How to fill out COC's online application for admission using CCC Apply

1. Visit our webpage: https://www.canyons.edu/freeclasses
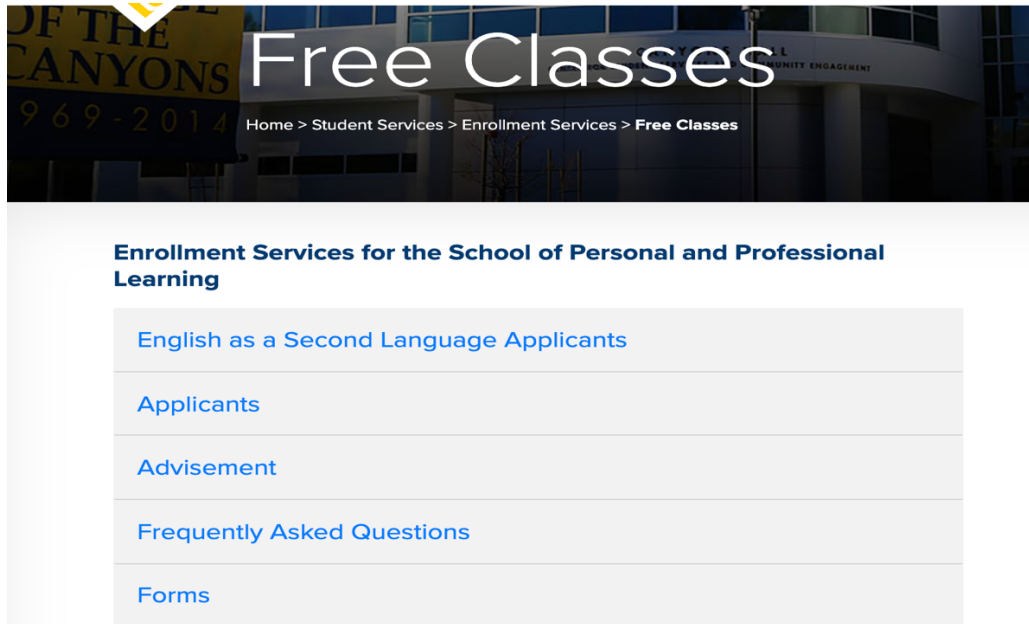
2. Select **"Applicants"**
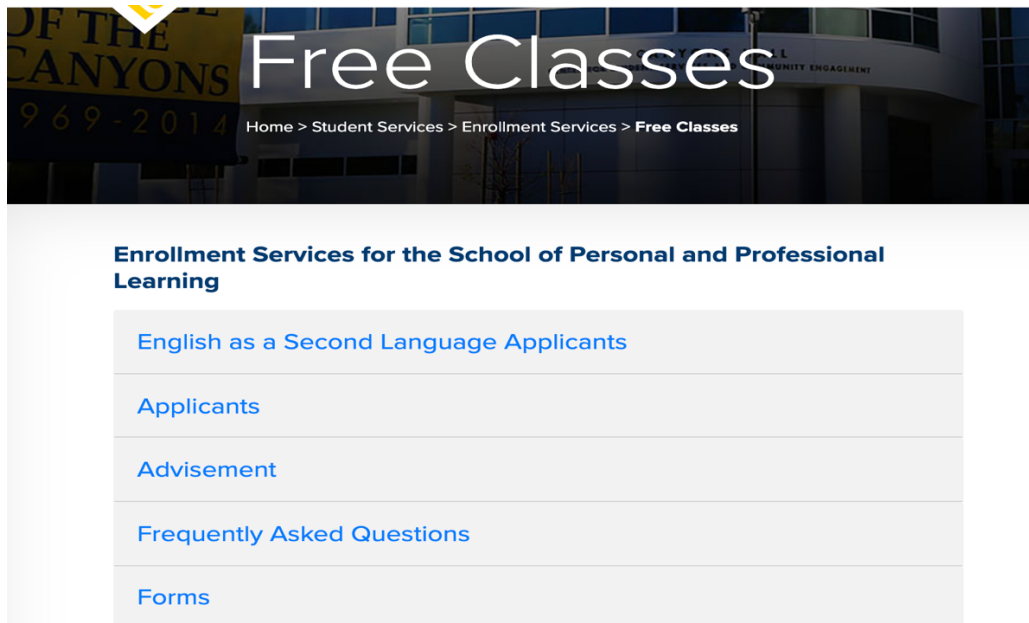
3. Select **"Go to CCC Apply"**

English as a Second Language Applicants

Applicants

For individuals interested in taking classes other than ESL, an assessment test is not required. If you would like to enroll in FREE classes through the School Personal and Professional Learning, you will need to fill out an application for admission to College of the Canyons:

Step 1: Submit an Application

Click on the gold "Printable Application Instructions" button below, if you would like a step-by-step guide to help you fill out the online application using CCC Apply. Click on the blue "Go to CCC Apply" button below when you are ready to fill out the online application. **Please note:** The CCCID that is generated by this process is not your student ID number. Upon successful submission of your application, will receive a "Welcome" email containing your 7 digit COC student ID number.

Go to CCC Apply

Printable Application Instructions

4. Click on **"Create an Account"**

COLLEGE OF THE CANYONS

Cambiar A Español

Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

Create an Account or Sign In

5. Click on **"Begin Creating my Account."** (You must have an email to complete this process. It cannot be an email that has already been used for this application process).

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 provide an email address when you create your account.

Free email accounts are available from many sources:

- Google Gmail
- Yahoo Email
- Microsoft Outlook
- Other Providers

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC and the CCC Chancellor's Office do not endorse any particular email providers, and will have no liability should any issues arise with a particular email provider.

All information is kept secure and private as explained in the Privacy Policy. By creating an OpenCCC account, you are agreeing to the terms and conditions of the Privacy Policy.

[Begin Creating My Account]

or

Return to Sign In

***The next screens are time sensitive. The screen will close, and you will have to start again if the timer runs out. ***

(If the timer appears please click on **"Yes"** to continue with the application).

SESSION EXPIRATION

Your session will expire in one minute.

44

Do you want to stay signed in?

[Yes] [No]

6. Fill out your **first**, **middle**, and **last name**. If you do not have a middle name check the box under that field

7. Enter your **birthday** in these fields (you will be doing it twice)

8. If you have a **Social Security Number (SSN)** or **Taxpayer Identification Number (iTIN)** please select **"yes"** and enter the number. Click **"continue"** to move forward

Social Security Number

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

Why am I being asked for my social security number?

Do you have a social security number or taxpayer identification number?

⦿ Yes, I have a social security number or taxpayer identification number.

○ No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

Please enter your 9-digit social security number or taxpayer identification number.

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•••••••••
```

Confirm your social security number or taxpayer identification number.

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•••••••••
```

Continue or Cancel

If you do not have a **Social Security Number (SSN**) or **Taxpayer Identification Number (iTIN)** please select **"no."** Click on the box below if you meet those requirements and then click **"continue"** to move forward

Social Security Number

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

Why am I being asked for my social security number?

Do you have a social security number or taxpayer identification number?

○ Yes, I have a social security number or taxpayer identification number.

⦿ No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

> ❶ **Just Remember...**
>
> Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party including an employer or government agency. (26 C.F.R. § 1.6050S-1.) A SSN or TIN/iTIN is not required when IRS reporting is not required.

☑ Check this box if you are a student enrolled exclusively in noncredit courses, an undocumented student, an international student, a nonresident alien, or another exception and do not have a social security number or taxpayer identification number.

Continue or Cancel

9. In the fields below, enter your **email address** (twice) and then enter your **telephone number**. If it is a cellphone, make sure you either **click** or **unclick** the box that authorizes text messages to be sent to you from the college

Contact Information - Page 2 of 3

Email

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

Email Address ⓘ

donald.duck@yahoo.com

Repeat Email Address ⓘ

donald.duck@yahoo.com

Telephone

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).

Main Telephone Number ⓘ   Extension ⓘ

🇺🇸 ▾ (661) 362-3304

                                            up to four digits

☑ I authorize text messages to the telephone number above, and accept responsibility for any charges that result. ⓘ

Second Telephone Number ⓘ   Extension ⓘ

🇺🇸 ▾

                                            up to four digits

☐ I authorize text messages to the telephone number above, and accept responsibility for any charges that result. ⓘ

10. Enter your **permanent address** in these fields. Click "**continue**"

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 ⓘ

26455 Rockwell Canyon Road

Include apartment number or suite

City ⓘ

Santa Clarita

State ⓘ

California   ▾

Zip Code ⓘ

91355

[Continue] or Cancel

11. Create a **username** and **password** (this information will be used for future applications of admission to any California Community College)

Security and Credentials - Page 3 of 3

Username and Password

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

Username ⓘ

> donald.duck23

The Username you entered is available.
Minimum 6 characters (letters, numbers, special characters)

Password ⓘ

> ••••••••••

7 to 20 characters (letters and at least one number)

Repeat Password ⓘ

> ••••••••••

- Be sure to record your username and password for later use.

- Please do not share your account with others, even family members.

12. Create a **4-digit security pin**

Security 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 ⓘ

> ••••

13. Select **three security questions** that will be used in case you forget your CCC apply account password in the future. Make sure you either take a picture of these or write them down. After, click on the box that says, "**I'm not a robot**" and then click **"Create my Account"**

14. Once your account has been successfully created, you will get this confirmation page with your CCCID number. **(This is NOT your COC Student ID number)** To start your College of the Canyons Application for Admission click on **"Continue"**

15. This is the first page of the College of the Canyons application for admission. Complete each section until you reach the end. Once you have successfully completed and submitted your application for admission, you will receive a **welcome email** from College of the Canyons

Note: In order to view the Noncredit/Free Classes academic programs you must select Personal and Professional Learning (Free Classes) under "Major Category." Our department offers a variety of academic programs and you may select from the following:

- NC: Adobe Photoshop Association Certification Exam Prep
- NC: Beginning ESL (Certificate)
- NC: CBEST Preparation (Certificate)
- NC: Career Strategist (Certificate)
- NC: Career and Lifestyle Exploration (Certificate)
- NC: Commercial and Sexual Exploitation of Children (CSEC) Training (Certificate)
- NC: Cust. Relations (Certificate)
- NC: Digital Office (Certificate)
- NC: Fundamentals of Communication (Certificate)
- NC: GED Preparation (Certificate)
- NC: Gateway Human Resources Assistant (Certificate)
- NC: Global Navigation Satellite Systems (GNSS) (Certificate)
- NC: Green Gardener (Certificate)
- NC: Human Resources Professionals (Certificate)
- NC: Instructional Aide Training (Certificate)
- NC: Intermediate ESL (Certificate)
- NC: Intro Res Bldg Trade Skills (Certificate)
- NC: Mgmt. Toolbox (Certificate)
- NC: Navigating Mental Health Illness (Certificate)
- NC: Personal Trainer Preparation (Certificate)
- NC: Spanish for Hlthcare Wrkrs (Certificate)
- NC: Supervisor's Roadmap (Certificate)
- NC: Survive and Thrive in the Workplace (Certificate)
- NC: Workplace Essentials (Certificate)
- NC: College Success Toolkit (Certificate)
- NC: Digital Photographic Camera & Manual Exp Fundamentals (Certificate)
- NC: Digital Photographic Camera and Composition Fundamentals (Certificate)
- NC: Digital Photographic Project Fundamentals (Certificate)
- NC: Digital Publishing for the Office (Certificate)
- NC: English as a Second Language (ESL) for College Prep (Certificate)
- NC: Essential Reading & Writing Skills for College & Career (Certificate)
- NC: Mindful Co-Worker (Certificate)