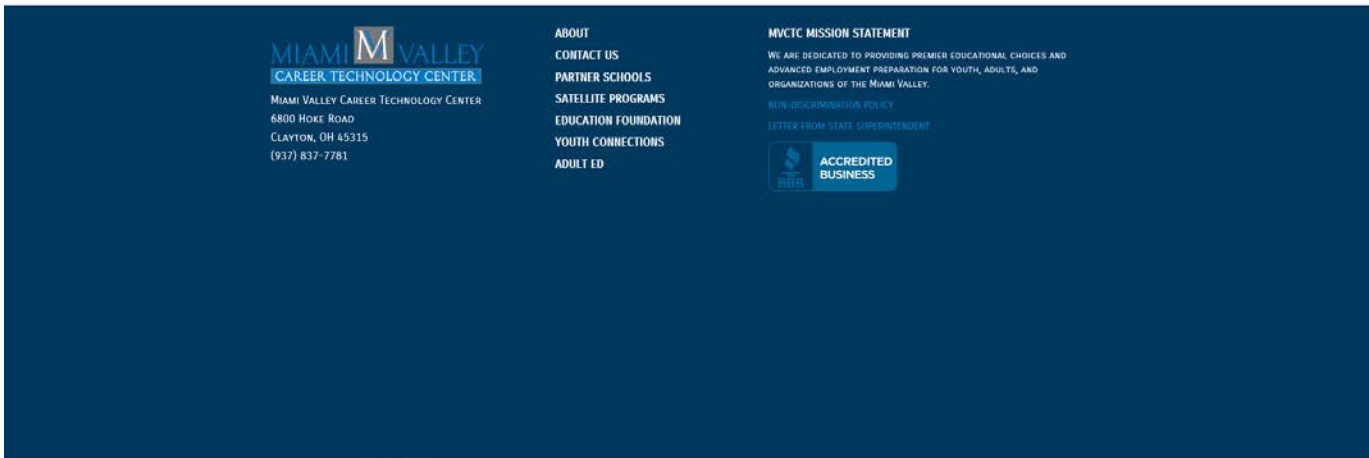
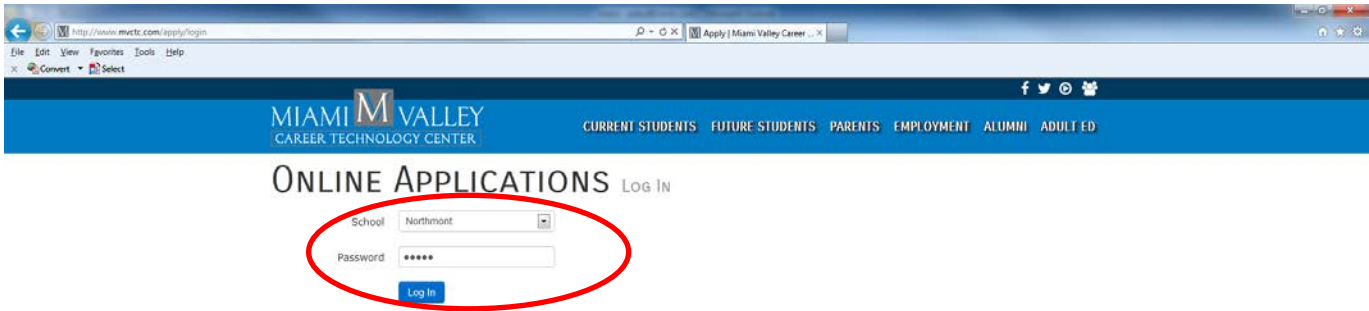


Guidance Counselor steps for completing the MVCTC Online Application.

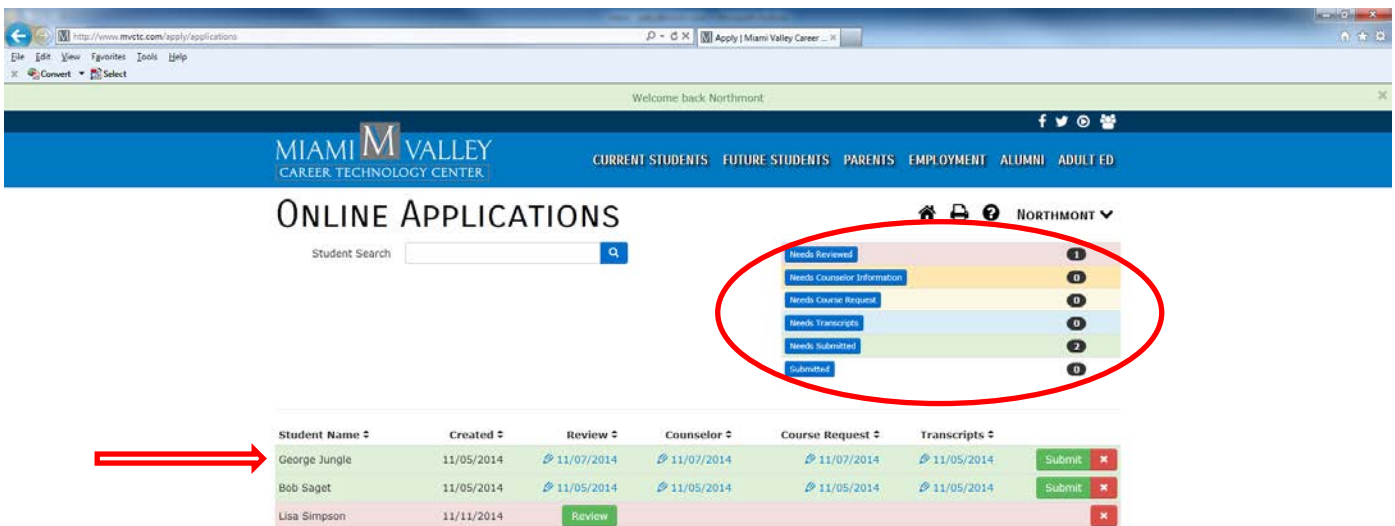
1. Upon a student filling out the online application for admission to the Miami Valley Career Technology Center, the home school guidance counselor can visit www.mvctc.com/apply/login and then login by clicking the blue **'Counselor Login'** button in the upper right hand corner of the screen.

The screenshot shows a web browser window with the URL <http://www.mvctc.com/apply/>. The page header features the Miami Valley Career Technology Center logo and navigation links: CURRENT STUDENTS, FUTURE STUDENTS, PARENTS, EMPLOYMENT, ALUMNI, ADULT ED, and a circled **Counselor Login** button. The main heading is 'APPLICATION FOR ADMISSION'. Below this is the 'STUDENT INFORMATION' section, which includes fields for First Name, Middle Name, Last Name, Address, City, State, Zip, County, Home Phone, Social Security #, Gender, City of Birth, Birth Date, Email Address, School District of Residence, and School Last Attended/Presently Attending. A legend indicates that a red dot icon next to a field name signifies that the field is required. The 'PARENT / GUARDIAN #1 INFORMATION' section is partially visible at the bottom.

- On the Log In screen choose the home school district from the School drop down list. Then enter in the Password and click the blue **'Log In'** button.



- The main counselor application menu page will then display. From this menu the user can determine how many applications have been submitted and what step of the process each one is currently in. A list of students who need to be processed also displays at the bottom of the screen with a green quick link button. The green quick link button will take the user to that step for a particular student.



4. Clicking one of the process buttons at the top of the main menu will allow the user to quickly view all applications that need that step completed.

The screenshot shows the 'ONLINE APPLICATIONS' page. At the top right, there is a progress bar with buttons for 'Needs Reviewed' (1), 'Needs Counselor Information' (0), 'Needs Course Request' (0), 'Needs Transcripts' (0), 'Needs Submitted' (2), and 'Submitted' (0). A red arrow points to the 'Needs Submitted' button. Below the progress bar is a table with columns: Student Name, Created, Review, Counselor, Course Request, Transcripts, and a Submit button. The table contains two rows: George Jungle and Bob Saget.

Student Name	Created	Review	Counselor	Course Request	Transcripts	Submit
George Jungle	11/05/2014	11/07/2014	11/07/2014	11/07/2014	11/05/2014	Submit
Bob Saget	11/05/2014	11/05/2014	11/05/2014	11/05/2014	11/05/2014	Submit

5. The initial step for completing a student's application is to review the submitted form. To do this click the green review button in the review column next to a student's name.

The screenshot shows the 'ONLINE APPLICATIONS' page. The progress bar at the top right is the same as in the previous screenshot. A red arrow points to the 'Review' button in the 'Review' column of the table. The table now shows one row: Lisa Simpson, with a green 'Review' button in the 'Review' column.

Student Name	Created	Review	Counselor	Course Request	Transcripts	Submit
Lisa Simpson	11/11/2014	Review				

- The student's completed application will display. Verify the student has entered all the correct information against what is in the district's student information system. This should include address, parental/guardian contact information, and school year. Also verify that a first and second choice program has been selected. Once all information has been verified/updated, click the green **'Save'** button at the bottom. This will complete the application review step.

PROGRAM INFORMATION

Next Year Grade Status
 11 12

First Choice Career Program: Biotechnology
 Second Choice Career Program: Robotics and Automation

Permission is granted for my son/daughter to apply for admission to MVCTC. I also, hereby, grant permission for any requested student records, including the Ohio Graduation Test (OGT) scores, be released to MVCTC. The district will use the OGT scores to determine whether the student needs to retake any parts of the OGT in order to fulfill Ohio state graduation requirements and to place the student in the appropriate classes. The student information will only be disclosed to school officials and authorized representatives. This district will not re-disclose the information. As a parent/guardian I recognize that it is my responsibility to devise a credit recovery plan with my son/daughter's high school guidance counselor for any credit deficiencies my child may have.

Parent / Student Comments
 Marge Simpson

Save

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WORK DISCRIMINATION POLICY
 LETTER FROM STATE SUPERINTENDENT

ACCREDITED BUSINESS

- The next step in the process is to complete the counselor information. To do this click the **'Needs Counselor Information'** button on the main menu.

Application Saved

MIAMI VALLEY CAREER TECHNOLOGY CENTER

CURRENT STUDENTS FUTURE STUDENTS PARENTS EMPLOYMENT ALUMNI ADULT ED

ONLINE APPLICATIONS

Student Search

- Needs Reviewed 0
- Needs Counselor Information 1**
- Needs Course Request 0
- Needs Transcripts 0
- Needs Submitted 2
- Submitted 0

Student Name	Created	Review	Counselor	Course Request	Transcripts	
George Jungle	11/05/2014	11/07/2014	11/07/2014	11/07/2014	11/05/2014	Submit
Bob Saget	11/05/2014	11/05/2014	11/05/2014	11/05/2014	11/05/2014	Submit
Lisa Simpson	11/11/2014	11/11/2014	Fill Out			

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8. This will display a list of all students needing counselor information entered. Click the green **'Fill Out'** button under the Counselor column.

The screenshot shows a web browser window with the URL <http://www.mvctc.com/apply/applications/counselor>. The page header includes the Miami Valley Career Technology Center logo and navigation links: CURRENT STUDENTS, FUTURE STUDENTS, PARENTS, EMPLOYMENT, ALUMNI, ADULT ED. The main heading is "ONLINE APPLICATIONS" with a "Student Search" field and a "NORTHMONT" dropdown menu. A summary table on the right shows application status counts: Needs Review (0), Needs Counselor Information (1), Needs Course Request (0), Needs Transcripts (0), Needs Submitted (2), and Submitted (0). Below this is a table of students with columns for Student Name, Created, Review, Counselor, Course Request, and Transcripts. The student "Lisa Simpson" is listed with a "Fill Out" button in the Counselor column, which is highlighted by a red arrow. The footer contains contact information, a mission statement, and an "ACCREDITED BUSINESS" logo.

Student Name	Created	Review	Counselor	Course Request	Transcripts
Lisa Simpson	11/11/2014	11/11/2014	Fill Out		

9. This will display the Counselor Information form. All fields with an exclamation mark are required fields. Complete each field accurately and completely. Then click the green **'Submit'** button at the bottom of the screen.

The screenshot shows a web browser window with the URL <http://www.mvctc.com/apply/counselor/>. The page header includes the Miami Valley Career Technology Center logo and navigation links: CURRENT STUDENTS, FUTURE STUDENTS, PARENTS, EMPLOYMENT, ALUMNI, ADULT ED. The main heading is "ONLINE APPLICATIONS" with a "NORTHMONT" dropdown menu. The student's name is "LISA SIMPSON".

The "COUNSELOR INFORMATION" section contains the following fields:

- Is this student a resident of your school district? (Required field, marked with a red exclamation mark). Radio buttons for Yes and No.
- If no, list status (example: Open Enrollment, Tuition, Court Placed, etc.).

The "ATTENDANCE" section (LIST NUMBER OF DAYS ABSENT) includes:

- Grade 9: 3
- Grade 10: 2
- Grade 11: (empty)

The "OHIO GRADUATION TEST INFORMATION" section (LIST DATES PASSED) includes:

- Writing: 03/11/2014
- Reading: 03/11/2014
- Math: 03/11/2014
- Social Studies: 03/11/2014
- Science: 03/11/2014

Additional fields include:

- Is English this student's second language? (Required field, marked with a red exclamation mark). Radio buttons for Yes and No.
- If yes, what language is spoken in the household?
- List deficiencies that cannot be met at MVCTC and how they will be satisfied. (Text: No deficiencies)
- Counselor Comments. (Text: Lisa is a great student!)

A green "Submit" button is circled in red at the bottom right of the form.

The footer contains the Miami Valley Career Technology Center logo and contact information: 6800 HOKE ROAD, CLAYTON, OH 45315, (937) 837-7781. It also lists various programs and services: ABOUT, CONTACT US, PARTNER SCHOOLS, SATELLITE PROGRAMS, EDUCATION FOUNDATION, YOUTH CONNECTIONS, ADULT ED, MVCTC MISSION STATEMENT, NON-DISCRIMINATION POLICY, LETTER FROM STATE SUPERINTENDENT, and ACCREDITED BUSINESS.

10. The next step in the process is to complete course requests with the student. This can be done by clicking the **'Needs Course Request'** button on the main menu.

MIAMI VALLEY CAREER TECHNOLOGY CENTER

CURRENT STUDENTS FUTURE STUDENTS PARENTS EMPLOYMENT ALUMNI ADULT ED

ONLINE APPLICATIONS

Student Search

- Needs Reviewed 0
- Needs Counselor Information 0
- Needs Course Request 1
- Needs Transcripts 0
- Needs Submitted 2
- Submitted 0

Student Name	Created	Review	Counselor	Course Request	Transcripts
George Jungle	11/05/2014	11/07/2014	11/07/2014	11/07/2014	11/05/2014
Bob Saget	11/05/2014	11/05/2014	11/05/2014	11/05/2014	11/05/2014
Lisa Simpson	11/11/2014	11/11/2014	11/11/2014	Fill Out	

11. This will display a list of those students who need course request information completed. Click the green **'Fill Out'** button in the Course Request column.

MIAMI VALLEY CAREER TECHNOLOGY CENTER

CURRENT STUDENTS FUTURE STUDENTS PARENTS EMPLOYMENT ALUMNI ADULT ED

ONLINE APPLICATIONS

Student Search

- Needs Reviewed 0
- Needs Counselor Information 0
- Needs Course Request 1
- Needs Transcripts 0
- Needs Submitted 2
- Submitted 0

Student Name	Created	Review	Counselor	Course Request	Transcripts
Lisa Simpson	11/11/2014	11/11/2014	11/11/2014	Fill Out	

12. This will display the Program Course Request screen. Click on the blue **'First Program Choice'** button.

The screenshot shows a web browser window with the URL <http://www.mvctc.com/apply/courses/>. The page header includes the Miami Valley Career Technology Center logo and navigation links: CURRENT STUDENTS, FUTURE STUDENTS, PARENTS, EMPLOYMENT, ALUMNI, ADULT ED. The main heading is 'ONLINE APPLICATIONS'. Below this, there are icons for home, print, and help, along with a 'NORTHMONT' dropdown menu. The user is logged in as 'STUDENT LISA SIMPSON'. The 'PROGRAM COURSE REQUEST' section contains two buttons: 'FIRST PROGRAM CHOICE' (labeled 'Biotechnology') and 'SECOND PROGRAM CHOICE' (labeled 'Robotics and Automation'). A red arrow points to the 'FIRST PROGRAM CHOICE' button. The footer contains contact information, a mission statement, and accreditation logos (BBB Accredited Business).

13. This will display the Course Request screen for that program. Instructions for each CORE Subject as well as Electives will display on the left hand side of the screen. The course options for each subject area will display in the middle of the screen. A checkmark box displays to the right of the course options. Place a checkmark in the box for each course desired within each CORE subject area and rank elective courses in the order in which they are desired. Then click the green **'Submit'** button at the bottom. Repeat the steps for the Second Program choice.

MIAMI VALLEY CAREER TECHNOLOGY CENTER
CURRENT STUDENTS FUTURE STUDENTS PARENTS EMPLOYMENT ALUMNI ADULT ED

ONLINE APPLICATIONS NORTHMONT

STUDENT **LISA SIMPSON**

COURSE REQUEST BIOTECHNOLOGY

ENGLISH | CREDIT REQUIRED
Students who need to pass OCT Reading and Writing tests will receive test preparation
*For students who are ready for and want an advanced course.

Course	Credits	Request
English III	1	<input checked="" type="checkbox"/>
*British Literature	1	<input type="checkbox"/>

MATH | CREDIT REQUIRED
Students who need to pass OCT Math test may receive test preparation
*Not approved as a NCAA course

Course	Credits	Request
Geometry	1	<input type="checkbox"/>
*Transitional Algebra	1	<input type="checkbox"/>
Algebra II	1	<input type="checkbox"/>
Functions & Trigonometry	1	<input type="checkbox"/>
Pre-Calculus	1	<input type="checkbox"/>
Calculus	1	<input checked="" type="checkbox"/>

SCIENCE | CREDIT REQUIRED
Students who need to pass OCT Science test may receive test preparation

Course	Credits	Request
*Anatomy & Physiology	1	<input checked="" type="checkbox"/>

ELECTIVES | CREDIT REQUIRED
Please rank 1st, 2nd and 3rd choice
Students may not select classes totaling more than one credit in this section
Students who need to pass OCT Social Studies test may be placed in Intervention classes in place of elective class/classes selected
*Can count towards Honors Diploma
**Not available for students requesting Pre-Calculus or Calculus
***Available for students requesting Pre-Calculus or Calculus
****Not approved as a NCAA course

Course	Credits	Rank Request
Food Safety & Nutrition	.5	<input type="text"/>
Personal Finance	.5	<input type="text"/>
Business Software	.5	<input type="text"/>
Customer Service	1	<input type="text"/>
**Applied Physics	1	<input type="text" value="1"/>
***Physics	1	<input type="text"/>
Chemistry	1	<input type="text" value="3"/>
Earth Science	1	<input type="text"/>
*Social Studies 3	.5	<input type="text"/>
*Social Studies 3	1	<input type="text" value="2"/>
Social Studies 4	1	<input type="text"/>
*Psychology	.5	<input type="text"/>
*Sociology	.5	<input type="text"/>
****Conversational Spanish	1	<input type="text"/>
Spanish 2	1	<input type="text"/>
Spanish 3	1	<input type="text"/>

Submit

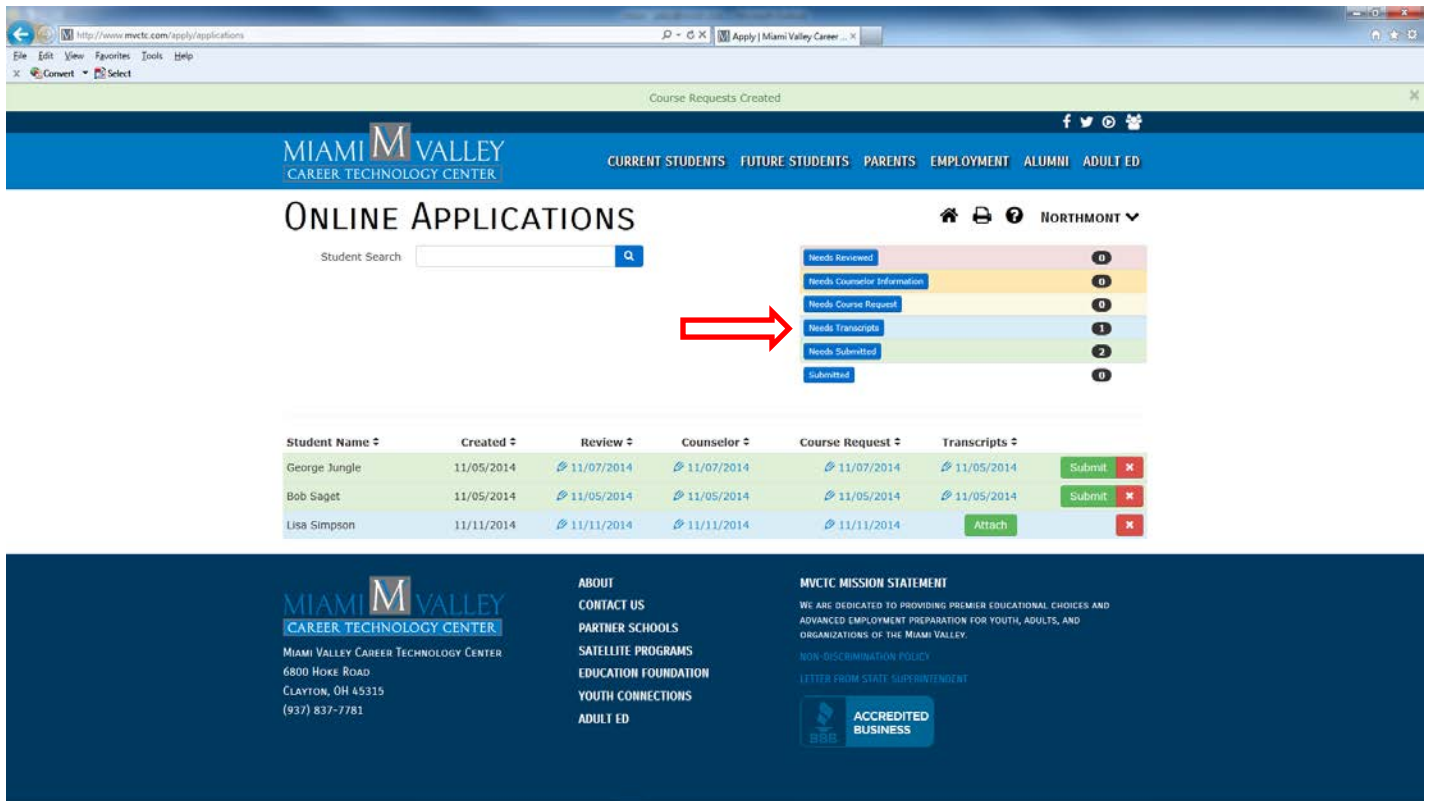
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CONTACT US
PARTNER SCHOOLS
SATELLITE PROGRAMS
EDUCATION FOUNDATION
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ADVANCED EMPLOYMENT PREPARATION FOR YOUTH, ADULTS, AND
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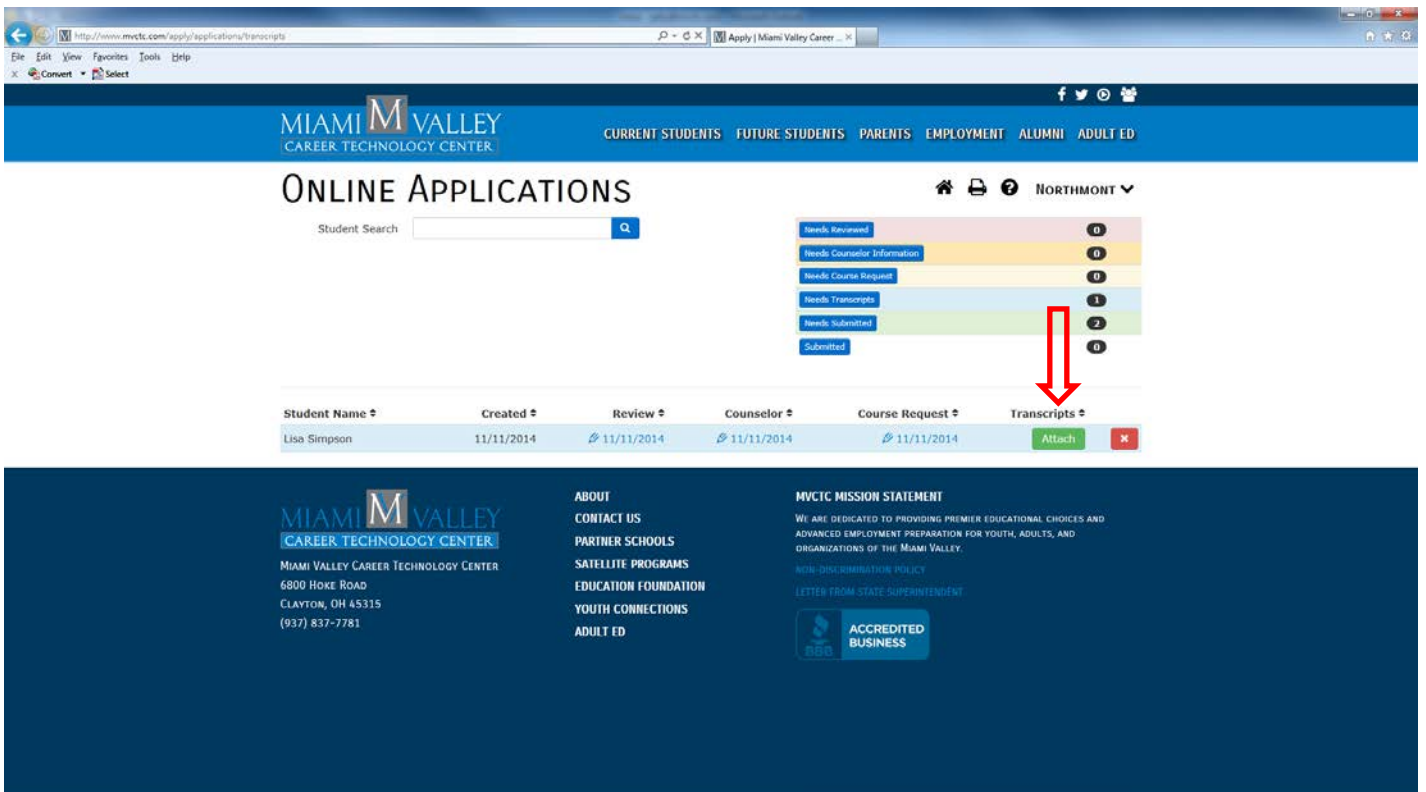
14. The next step in the process is to attach a transcript for the student to their application file. To do this click the **'Needs Transcript'** button on the main menu.



The screenshot shows the 'ONLINE APPLICATIONS' page. At the top, there is a navigation menu with buttons for 'Needs Reviewed', 'Needs Counselor Information', 'Needs Course Request', 'Needs Transcripts', 'Needs Submitted', and 'Submitted'. A red arrow points to the 'Needs Transcripts' button. Below the navigation menu is a table with columns: Student Name, Created, Review, Counselor, Course Request, and Transcripts. The table lists three students: George Jungle, Bob Saget, and Lisa Simpson. The 'Transcripts' column for Lisa Simpson has a green 'Attach' button.

Student Name	Created	Review	Counselor	Course Request	Transcripts
George Jungle	11/05/2014	11/07/2014	11/07/2014	11/07/2014	11/05/2014
Bob Saget	11/05/2014	11/05/2014	11/05/2014	11/05/2014	11/05/2014
Lisa Simpson	11/11/2014	11/11/2014	11/11/2014	11/11/2014	

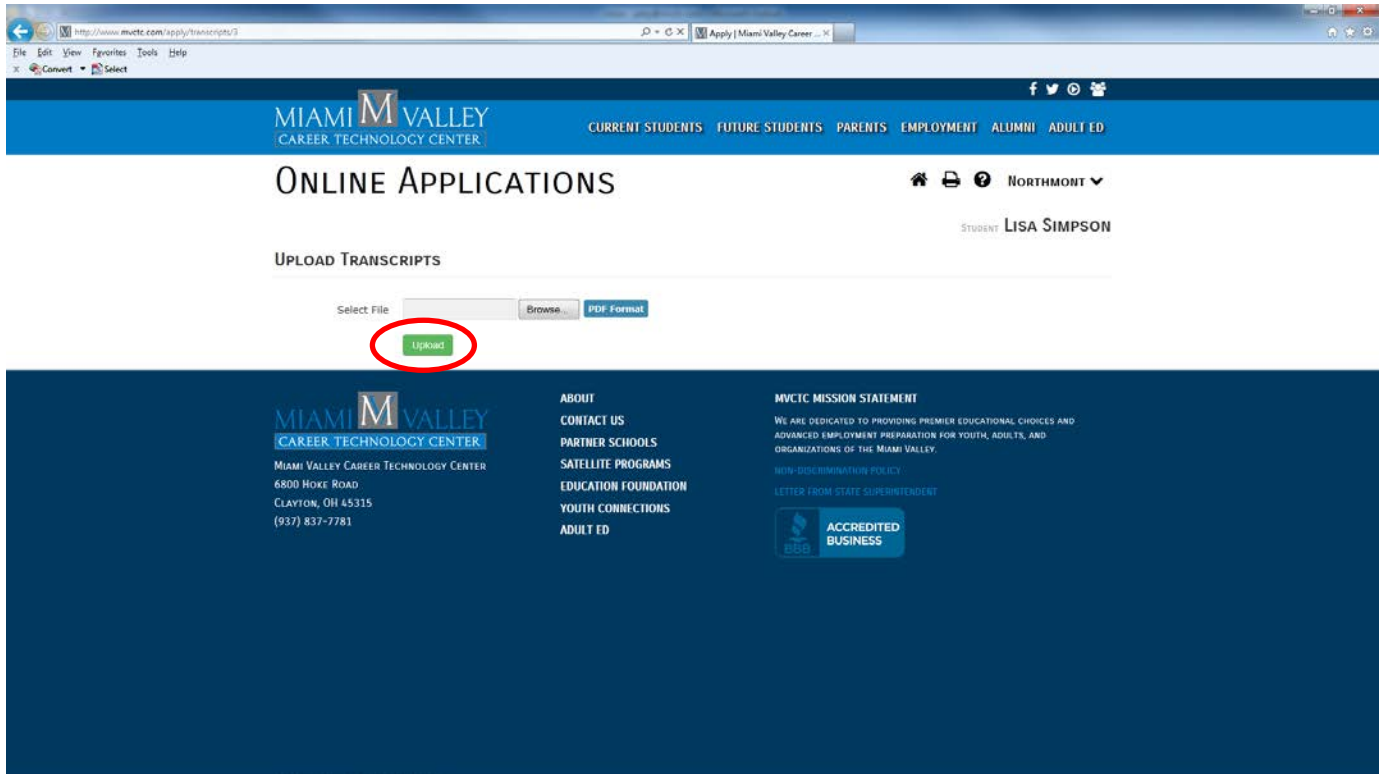
15. This will display a list of those students who need transcripts uploaded. Click the green **'Attach'** button in the Transcripts column.



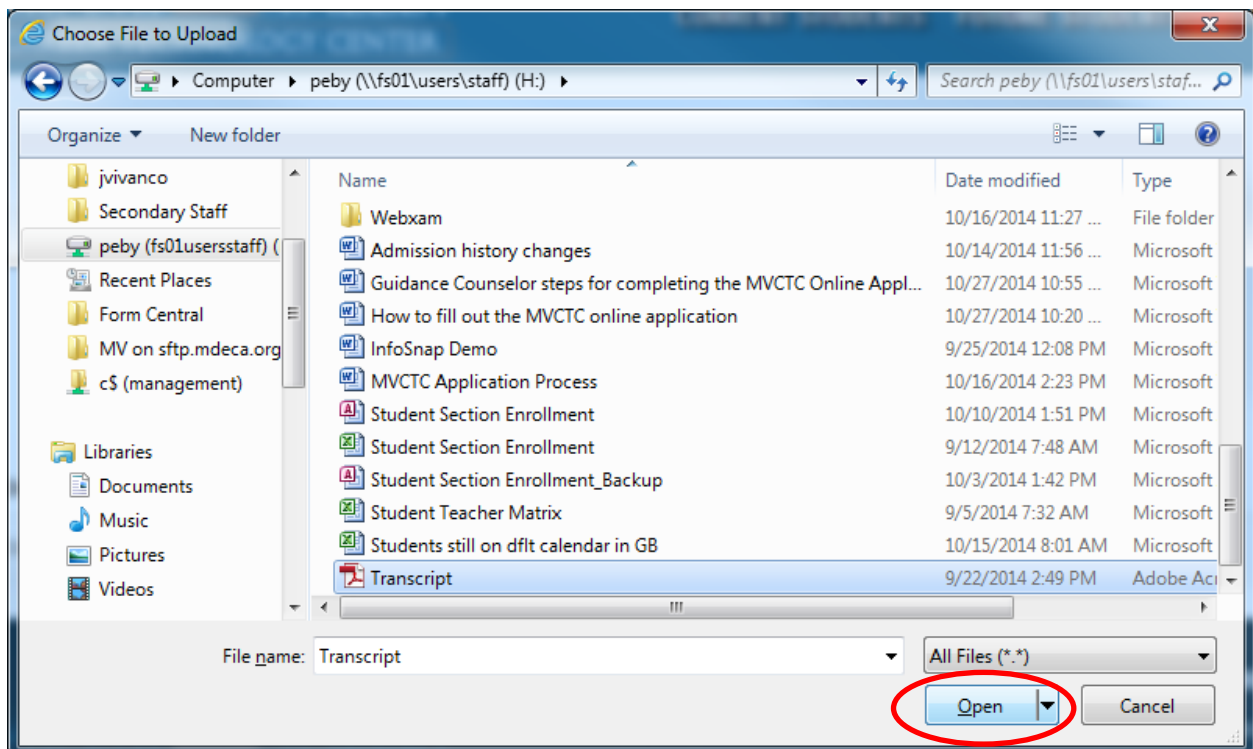
The screenshot shows the 'ONLINE APPLICATIONS' page with the 'Needs Transcripts' view selected. The navigation menu is the same as in the previous screenshot. The table now only shows the student Lisa Simpson, with a green 'Attach' button in the 'Transcripts' column. A red arrow points to this button.

Student Name	Created	Review	Counselor	Course Request	Transcripts
Lisa Simpson	11/11/2014	11/11/2014	11/11/2014	11/11/2014	

16. This will take you to the Upload Transcripts screen. Additional files aside from the transcript can be uploaded from this screen as well.



17. Generate a PDF document of the student's transcript and/or file and save it. Using the browse button on the Upload Transcripts screen, locate the saved PDF document and select it and then click the open button (see below). Then click the green 'Upload' button.



The screenshot shows a web browser window with two tabs. The active tab is titled "Apply | Miami Valley Career Te...". The page content is divided into two main sections: "STUDENT INFORMATION" and "COUNSELOR INFORMATION".

STUDENT INFORMATION	
First Name	George
Last Name	Jungle
Address	1234 jungle street
City	Jungle
State	OH
Zip	123092
County	Montgomery
School District of Residence	Northmont
School Last Attended / Presently Attending	Northmont
SSN	123-45-6789
City of Birth	dayton
Birth Date	11/10/1984
Gender	male
Email	test@test.com
Parent / Guardian First Name	Bob
Parent / Guardian Last Name	Jungle
Parent / Guardian Relationship	Father
Next Year Grade Status	11
First Choice Program	Agriculture and Livestock Production
Second Choice Program	Animal Care and Management

COUNSELOR INFORMATION	
Is student resident of school district	yes
Is english student's second language	no

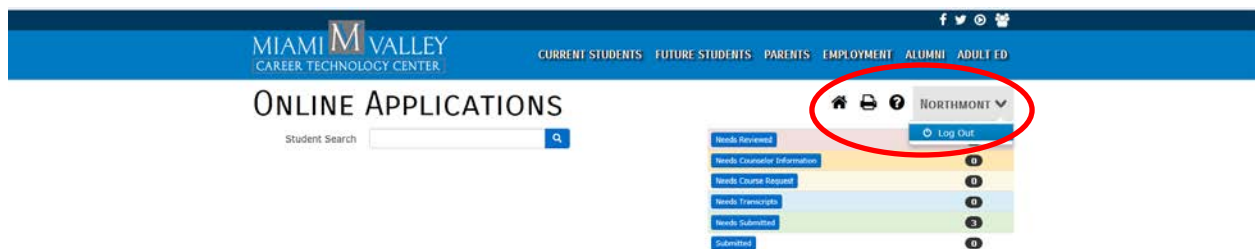
**** The Home icon at the top of the screen will take you to the main menu of the online application.**

**** A report showing what steps need to be completed for each student can be ran and printed using the print icon at the top of the screen.**

****Online instructional videos are available by clicking the question mark icon at the top of the screen.**

**** Users can click the column header that displays on the main menu to sort on that column.**

****When finished, make sure to log out of the system by clicking the drop down in the upper right hand corner of the screen and then choosing the Log Out option. The Home icon, Print icon, Help icon and Log Out option are available from any screen for user convenience.**



**** As always please feel free to contact the Miami Valley Career Technology Center if there are any questions or problems with the MVCTC Online Application process.**