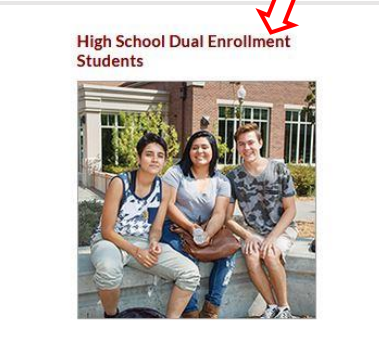
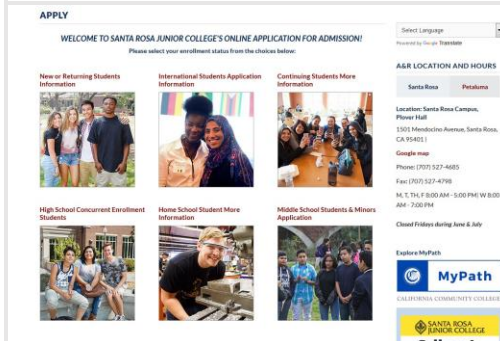


HOW TO APPLY ON LINE USING CCCApply

Go to www.santarosa.edu/apply.

1. Please select “High School Dual Enrollment Students.”

2. Read ALL directions and information; scroll down and click on the CCCApply button.



3. Before applying to college you must first have an **OpenCCC** account. If you've never applied online for SRJC, click on “**Create an Account**,” if you have applied before and have an account, click “**Sign In**.”
NOTE: To create an account you **must have** an email address.
4. Follow the recommendations and click on the “**Begin Creating My Account**” button.
5. Enter your **Legal Name, Date of Birth**.
6. On **Social Security Number (SSN)** click the “**I plan to apply for admission to college or financial aid**” box. Enter your **SSN**. Be sure it is correct before you enter it; otherwise, you will be issued another SRJC number and your records will be incomplete.
7. If you do not have a Social Security number, can't remember it or decline to provide it, check the box at the bottom and then click the “**Continue**” button.
8. Enter your **Email Address, Telephone and Permanent Address**. Click the “**Continue**” button.
9. Select a **Username and Password, Security PIN, and Security Questions** (so the system can give you a password hint if you should forget it); be sure to pick questions that will have an unchanging answer, like “**in what city where you born?**” Type the identification code and then click on the “**Create My Account**” button.
10. Once your account has been created click “**Continue**.”
11. Click the “**Start a New Application**” button.

Introduction

12. Read all directions and information on the Introduction section, and then click the “**Start Application**” button.

Enrollment Information

13. Select the upcoming term/semester for which you are applying.

SPRING 2019

14. Intended Major/Program of Study: “**Unknown/Undecided**”.
15. Educational Goal – select “**Undecided on goal**”
16. Then “**Continue**” to proceed to next section

Account and Mailing Information

17. Review your Account Information.
18. Mailing Address and Permanent Address are usually the same, so check the box first box to indicate that.
19. Then click “**Continue**” to proceed to next section.

Personal Information

20. Select your gender.
21. Select your Parent/Guardian Educational Levels.
22. Select your Race/Ethnicity – you can only select one; choose the most appropriate.
23. Then click “**Continue**” to proceed to next section.

Need help accessing your account?

OpenCCC technical support

Call: 877-247-4836

Email: support@openccc.net

Education

24. Entry level = “enrolling in high school and college at the same time.”
25. High School Education = “will be enrolled in college and high school at the same time.”
26. High School Completion Date = **May 30** (or some other date if you know it), and appropriate year.
27. Last High School Attended – click box “**I attended High School.**”
28. Select the **County, State**, and the name of **your High School**.
29. College Education – “**No degree.**”
30. College/Universities attended – click the “**None**” box.
31. Then click “**Continue**” to proceed to next section.

Citizenship/Military

32. Citizenship – Select the most appropriate answer. **If you don’t have a Social Security #, answer “Other”.** *If you have a Visa, you MUST put in your Visa number/Alien Registration number. If you don’t have that information, enter “Other”.*
33. U.S. Military/Dependent of Military – Select either, “none apply to me” or “dependent of currently active military”.
34. Then click “**Continue**” to proceed to next section.

Residency

35. California Residency – answer appropriately.
36. Special Residency Categories – if a parent who works full-time for a Community College/CSU/UC, select “**yes.**”
37. All other answers to the questions are probably “**No.**”
38. Then click “**Continue**” to proceed to next section.

Needs & Interests

39. Answer all questions appropriately.
40. Then click “**Continue**” to proceed to next section.

Supplemental Questions

41. Enter your SRJC ID number here – if you do not have one, leave it blank.
42. Then click “**Continue**” to proceed to next section.

Consent – Request for Consent to Release Information

43. This section is asking whether you give permission to SRJC to release certain information about you with regard to programs, research, etc. It is important that you read through it and decide what you want. Have your parents help you on this section if you want their opinion.
44. Then click “**Continue**” to proceed to next section.

Review Information

45. Review your Account Information carefully. **All tabs must be checked complete before you can confirm.**
46. Click the “**I have reviewed this application and confirm that is complete and accurate**” button.

Submission

47. Read carefully and check the boxes next to your name to show you acknowledge and understand the statements.
48. If you agree, “**Submit My Application.**” Be patient, it may take a few seconds to process.



Confirmation

49. If available, **Print this page for your records** or “**Copy and Paste**” **the page and then email it to yourself** so that if you attempt to register and encounter problems with your application, you can contact SRJC Admissions & Records with your confirmation number and find out what the problem is.

GO TO YOUR EMAIL

An email titled “**Welcome to Santa Rosa Junior College**” was sent to your account with your Student ID Number (SID). Your Pin Code is usually your birthday (8 numbers); month, day, year.

SAVE ALL NUMBERS, USER NAME AND PASSWORDS, in your phone or email for future access to your account.

SRJC SID# (9 digits) _____ - _____ - _____

SRJC Pin# (Your Birth Date) ## (month) / ## (day) / ##### (year)

Questions? Problems?
Contact: SRJC Admissions & Records

Santa Rosa Campus | Lindsey McFarland | lmcfarland@santarosa.edu | 527- 4832

Petaluma Campus | Denise Cooper | dcooper@santarosa.edu | 778- 4187