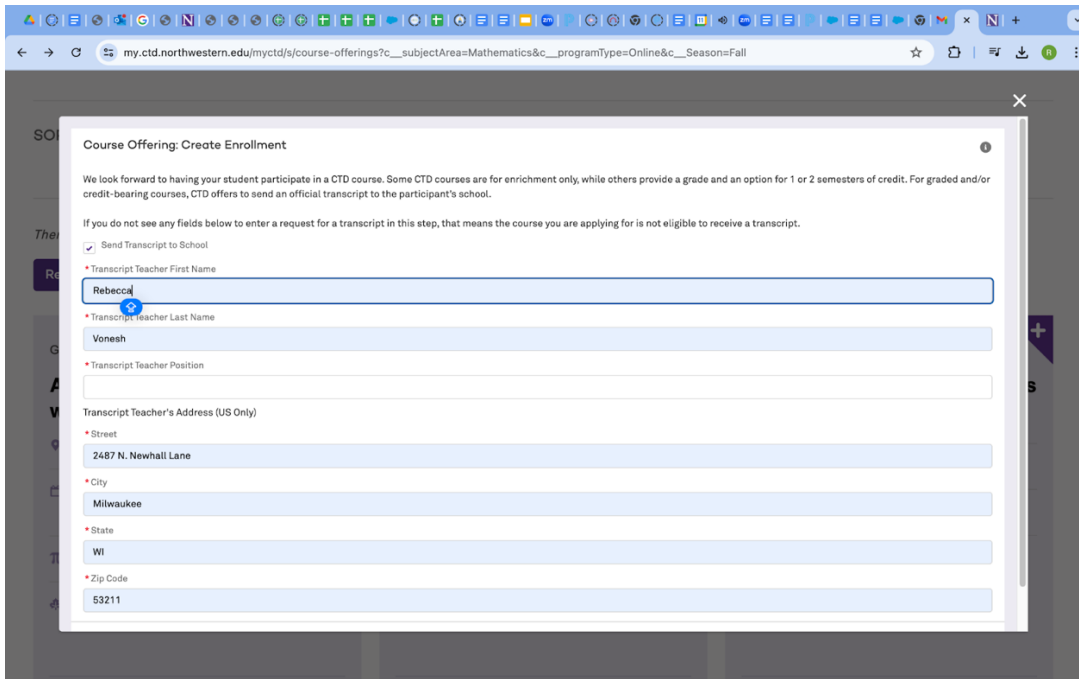
First Name	Last Name	Role	Current Grade
Rebecca	Vonesh	Parent	
TEST	TEST	Student	8th Grade

Add a Student to my Household?
No

Previous Next

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).



Course Offering: Create Enrollment

We look forward to having your student participate in a CTD course. Some CTD courses are for enrichment only, while others provide a grade and an option for 1 or 2 semesters of credit. For graded and/or credit-bearing courses, CTD offers to send an official transcript to the participant's school.

If you do not see any fields below to enter a request for a transcript in this step, that means the course you are applying for is not eligible to receive a transcript.

Send Transcript to School

* Transcript Teacher First Name
Rebecca

* Transcript Teacher Last Name
Vonesh

* Transcript Teacher Position

Transcript Teacher's Address (US Only)

* Street
2487 N. Newhall Lane

* City
Milwaukee

* State
WI

* Zip Code
53211

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

my.ctd.northwestern.edu/myctd/s/course-offerings?c__subjectArea=Mathematics&c__programType=Online&c__Season=Fall

Sep 11, 2024 - May 21, 2025

Sep 11, 2024 - May 21, 2025

Exceptions
 Exceptions to stated privacy policies may be made in certain limited circumstances. By registering your child for a CTD program, you indicate understanding that information collected through technologies used by CTD may be shared with certain third parties if Northwestern University or its providers are compelled to share information by a valid legal warrant or subpoena; if information shared creates reasonable suspicion that a student is in imminent danger or poses an imminent threat to the safety of others; or if a student discloses information that CTD staff are obligated to report to child protective service agencies as required by Illinois' Abused and Neglected Child Reporting Act (325 ILCS 5).

Parent Signature
 * Check the box and sign your name below to indicate that you have read and agree to the terms outlined above. In addition, your signature certifies that you have read the program materials and understand and agree to abide by the rules, policies, and procedures of the program and Northwestern University.

Signature
 Rebecca Vonesh

I Agree to the Terms and Conditions

Photo and Media Release
 The permission below grants Northwestern University and its agent the right to reproduce the image and likeness of the student and the student's work in any publication or other media including its website and social media. We will make no monetary or other claim against Northwestern University for such use.

I grant Northwestern University (the "University") and its agents the right to record my minor child's appearance and participation on digital recordings, videotape, audiotape, film, photograph or any other medium and to use, publish, reproduce, modify, distribute, and publicly exhibit without limitation for promotional and marketing materials to be used by the University, television networks, and on websites, including but not limited to the University's website, iTunes, iTunesU, and the University's page on YouTube, such recordings, in whole or in part, without restrictions or limitation for any purpose that the University in its sole discretion deems appropriate. I further consent to the University's use of my minor child's name, likeness, voice, and identifying information in connection with such recordings.

I release the University, its successors and assigns, its agents, and all persons for whom it is acting from any liability for any issue associated with this release (including, but not limited to recording, reproducing, and distributing), and I waive any right that I may have to inspect, approve, own, or control the finished recordings.

I agree that neither I nor my heirs, assigns, nor next of kin shall be entitled to any compensation for the use of the name, photograph, likeness, or other image of my minor child.

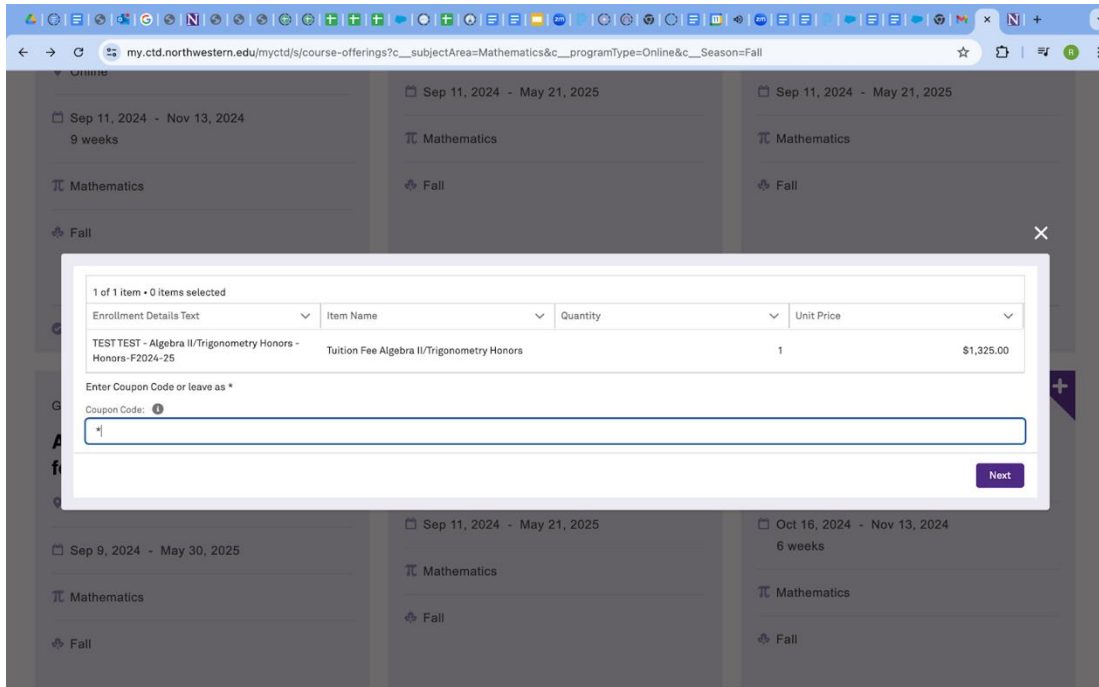
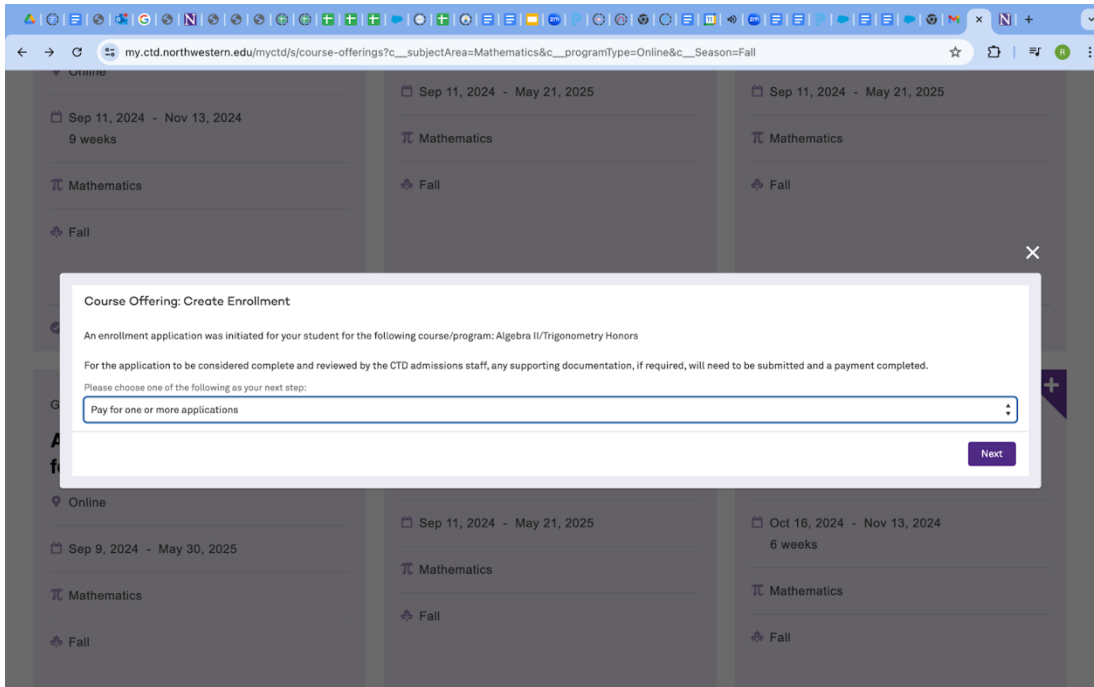
I Agree to the Photo and Media Release Terms

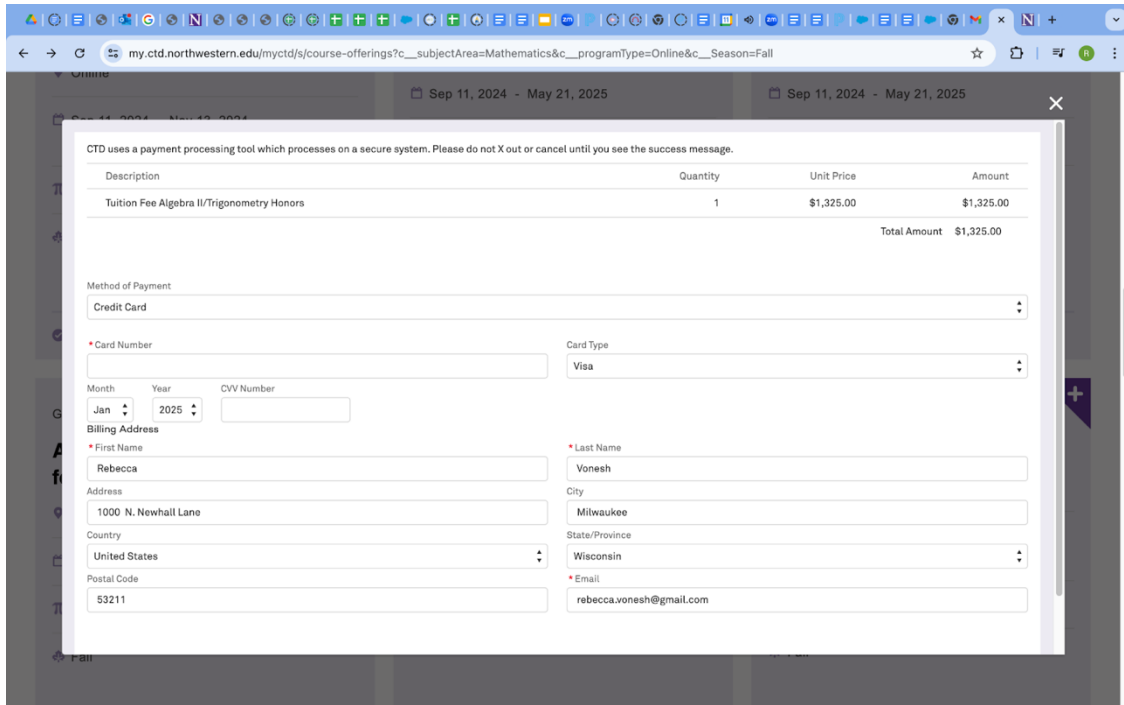
Next

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>.





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/>