

CTD General Application Process

Questions? please contact us at Ctd-admissions@northwestern.edu or 847.467.1575.

Please note: Students should apply to programs and select courses based on the grade they will enter in the fall of their course enrollment year.

1. From the Home page on your MyCTD account go to Courses. If you do not have a MyCTD account, please create one by clicking on MyCTD account from the upper right corner of our website. Please put your student(s) into your account and select a STUDENT for each application.

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

2. Select the Apply Now button in the upper right corner of the course description card.
3. Select the student for whom you wish to create an application.
4. 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.
5. Review policies for the program you are applying to carefully and sign the necessary release page. Withdrawal and refund policies link at the top of the page.
6. You may then choose to create a new application or proceed to the payments page.
7. 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.
8. 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> . Upon applying for

financial aid, you will receive the FACTS financial aid application in a follow-up email. For your application to be reviewed and considered for financial aid, your completed FACTS application, \$65 application fee, and CTD application must all be completed.

9. 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. After completing 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 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.

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. 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:
<https://www.ctd.northwestern.edu/eligibility>

To complete your student's application with a TEACHER RECOMMENDATION and GRADES, provide your recommended teacher's name and email address. 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 prerequisites not documented on your report card or transcript, you can 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.