

BATES TECHNICAL COLLEGE STUDENT CHECKLIST

SUMMER QUARTER – 2022

Congratulations on completing your enrollment and welcome to Bates Technical College.

Bates uses ctclink to manage all college business. There is a downloadable mobile app to make it easy to access ctclink from your smart phone or other device. As a student, using your ctclink ID, activate your ctclink account using the link below. After activating, use the ctclink Help Guides and Tutorials to navigate ctclink. You will be a pro before you know it. ➡ [How to activate your ctclink Account](#) ➡ [ctclink: Student Help Guides and Tutorials](#)
The items below will need to be completed so you can be fully prepared for your first day of class.

- Verify that you can access your student email by going to my.batestech.edu > Quick Links > Email.**
Check BatesTech.edu/information-technology for anything related to accessing your email, virtual labs (Bates vlabs), getting Microsoft Office 365 for your home computer, and how to contact the Student Help Desk. Forgot your student email? Visit batestech.edu/whats-my-email.
- Visit the Registration Office at Downtown or South Campus to obtain your new Student ID Card with your updated ctclink Student ID.**
- ctclink Student ID and Password Support:**
If you cannot remember your ctclink ID, go to the [Bates Student and Employee ctclink Lookup Tool](#). Under Role select “Student” then enter your former SID # and your new ctclink ID will be revealed. Activate your account and set up your password. For more ctclink access or password help, contact the Registration Office at registration@batestech.edu.
- Attend your online or face-to-face class (general education and career training) the first week of class to avoid being dropped for non-attendance.**
- Visit batestech.edu/financial-aid-student-portal to ensure your financial aid has been processed.** Please visit the [Financial Aid](#) webpage for additional information about financial aid. (Visit batestech.edu/financial-aid-student-portal to ensure your financial aid has been processed)
- Purchase your books by going to my.batestech.edu > Quick Links > Bookstore.** Students can view what books are required for their classes and purchase them online using the [Bates Virtual Bookstore](#).
- Obtain your free parking permit by filling out the online parking permit form at my.batestech.edu/parking-permit.** Although many classes are being taught online due to COVID-19, some programs will have some on-site lab requirements. When on campus, students must have a parking permit.
- Confirm your enrollment and view your schedule online approximately 2-3 days after registering by logging into ctclink > Student Home Page > Manage Classes tile.** Here, students can view and/or print their schedule. Please verify the information is correct. If you have questions, please contact your advisor. To login, students will need their ctclink Student ID number (provided by your advisor at time of registration) and activate their ctclink account.
- Access your online classes through [Canvas](#).** Access your online classes through Canvas or by clicking “Canvas” at BatesTech.edu. Your Bates ctclink Student ID # is your username and password for your initial login. If you run into any difficulties logging in, contact the Online Learning Center at olc@batestech.edu.
- Visit batestech.edu/student-resources to get answers to frequently asked questions and obtain a copy of the Student Handbook.**
- Visit the library.batestech.edu/lowcosttech to access resources for current Bates Technical College students.** This site includes information about how to access free or low-cost Internet and devices. If you need a laptop, please fill out the [Emergency Loaner Laptop Request form](#). This form is found under the Bates Emergency Laptop Lending Program tab of the library website.



BATES TECHNICAL COLLEGE STUDENT CHECKLIST

See below for contact information specific to your program.

Advisor Jason Carroll jcarroll@batestech.edu	Advisor Bob Traufler Btraufler@batestech.edu	Advisor Brandon Held brandon.held@batestech.edu
Administrative Medical Assistant	Accounting	Architectural Woodworking/Cabinet Making Technology
Barber	Administrative Office Assistant	Auto Body Rebuilding and Refinishing
Biomedical Service Technician: Clinical Engineering	Broadcasting/Video Production	Automotive Technology
Certified Medical Assistant	Business Direct Transfer Agreement (DTA/MRP)	Carpentry
Culinary Arts	Civil and Environmental Engineering Technology	Commercial Truck Driving-Entry Level
Dental Assisting	Cloud Computing and Networking Technology	Diesel and Heavy Equipment Technology
Dental Lab Technician	Cybersecurity	Early Childhood Education
Denturist	Digital Media	Electrical Construction
Electronic Equipment Service Technician	Electrical Engineering Technology	Facilities Maintenance Engineer
Machinist	Electronics Technician Certificate	Fire Service
Nursing Assistant Certified	Automation and Mechatronics	Heating, Ventilation, Air Conditioning, and Refrigeration Technician (HVAC)
Occupational Therapy Assistant	Information Technology Specialist	Motorcycle and Marine Technology
Practical Nurse	Marketing and Business Management	Sheet Metal Technology
	Mechanical Engineering Technology	Welding
	Software Development	



BATES TECHNICAL COLLEGE STUDENT CHECKLIST

Helpful Links and Resources

Canvas
bates.instructure.com/login/canvas
Financial Aid Office
batestech.edu/student-resources/financial-aid/ Financial Aid Portal: batestech.edu/financial-aid-student-portal email: financialaid@batestech.edu
Low-Cost Technology and Bates Laptop Lending
library.batestech.edu/lowcosttech
MyBates
my.batestech.edu/
New Student Orientation
batestech.edu/new-student-orientation
Parking Permit
my.batestech.edu/parking-permit
Registration Office
batestech.edu/student-resources/registration-office/ Email: registration@batestech.edu
Schedule
Login in to ctcLink. Go to: 1) Student Home Page 2) Manage Classes Tile
Student Resources
batestech.edu/student-resources/
Virtual Bookstore
https://bncvirtual.com/bates
What's My Email?
batestech.edu/whats-my-email/

Updated 6/24/2022

