BC Application Instruction

Steps on how to apply correctly as an Alcohol & Drug Counseling (ALDAC) student to Bellevue College

Select the tab titled “Enrollment”
Select the link titled “**Apply to Bellevue College**”

Select the link titled “**General Admission**”
Select the link from Step 1: “Complete Admissions Application”

Select the link titled “Set Up My Admissions Account”
If you already have an admission account setup, proceed to step (?)
Answer all 6-questions and submit your questionnaire.

Select the link titled “Login to the Web Admissions Center”

Sign into your Admission Center Account.
Answer all questions for: **Section 1 – Personal Information**. then select submit and continue.

**Please Note**
The next page is EXTREMELY important!

When filling out **Section 2 – Course of Study** please pay attention to question #4.

If you are an Alcohol & Drug Counseling (ALDAC) Program student, you **MUST** input the ALDAC Program Code **437** for your question #4 response. *(this way you are able to register for ALDAC classes)*.

Please **DO NOT** add anything more than what was instructed for #4.

Example:
Question#4: What is your intended major area of study?
Answer to #4: **437**

Once you’ve answered all questions for: **Section 2 – Course of Study**, then select submit and continue.
Please continue with the application, answer all questions to the best of your ability for each of the provided Sections and submit your application.

When submitting your application, please select Bellevue College as shown below:

Upon application submission, the following prompt will pop-up
Select the link from Step 2: “Pay $34 Application Fee and Complete Program of Study Declaration”

Answer all questions for: Pay Application Fee, then select continue.
Step 1) When asked “Are you planning to complete a degree or certificate at Bellevue College” select the response titled YES.

Step 2) When asked “Which type?” select Professional Technical Degree or Certificate.

**PLEASE NOTE**

the Alcohol & Drug Counseling Program is a professional Technical Certificate Program.

Step 3) Select From the drop down box “ALCOHOL & DRUG COUNSELING”.

Once steps 1 – 3 have been completed, please submit.