STEP-BY-STEP Guide to LACC Online Application

CREATE YOUR CCCAPPLY ACCOUNT:

1. Go to www.lacitycollege.edu and click on the "**Apply/Register**" button at the top right.
2. Click on "**Apply online**" under Step 1.
3. Scroll down to "CLICK HERE TO BEGIN APPLICATION"
3. If you have previously applied to the college, use your CCCApply username and password to "**Sign in**" or retrieve your login information. **If you are having trouble logging in, call CCCApply at (877)247-4836.** If you have not previously applied, click **"Create an Account."**
4. Click the blue bar "Begin Creating My Account"
5. Complete the application carefully and professionally. Check your spelling is free of typos.
6. If you have a social security number, list it. If not, check the small box that says **"Do not have a social security number."** after you click **"Continue."** If you are not required to have a social security number because you are an international student, nonresident alien, or other exception click the second box as well.
7. Add your **personal email address**, phone number and permanent mailing address. Click **"Continue."**
8. Make sure you choose a professional and easy to remember Username and Password, four-digit PIN # (month and day of birth), and security questions and answers. **SAVE YOUR USERNAME & PASSWORD!** *YOU WILL NEED TO SIGN IN FOR ALL FUTURE APPLICATIONS.*
9. Click the **"I'm not a robot"** box and then click on **"Create My Account."**
10. In the next window, click **"Continue."**

COMPLETE THE LACC APPLICATION:

1. Click on **"Start Application".**
2. Select the **Term** you wish to take class. For educational goal, select **"Obtain an associate degree and transfer to a 4-year institution"** If you are planning to attend a University. For Intended Major or Program of Study, select the best fits with you. IGETC Certificate of Achievement can be used if you are undecided. Click "Continue."
3. In the next window, if your current mailing address is the same as your permanent address, click the small box. If not, add your current mailing address and click "Continue."
4. On the "Education" Section, under College Enrollment Status select **"Enrolling in College and High School at the Same Time."** Select "I attended high school" and enter the State and name of your High School. Complete the rest of the questions and click "Continue."
5. For "Citizenship" Section, click on your citizenship status. If you are Permanent Resident, you will need your A# on the green card. If undocumented, select "Other" and click the small box that says "No documents." Choose your military status and then click "Continue."
6. Complete "Residency" Section questions. "California Residency" for most should be "Yes." "Out-of-state Activities" for most should not be marked. "Special Residency Categories" for most should be "No" unless you are homeless or foster youth/ward of the court. Click "Continue"
7. "Needs & Interests" Section answer questions and click "Continue"
8. "Demographic Information" answer questions and click "Continue"
9. In "Supplemental Questions" Section, select "No" on "Assessment Information" questions, and answer the remaining questions and then click "Continue"
10. On the next page, **make sure all your information is correct**. Did you select the right term? Did you select "Enrolling in high school and college at the same time?". Next, select consent and then check mark the two small boxes in Submitting Your Application Section then click on **"Submit My Application"** button.
11. **Congratulations!** Print or screenshot the confirmation page. If printer not available note your **confirmation number** on the K-12 form. You have now completed the LACC application for Admission. You will receive your Student ID number by email from *"noreply@email.laccd.edu"*.

IMPORTANT: If you have taken a class at any of our LACCD colleges **within the last 2 semesters** you won't need to complete the online application again. **Just make sure to write down your College Student ID # on the K – 12 form.**