

## Starting the Application

Choose: Apply for High School Programs

The screenshot shows the Clark State Community College website. The navigation bar at the top includes links for Home, Apply, Apply for High School Programs, and Request Information. The 'Apply' link is highlighted with a blue arrow pointing to it from the text box on the left. Below the navigation bar, the page title is 'Welcome to Clark State'. The main content area contains a welcome message, a list of bullet points about the application process, and a section titled 'Are you ready to get started now? Follow these easy steps to become a Clark State student.' with four numbered steps: 1. Complete an application by clicking on Apply at the top of this page. 2. Apply for financial aid by completing a FAFSA. 3. Take the placement tests or send transcripts if you already have college credit. 4. Register for a New Student Orientation.

## Step one and linking to step two.

All fields with an \* must be completed, others are optional.

Click on Submit when finished.

The screenshot shows the 'Step 1 of 2 - Create an Account' form on the Clark State Community College website. The form includes a heading 'Step 1 of 2 - Create an Account' and a paragraph stating: 'This application is for high school students who want to participate in the College Credit Plus program while attending high school. If you want to attend Clark State after you graduate from high school, please complete the regular Clark State application.' Below this is a note: 'Note: You must use a laptop or a desktop to complete step two of the application. You will not be able to enter your social security number on a phone or tablet. This site works best in Mozilla Firefox, Google Chrome and Internet Explorer 9 and above. If you are using Internet Explorer 8, you may experience difficulties in completing the online forms.' The form also includes a contact information section for the Admissions Office. The form fields are: \* First Name, Preferred or Nick Name, Middle Name, \* Last Name, and \* Username. The asterisk (\*) indicates required fields.

Click on the link.

The screenshot shows a web browser window with the URL `emas.clarkstate.edu/ApplyforHighSchoolPrograms.aspx`. The page header includes the Clark State Community College logo and the text "Life ed.vanced". The navigation bar has links for "Home", "Apply", "Apply for High School Programs", and "Request Information". The main content area is titled "Step 1 of 2 - Create an Account" and includes a welcome message to Jessica, a thank you for creating an account, and a link to complete Step 2. A callout box with the text "Click on the link." points to the link "Click here to complete Step 2 of the application."

High School Application x Application for High Scho... x +

emas.clarkstate.edu/ApplyforHighSchoolPrograms.aspx

CLARK STATE COMMUNITY COLLEGE Life ed.vanced

Home Apply Apply for High School Programs Request Information Web Site Search

Tuesday, February 09, 2016 ...: Apply for High School Programs ...: Register Login

**Step 1 of 2 - Create an Account**

Jessica,

Thank you for creating an account. You will need to complete Step 2 to submit an application to Clark State.

If you have questions, please contact the [Admissions Office](#) at 937.328.6028.

[Click here to complete Step 2 of the application.](#)

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Click on the link.

The screenshot shows a web browser window with the URL `emas.clarkstate.edu/Default.aspx?tabid=126`. The page header includes the Clark State Community College logo and the text "Life ed.vanced". The navigation bar has links for "Home", "Apply", "Apply for High School Programs", and "Request Information". The main content area is titled "Step 2 - High School Application for Admission" and includes instructions on what to expect after submission, a link to complete and submit the application, and a callout box with the text "Click on the link." pointing to the link "» Complete and submit your application".

High School Application x Application for High Scho... x +

emas.clarkstate.edu/Default.aspx?tabid=126

CLARK STATE COMMUNITY COLLEGE Life ed.vanced

Home Apply Apply for High School Programs Request Information Web Site Search

Tuesday, February 09, 2016 ...: Apply for High School Programs ...: Jessica Smith Logout

**Step 2 - High School Application for Admission**

Once you've completed and submitted Step 2 successfully, the word **Submitted** and a time stamp will show at the top of the page.

If this does not happen, check to see if you've overlooked one or more of the mandatory fields.

When we receive your completed application, an e-mail will be sent to you automatically.

[» Complete and submit your application](#)

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Personal Tab on Step Two

All fields with an \* must be completed, others are optional.

Click on the High School Tab when you're finished.

High School Application

High School Application

emas.clarkstate.edu/ApplyforHighSchoolPrograms/HighSchoolApplication.aspx?apptype=Application1

Search

Home

Apply

Apply for High School Programs

Request Information

Web

Site

Search

Tuesday, February 09, 2016

...: Apply for High School Programs » High School Application ...

Jessica Smith Logout

Complete Your Application Below

Use the tabs to move through the application. All questions with an \* must be answered.

Personal

High School

Enrollment

Sign and Submit

Personal Details

First Name\*

Jessica

Preferred or Nick Name

Jess

Middle Name

Last Name\*

Smith

Suffix (II, III, Jr. etc)

Gender\*

<SELECT>

Date of Birth (mm/dd/yyyy)\*

11/1/1998

SSN\*

Desktop

11:10 AM

2/9/2016

## High School Tab on Step Two

Use this link to find high school code

Do not type in CEEB Code or School Name

These dates must be completed.

Click on the Enrollment Tab when finished.

Complete Your Application Below

Use the tabs to move through the application. All questions with an \* must be answered.

Personal High School Enrollment Sign and Submit

High School Information

Do not type in the CEEB Code or School Name fields. To look up your high school, click on High School Finder link below. The CEEB Code and School Name fields will be completed for you.

Note: If you are attending a Career and Technical high school, search for it when using the High School Finder link.

High School Finder Clear

CEEB Code\*

School Name\*

Enter the approximate date that you started high school and the approximate date you will graduate from high school.

Approximate Start Date (mm/dd/yyyy)\* Select Date

Approximate Graduation Date (mm/dd/yyyy)\* Select Date

## High School Finder Page

Type just part of your school name followed by the % sign.

Type OH for the state.

Choose your school by clicking on it and you will be taken back to the application.

How to Search School Names

The % sign can be used as a wildcard. For example, you can type Nor% for Northwestern or Un% of Cin% for University of Cincinnati.

You can leave the state box blank, but a larger list will appear. You will be able to scroll through the matches, sort them by the column headings and select the one you want by clicking on the school name.

School Name School State/Province

Spr% OH

Search Clear

Return to application

Select School	City	State / Province	Zip / Postal Code	School Code	Country
<a href="#">Spring Valley Academy</a>	Centerville	OH	45458-2746	360852	
<a href="#">Spring Valley Christian School</a>	Cleveland	OH	44109	361405	
<a href="#">Springboro High School</a>	Springboro	OH	45066-1524	364770	
<a href="#">Springfield South High School</a>	Springfield	OH	45505	364795	
<a href="#">Springfield Apostolic Chrstn A</a>	Springfield	OH	45504	364774	
<a href="#">Springfield Clark CTC</a>	Springfield	OH	45505	364796	
<a href="#">Springfield High</a>					

## Enrollment Tab on Step Two

**Choose:** High School  
College Credit Plus

**Choose:** College Credit  
Plus

**Choose:** Yes or No. If  
you choose yes, it will  
ask where you want your  
advisor located.

**Choose:** Spring, 2017

Click on the Sign and  
Submit tab when  
finished.

The screenshot shows a web browser window with the URL [emas.clarkstate.edu/ApplyforHighSchoolPrograms/HighSchoolApplication.aspx](http://emas.clarkstate.edu/ApplyforHighSchoolPrograms/HighSchoolApplication.aspx). The page has four tabs: Personal, High School, Enrollment (selected), and Sign and Submit. The Enrollment Info section contains the following fields and options:

- Program I will be participating in\*: High School College Credit (dropdown)
- Choose a major\*: College Credit Plus (dropdown)
- Do you plan to take courses on Clark State's campus and/or online?\*: ☒ No ☐ Yes
- Tech Prep applicants should choose spring for their entry term. College Credit Plus applicants should choose summer or fall for their entry term.
- My entry term is\*: Summer, 2016 (Begins 05/2 (dropdown))
- Number of classes I am taking\*: ☒ 1-5
- My enrollment status is\*: ☒ High School Student

At the bottom of the form are buttons for "Save for Later" and "Submit". The Windows taskbar at the bottom shows the date as 2/9/2016 and the time as 12:25 PM.

## Sign and Submit Tab on Step Two

Read the statement at the top.

Type your name in the box.

Type date in the format shown.

If you are completing this at  
school, click on Save for later.  
Log in at home and have your  
parents read the statement and  
type their name and the date.

When all signature boxes are  
complete, click Submit at the  
bottom of the page.

The screenshot shows the same web browser window, but the Sign and Submit tab is selected. The College Credit Plus Submission section contains the following text and fields:

Our electronic signatures certify that the information provided on this application is true and accurate. We acknowledge that by enrolling in Clark State's College Credit Plus (CCP) program the student is starting their permanent college transcript and we are aware that this transcript will be considered with future applications for college admissions and financial aid at Clark State Community College. We understand that the student will be responsible for adhering to registration and withdrawal deadlines as prescribed by the college for this program.

**Student Signature**

Applicant full name\*:

Date (mm/dd/yyyy)\*:  [Select Date](#)

**Parent/Guardian Signature**

Parent/Guardian full name:

Date (mm/dd/yyyy):  [Select Date](#)

**The Family Educational Rights and Privacy Act of 1974**

The Buckley Amendment of the Family Education Rights and Privacy Act of 1974 is designed to protect the privacy of students and their educational records. Clark State Community College recognizes "Directory Information" as the following: Student name, address, telephone number, major, degrees, height of members of

The Windows taskbar at the bottom shows the date as 2/9/2016 and the time as 12:34 PM.