

# **Dual Enrollment Program**

# **GETTING STARTED**

Step 1: Create a CCCApply Account

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**Step 2:** Submit an online application for Los Angeles City College

# Step 1: Creating a CCCApply Account

- 1. Go to lacitycollege.edu
- Click on "Apply"



### 3. "Click here to Begin College Application"

Virtual Lobby Entrance Enter to Live Chat with Staff Hours:8:30 am to 4:30 pm PST, Monday-Thursday 8:30 to 1:00 pm PST, Friday

#### Non Credit Application

Use the **Noncredit Student College Application** to enroll in noncredit zero unit courses only. If you were previously enrolled in noncredit courses at any of the nine LACCD colleges and now would like to register in regular, credit courses, you will need to fill out the on-line College Application and select an Educational Goal.

#### International Student Application

Prospective International students must apply using the International Student Application

Click the College Application button to enroll in college level credit classes. This application should also be used if you plan to enroll in both credit and noncredit classes.

#### **CLICK HERE FOR COLLEGE APPLICATION**

Click the Noncredit Application button to enroll in noncredit zero unit courses only

#### **CLICK HERE FOR NON-CREDIT APPLICATION**



## Select:

### 4. "Create an Account"

	Community Colleges	
sign in or create a new	rnia Community College secure web application, please account.	
Sign In Forgo	?	
Username	- Enter OpenCCC Username -	
Password	- Enter OpenCCC Password -	
	Create a New Account	
A Service Of The		
California Commu	nity Colleges Chancellor's Office	

### 5. "Begin Creating My Account"

California Community Colleges OpenCCC

#### Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

#### You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you important information. You will need to

Free email accounts are available from many sources:

- <u>Google Gmail</u>
- Yahoo Email
- <u>Microsoft Outlook</u>
   <u>Other Providers</u>

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, C

and private as explained in the Privacy Policy. By creating an OpenCCC account, you an

ating My Account

# 6. Personal Information (1 of 3)

### 6a. Name

#### 6b. Date of Birth Personal Information - Page 1 of 3 Legal Name Date of Birth Enter your legal name as it appears on official documents such as your government issued ID. This information is used for protection of minors in online transaction environments, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to residency, guardianship, and admission of minors to college. This First Name information will not be used in making admissions decisions except as permitted by law. Check this box if you do not have a first name Month Day Year Date of Birth -- Select -- \$ -- Select -- \$ Middle Name Check this box if you do not have a middle name Day Month Year If you **DO NOT** have a Confirm Date of Birth -- Select -- \$ -- Select -- \$ Last Name middle name, check this box. None \$ Suffix Yes No Do you have a previous name (such as a maiden name)? O Yes O No Do you have a preferred name that is different than your legal and/or previous name?

### 6c. Social Security Number

Social	Security	y Numbe
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The Social Security number is used as a means of identifying student records and to facilitate financial aid.

I plan to apply for admission to college or financial aid.

The Social Security Number is required to claim tax credits for higher education costs known as the American Opportunity Tax Credit in accordance with the Taxpayer Relief Act of 1997.

Federal law requires the California Community Colleges to provide specific information to the Internal Revenue Service (IRS) for the purpose of filing an information return (IRS Form 1098-T "Tuition Statement") for each student in attendance, with a few exceptions.

The information required by the IRS includes the student's name, address, Social Security Number (SSN) or <u>Taxpayer Identification Number</u> (TIN/iTIN), and enrollment status, as well as the amount of tuition paid or billed, and scholarships received. (26 C.F.R. 1-60505-1(b)(2)(ii).)

Failure to provide a correct Social Security Number or TIN while claiming tax credits for specified education expenses may result in a penalty levied against the student by the IRS in the amount of \$100, per year, until the missing or incorrect information is provided (26 C.F.R. 1-60505-1(e)(4)).

In addition, California Education Code sections 68041 and 70901(b)(7) authorizes the California Community Colleges Chancellor's Office (CCCCO) to collect information you submit through the OpenCCC Online Student Account and CCCApply Online Application for Admission for the purposes of completing and submitting California College admission applications and financial aid on your behalf.

Further, information acquired by the CCCCO is subject to the limitations set forth in the Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code). Compliance with these laws is identified in the Privacy Policy.

Please indicate the type of number:

Social Security Number Taxpayer Identification Number

By providing my Social Security Number (or Taxpayer Identification Number) below, or indicating that I do not have a Social Security Number or decline to provide one at this time, I confirm that I have read and understand the federal regulations provided above, and the state regulations provided in the Privacy Policy.

Your Social Security Number must be accurate to ensure the integrity of your permanent record and to avoid potential penalties imposed by the IRS for providing an incorrect number.

Social Security Number or Taxpayer Identification Number

Repeat Social Security Number or Taxpayer Identification Number

Check this box if you DO NOT HAVE or DO NOT KNOW your social security number.

Check this box if you do not have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time. International students, nonresident aliens, and other exceptions, may not have a Social Security Number (or Taxpayer Identification Number) and should check this box.



# 7. Contact Information (2 of 3)

### 7a. Email

\*Enter a personal email address that you have regular access to.

An email address is required for in regularly.	mportant messages, including information about college admission and registration. Please enter an email address that you check
Email Address	

#### Telephone

Repeat Email Address

Email

Contact Information - Page 2 of 3

Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancelations, and emergency notifications. If you would like to receive text messages on your phone(s), please check the appropriate box(es).

### 7b. Telephone

\*A second telephone number is optional.

	Extension
Main Telephone Number	• •
	up to four digits
	✓ I authorize text messages to the telephone number above, and accept responsibility for any charges that result.
	Extension
Second Telephone Number	·
	up to four digits
	I authorize text messages to the telephone number above, and accept responsibility for any charges that result.

### 7c. Permanent Address

Check this box if you <b>DO NOT HAVE</b> a permanent address.	Permanent Address         My permanent address is outside the United States.         I have no permanent address because I am currently homeless.         International, F1, M1, or J1 visa students MUST provide a permanent address.
	Street Address
	State - Select State - + ZIP Code Continue or Cancel

# 8. Security and Credentials (3 of 3)

To enable you to sign in later, you must choose a unique username for your account.

### 8a. Username and Password

\*The system will inform you if the username you have created is unavailable.

Password	7 to 20 characters (letters and at least one number)
Repeat Password	
*IMPORTANT	<ul> <li>Be sure to record your username and password for later use.</li> <li>Please do not share your account with others, even family members.</li> </ul>

8b. Security Pin \*Create a 4-digit PIN

For additional security, please create a 4-digit Personal Identification Number (PIN) for your account. Enter your PIN twice to make sure you type it correctly.

#### PIN Repeat PIN

Username and Password

Username

-	

### 8c. Security Questions

#### Security Questions

\*Record your security answers in case you forget your username and password.

If you forget your username or password, or if you want to change your password or PIN, you will be asked one or more of your personal security question. Please select three security questions you would like to be asked, and enter your answers to those questions.	į.
First Security Question	
Please Choose a Question	÷
Answer to the First Security Question	

acond Security Question	
Please Choose a Question	\$
inswer to the Second Security Question	
'hird Security Question	
Please Choose a Question	(†
Inswer to the Third Security Question	



### Step 1: Creating a CCCApply Account Complete

### Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

#### Your CCCID is: BHR4678

Next Step

Continue to a Secure CCC Application



## **Step 2:** Submitting an Application - LACC



LAG				
0	Step 1 GETTING STARTED	Step 2 STUDENT LIFE	Step 3 CORONAVIRUS INFORMATION/UPDATES	~
	Read about steps to get started.	Get involved and stay engaged!	Learn about COVID-19 and resources that are available	
	1. Explore Careers	1. Athletics	1. Coronavirus (COVID-19) Information	
	2. Explore Majors	2. Campus Tour/Map	2. CA Department of Public Health	
	3. Apply Now	Student Employment	3. CCC Chancellor's Office Statement	
	View more »	View more »	View more »	

1. Select "Apply Now"

# 2. Click "Apply Now"

	Getting Started			×	HELP
	WHAT	WHY	HOW LONG 5 steps	(45 minutes, 5 to go)	
	Step1 Explore Careers				1
LANCE	Step 2 Explore Majors				
3k	Step 3 Apply Now				1
6	Apply to LA City College!		⊘ Takes about 15 minutes		
	Apply.Now				D.
	• Step 4 Admissions Information				
	Step 5 How to use MyPath				

# 3. "Start a New Application"



### **4. ENROLLMENT INFORMATION**



4a. Term Applying For

4b. Educational Goal

4c. Major Category. Ex. "Undecided"

4d. Intended Major or Program of Study

# 5. Account

### 5a. Review YOUR OpenCCC Account Information

		Term: Sum	mer/Fall 2020 Application #: 15889465
Enrollment	0		
count	-	Account Information	on
ation		Review OpenCCC Acco	ount Information
enship/Military		Review Openece Acco	Sunt mormation
dency		The following account information will be submitted with your application to college. Please carefully review this information and change any outdated	
ds & Interests	•	information.	
nographic Information	•	Name & Identity	Contact
plemental Questions		Current Full Name	Permanent Address
nission		Previous or Alternate Name	Main Phone
		Preferred Name	(323) 555-5555
		Social Security Number	Authorized for text messages
		***_**_****	Second Phone
		Date of Birth	<b>F</b>

## 5. Account

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### 5b. Parent/Guardian Information

#### Parent/Guardian Information

By California law, qualification for resident tuition is based on the residency of your parent(s) or guardian(s) until you are 19 years of age, except in certain special circumstances. The following questions will be used to determine whether or not you need to provide <u>parent</u> or <u>guardian</u> information for the purposes of determining residency. Your response will not affect your admission to college.

Select the statement that applies to you:

○ At least one of the following statements is true about me. ⑦

- I am or have been married.
- I am legally emancipated
- I do not have a living parent or guardian.
- I was in foster care any time after my 13th birthday.
- As of February 07, 2021, I will be on active duty in the armed services.
- As of February 07, 2021, I will have been self supporting for at least one year.
- None of the statements above is true about me. ??

#### Parent/Guardian Name & Relationship

First Name 🕐

Last Name 💿

Relationship 💿

-- Select Relationship --

# **5c. Current Mailing Address** select "my mailing address is the same"

current	Mailing Add	1635			
My mailing	address is the same a	as the Permanent.	Address in my Op	enCCC Account above	
My current	mailing address is ou	tside the United S	tates		
Street Addres	; ?)				
Include apartme	nt number or suite				
City ⑦					
State					
– Select St	ate –				
ZIP Code 🕥					
	s			Continue	
				continue	

# 6. Education

		Term: Summer/Fall 2020 Application #: 15889465
ollment	0	
count	0	Education
cation	-	
enship/Military	•	College Enrollment Status
idency		As of 07/01/2020, I will have the following college enrollment status:
eds & Interests	•	Select enrollment status
nographic Information	•	
plemental Questions	•	High School Education
mission		High school education level as of 07/01/2020
		Select education level
		Last High School Attended
		I attended high school.
		I was homeschooled in a registered homeschool organization.
		I was independently homeschooled.
		I did not attend high school and was not homeschooled.

Save Continue

6a. College Enrollment Status	
Select: ENROLLING IN HS (or lower) AND COLLEGE AT THE SAME TIME.	
6b. High School Education	
Enter Name of your High School	
6c. Last High School Attended Select: I ATTENDED HIGH SCHOOL	
Last School Attended 🛛	
I attended high school.	~
Country 💿	
United States of America (the)	~
State 😨	
Select a State	~
Enter the name or city of the last school or homeschool you attended. Then make a sele list. ③	ection from the

### 6. Education

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#### High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

What was the highest grade you completed in high school?

11th grade

What was your <u>unweighted high school GPA</u> (grade point average)? Please enter a value between 0.00 and 4.00. ⑦

If you are still in high school, enter your <u>cumulative unweighted GPA</u> as of the end of 11th grade.

3.0

What was the highest English course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

11th grade English Composition or Literature

What grade did you receive?

None of the above / Don't Know

What was the highest <u>math course</u> you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

Algebra 2

What grade did you receive?

None of the above / Don't Know

#### **College Education**

College education level as of February 07, 2021 🔊

No degree

#### Colleges/Universities Attended

Specify the number of colleges you have attended including those you are currently attending.

Save	Continue	

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# 7. Citizenship/Military

		Term: Summer/Fall 2020   Application #: 15889465
Enrollment	0	
Account	0	Citizenship/Military
Education	0	Citizonship
Citizenship/Military	-	Citizensiip
Residency		Citizenship Status
Needs & Interests	•	Select Status ¥
Demographic Information	•	
Supplemental Questions	•	U.S. Military/Dependent of Military
Submission		U.S. Military status as of 06/09/2020
		Select Status 💠
		Save

#### 7a. Citizenship

Select the citizenship status that applies to you. \*Additional questions may arise.

--If undocumented select: OTHER then select "no Documents"

### 7b. U.S. Military/Dependent of Military

Select the option that applies to you. \*Additional questions may arise.

#### Residency

#### California Residence

Has your parent or guardian lived in California continuously since February 07, 2019? 🛞

● Yes ○ No

#### **Out-of-State Activities**

As of February 07, 2019, has your parent or guardian engaged in any of the following activities? Check each activity that applies.

Taxes were paid outside of California ③

Registered to vote outside of California (2)

Declared residency at a college or university outside of California ③

□ Filed for a lawsuit or divorce outside of California ③

#### Special Residency Categories

At any time in the last 24 months were you determined to be homeless by any of the following agencies?

- High school or school district homeless liaison
- Emergency shelter or transitional housing program
- Director of a runaway or homeless youth basic center or transitional living program

○ Yes ○ No

Have you ever been in court-ordered foster care? ③

○ Yes ○ No

Save

Continue

# 8. Residency

#### 8a. California Residency

Select Yes if you have lived in California continuously since o6/09/2018. \*Additional questions may arise.

8b. Out-of-State Activities

\*If none apply leave blank.

#### 8c. Special Residency Categories

### 9. Needs & Interests



No, I am not interested in participating in a sport (beyond taking P.E. classes).

#### 9a. Main Language

9b. Financial Assistance

#### 9c. Athletic Interest

### 9d. Programs & Services

Select all the services you are interested.

#### **Programs & Services**

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.) Academic counseling/advising Basic skills (reading, writing, math) CalWorks Career planning Child care Counseling - personal DSPS - Disabled Student Programs and Services EOPS - Extended Opportunity Programs and Services ESL - English as a Second Language Health services Housing information Employment assistance Online classes Re-entry program (after 5 years out) Scholarship information Student government Testing, assessment, orientation Transfer information Tutoring services Veterans services Save Continue

### 10. Demographic Information

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#### **Demographic Information**

#### Gender

This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. "Gender" in this context, means a person's sex, or a person's gender identity and gender expression.

Gender 🔊

Decline to State

#### Parent/Guardian Educational Levels

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Regardless of your age, please indicate the education levels of the <u>parents and/or guardians who raised</u> <u>you</u>.

Parent or Guardian 1 🔊

-- Select Education Level --

Parent or Guardian 2 🕲

-- Select Education Level --

### 10c. Parent/Guardian Education Levels

\*If unknow select "Unknown"

#### Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data.

Check the box below if you identify as Hispanic or Latino. If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups.

Are you Hispanic or Latino?

○ Yes ○ No

Check all of the ethnicity, nation, and ancestry groups that you identify with. When you select a major ethnicity group, you will have the option to select more specific ancestry groups. Select all that apply.

Asian

🗆 American Indian or Alaska Native

Black or African American

□ Native Hawaiian or Other Pacific Islander

□ Middle Eastern or North African

White

Save

## 11. Supplemental Questions

11

11

11

11

Enrollment	٢
Account	0
Education	0
Citizenship/Military	0
Residency	0
Needs & Interests	0
Demographic Information	0
Supplemental Questions	0
Submission	

11a.

Term: Summer/Fall 2020 Application #: 15889465

#### Supplemental Questions

The colleges of the Los Angeles Community College District are: East Los Angeles College, Instructional Television, Los Angeles City College, Los Angeles Harbor College, Los Angeles Mission College, Los Angeles Pierce College, Los Angeles Southwest College, Los Angeles Trade Technical College, Los Angeles Valley College, and West Los Angeles College.

#### 1. Assessment Information

 a. In the past two years, have you completed both an English and Math Assessment at a California Community College? If yes, enter date (MM/DD/YYYY).

Yes No

b. Have you completed both an English and Math course at a regionally accredited College/University?

⊜ Yes ⊜ No

mm/dd/yyyy

.b.	2. Gender Enter a gender: Select	¢
LC.	3. Primary Language Enter your primary language: English	\$
ιd.	<b>4. Student Military Status</b> What is your U.S. Military Status as of the first day of the term? Select	\$
le.	5. Student Military Dependent Status What is your U.S. Military Dependent Status as of the first day of the term? Select	\$

**11f.** Select the option that applies to you.

6. Permission to Release Types of Student Information -DIRECTORY INFORMATION: Name, city of residence, participation in officially recognized activities and sports, weight and height of athletic teams members, date of attendance, degrees and awards received, and the most recent previous educational institution attended. COLLEGE FOUNDATION INFORMATION: Name, address, and telephone number. FOUR-YEAR COLLEGE INFORMATION: Name, address, and telephone number. MILITARY **RECRUITING INFORMATION: All information outlined in** 'Directory information,' plus, address, telephone number, date of birth, and major field of study. Be sure to read the Full Statement of Consent before deciding whether or not to grant your consent. You may find the Full Statement of Consent in the Consent tab of the application. To change your authorization, notify the college admissions office in writing.

I do not permit the college to release directory information.

I do not permit the release of my information to the College Foundation. (Leave blank if you want information on LACCD Foundation scholarships, grants and networking opportunities).

- I do not permit the release of my information to four-year colleges.
- I do not permit the release of information to the military.

#### **11Q**. Emergency Contact Information

#### 7. Campus Emergency Alert Notification

Please enter your cell phone number (xxx-xxx-xxxx):

# In case of an emergency, who can we contact on your behalf? (Do not list yourself)

v

Contact Name (First Name Last Name)

Contact's Phone (xxx-xxx-xxxx)

Relationship:

-- Select --



## **11i**. Select the options that apply to you.

Badminton	
Select	▼
Baseball	
Select	\$
Basketball	
Select	<b>*</b>
Bowling	
Select	÷
Cross country	
Select	<b>A</b>
Fencing	
Select	÷
Football	
Select	* *
Golf	
Select	÷
Gymnastics	
Select	÷
Lacrosse	
Select	ŧ

9. The following questions are designed to determine if you qualify for the EOP&S Program. If you qualify you will receive further information by email. You may be asked to provide additional documentation.

a. Was your High School Grade Point Average (GPA) below 2.5?

Yes No

**11j.** Select the options that apply to you.



Yes No
 c. What is the primary language spoken in your home?
 -- Select -- +
 10. The following questions are designed to determine if you qualify for the CARE Program. If you qualify you will receive further information by email. You may be asked to provide additional documentation.

a. Are you receiving cash aid (TANF, CalWORKS/GAIN) for your child and/or yourself?

b. Were you previously enrolled in remedial (special education/resource) courses?

Yes No
 b. Are you a single head of household?
 Yes No
 c. Do you have a child under the age of 14?
 Yes No
 Click "Continue"

## 12. Submission

### 12a. Review Your Responses

Select "Review my Application" to ensure your responses are complete and accurate.

# 12b. Request for Consent to Release Information

Select the options that applies to you.

	e   Term: Summer/Fall 2020   Application #: 15889465
ent	
t	<ul> <li>Submission</li> </ul>
ion	Deview Veur Despenses
hip/Military	Save as PDF
cy	We recommend that you review your responses to ensure you've provided complete and accurate
Interests	<ul> <li>information.</li> </ul>
aphic Information	Review My Application
mental Questions	
ssion	<ul> <li>Request for Consent to Release Information</li> <li>I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the <u>Privacy Policy</u>.</li> <li>To federal or state agencies to evaluate jointly administered programs or to comply with reportin requirements;</li> <li>To data matching services to measure student success in transferring to four-year colleges or universities;</li> <li>To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;</li> <li>To the California Student Aid Commission to facilitate the award of financial aid; and</li> </ul>
	<ul> <li>To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.</li> <li>I consent I do not consent</li> </ul>

### 12c. Submit Your Application

electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy. \* Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations. Review and check here. By Checking here, I, E declare that: · All of the information in this application pertains to me. Under penalty of perjury, the statements and information submitted in this online admission application are true and correct. I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action. I understand that all materials and information submitted by me for purposes of admission become the property of East Los Angeles College. Review and check here. · Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense. I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time. · Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line. Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.icanaffordcollege.com, and on most college websites. Submit My Application

Submit Your Application

You are about to submit your application to East Los Angeles College. NO CHANGES can be made to your application once it is submitted.

California state law\* allows you to submit your application and residency information online with an

# Make sure to submit your application and get the confirmation #.

	cations Cambiar A Español Help		STUD
Great jo Your applicat You're almos Continue Your Confirm , your appl Name	on was submitted. done. Journey At East Los Angeles College nation station for admission has been submitted to East Los Angeles Col BPZ9897	*STORE THE CONFIRMATION NUMBER FOR YOUR RECORDS. The number starts with #19, #20 or #21	
CCCID College			
CCCID College Term Email	Summer/Fall 2020		