

Entry Code Request Instructions

Registration Specialist:

Donna Duncan

Phone: 425-235-2352 ext: 5525

Fax: 425-235-7826

dduncan@RTC.edu

To obtain an entry code for a course that requires a pre-requisite you must have a Student Identification number (SID) with RTC. If you do not have an RTC SID please either submit an Admissions Application to the Registration Office or complete the online admissions process.

Next, follow these steps:

1. From the RTC Home page, select **Student Services** from the information bar, select **Forms** from the drop down menu.
2. Select the **Course Entry Code Request** form.
3. Complete the form and submit by fax or email (fax and email information listed above).
4. If you are also submitting an unofficial transcript, circle or underline the pre-requisite course on the transcript.
5. After the entry code is provided, use the number to complete your registration. From the home page, go to **Online Services** then select **Registration**.

Once you are enrolled, please submit an official transcript and Transcript Evaluation request to the Registration Office. The Transcript Evaluation request can be found in the **Student Services** menu under **Forms** as well.