How to Fill Out COC's Online Application for Admission Using Open CCC

1. Visit our website (**https://www.canyons.edu/freeclasses**) and click **"Applicants."**
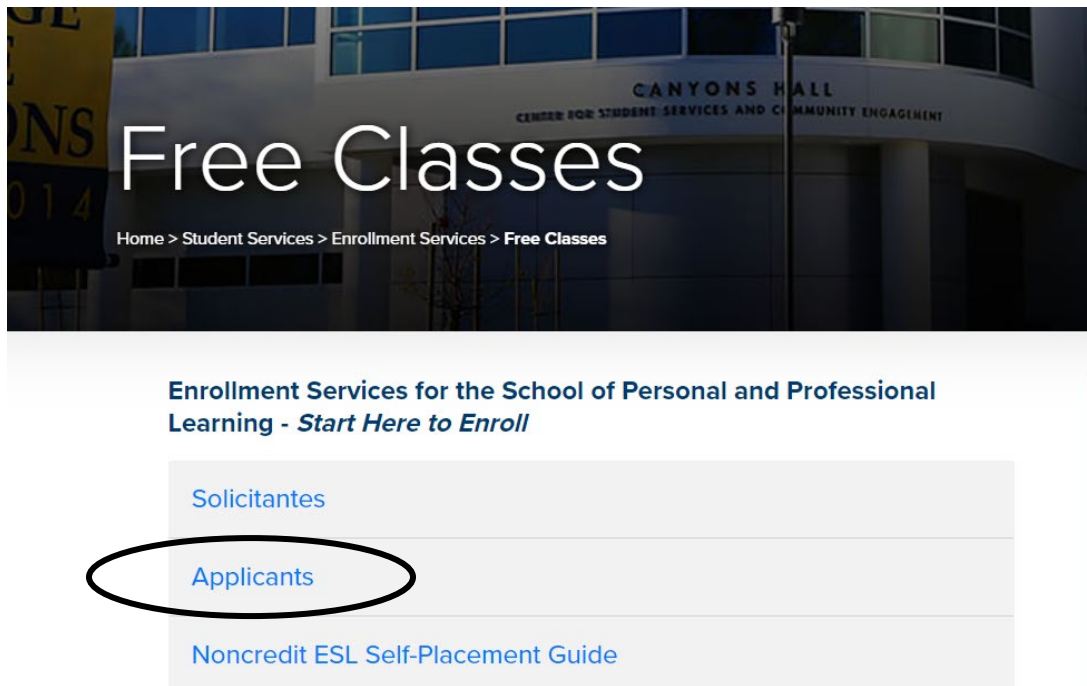
2. Click **"Go to OpenCCC."**
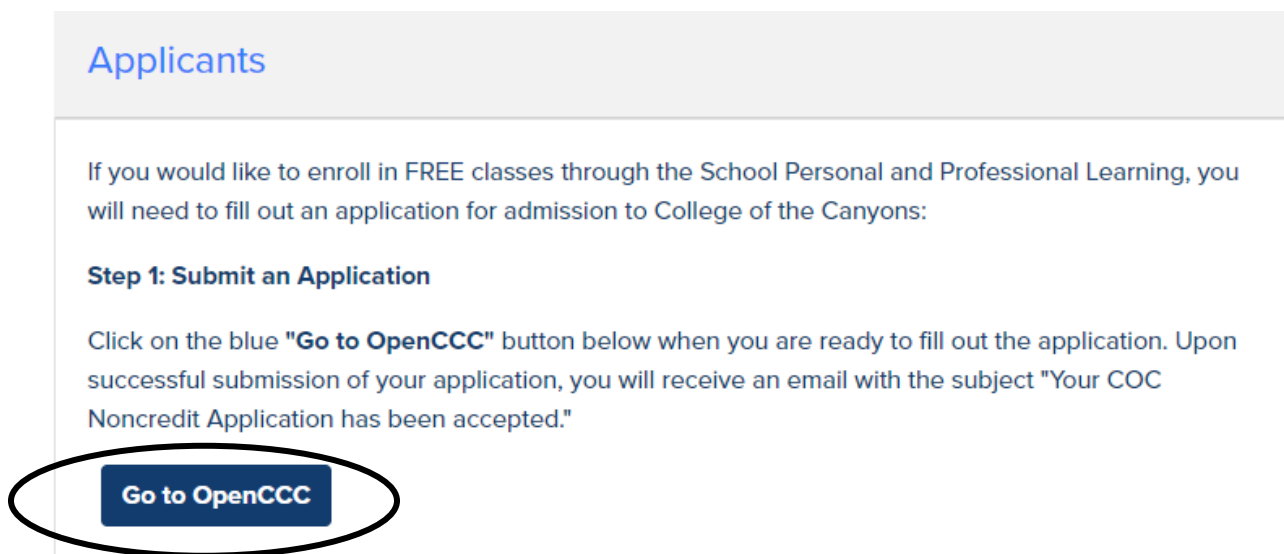
3. If you have never completed an application using CCC Apply, click **"Create an Account."** If you have previously submitted a CCC Apply application to a California Community College, click **"Sign In."**

Noncredit Application for Admission 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

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your accou

Create an Account or   **Sign In**

> If you have previously applied using CCC Apply, Click **"Sign In."**

4. Enter your personal email address and click **"Email My Verification Code."**

Create Your Account

Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.

Email

███████e@gmail.com

Use mobile phone instead

Email My Verification Code

Back to Sign In

5. Enter the **"Verification Code"** that has been sent to your personal email account and then click **"Verify Email."**

Verify Your Account

A verification code has been sent to seun*********@gmail.com. Please enter the verification code to verify your account. If you did not receive the code in your inbox, check your spam or junk folder.

Verification Code

Verify Email

6. Enter your **"Primary Phone Number"** and choose **"Phone Type"** from the drop-down menu**.** Then check off the **"Terms of Use."**

Step 1 Contact Information

Please enter your Contact Information in the following fields.

Email Address *

te@gmail.com

Confirm Email Address *

te@gmail.com

Primary Phone Number

Phone Type

Mobile

For international numbers insert + before country code

I agree to the Terms of Use and to receive calls and/or texts and emails at any phone number and/or email I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs.

7. If you have a home address, select **"No,"** and then **enter your home address.** If you do not currently have a home address, select **"Yes,"** and then click the blue **"Next"** button.

Are you currently homeless? *

○ Yes ● No

Country * ⓘ

United States

Zip Code *

Street 1 *

Street 2

City *

Valencia

State *

California

Next >

8. Enter your personal information including **your full legal name and date of birth**. Then click the blue **"Next"** button.

Required field

Legal First Name

Legal Middle Name

Legal Last Name *

Suffix

None
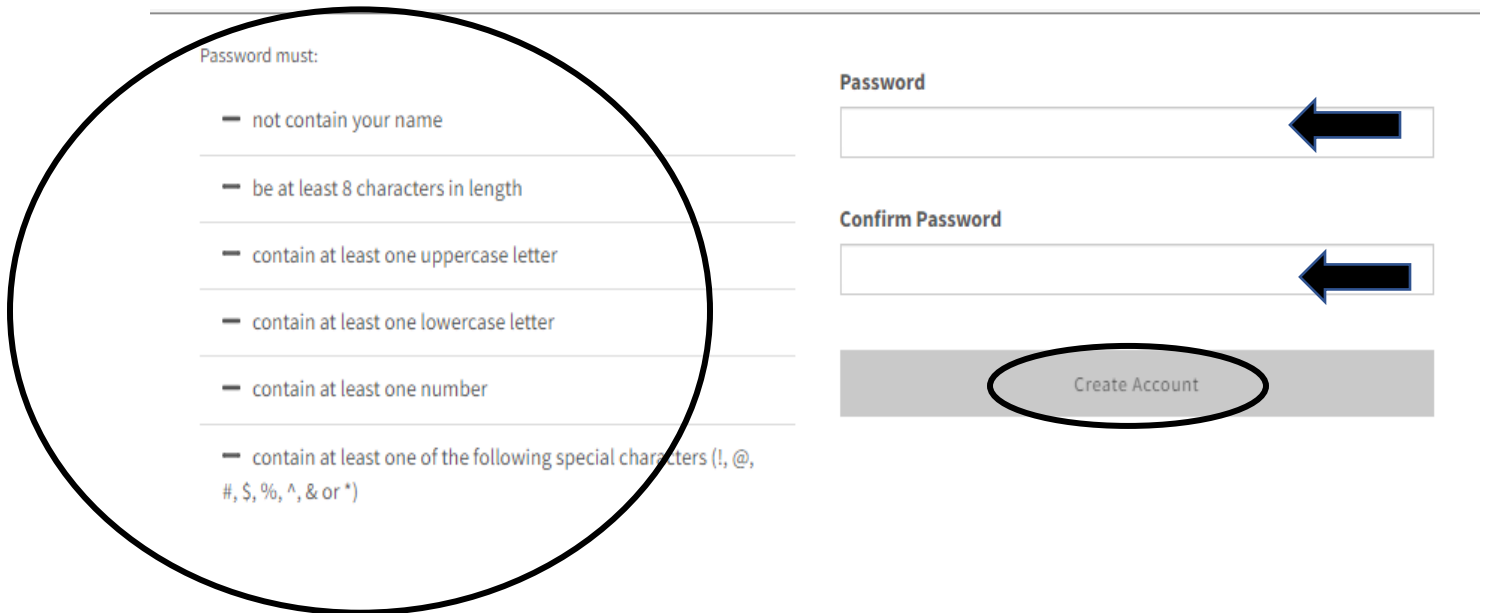
Preferred Name

Date of Birth * ⓘ

mm/dd/yyyy

Confirm Date of Birth *

mm/dd/yyyy

Next >

9. **Create a password for your Open CCC account**. Follow the password requirements. Write down the password for future reference. Then click **"Create Account."**

NOTE: This password will be used for applying to all California Community Colleges.
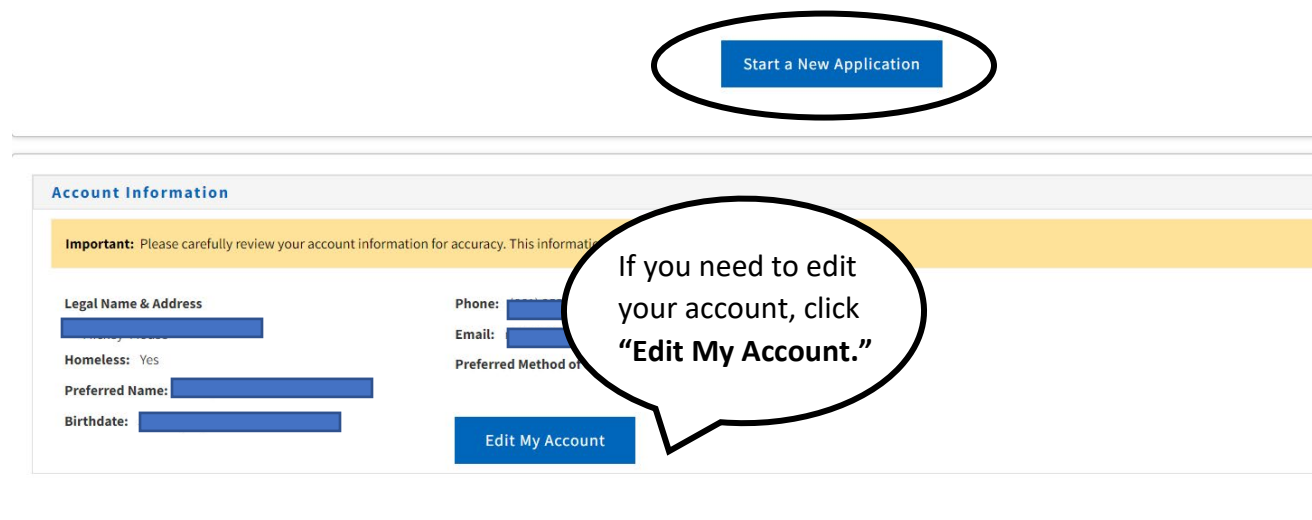
Password must:

— not contain your name

— be at least 8 characters in length

— contain at least one uppercase letter

— contain at least one lowercase letter

— contain at least one number

— contain at least one of the following special characters (!, @, #, $, %, ^, & or *)

Password

Confirm Password

Create Account

10. Review the account information and click **"Start a New Application."** If you need to edit your account, click **"Edit My Account."**

GE OF THE CANYONS

Start a New Application

Account Information

Important: Please carefully review your account information for accuracy. This informati

Legal Name & Address   Phone:

                                  Email:

Homeless: Yes   Preferred Method of

Preferred Name:

Birthdate:

Edit My Account

If you need to edit your account, click **"Edit My Account."**

11. From the drop-down menu, select a **"Term," "Educational Goal,"** and **"Intended Major or Program of Study."** Then click **"Continue."** Make sure to select the correct term to avoid reapplying.

12. If applicable, enter your **"Profile"** information including **"Previous Name,"** and **"Current Mailing Address."** If your current mailing address is the same as your permanent address, check the first box. If your current mailing address is outside the United States, check the second box. Then click **"Continue."**

13. From the drop-down menus, select your **"College Enrollment Status," "High School Education,"** and **"Current or Most Recent High-School Attended."** Then click **"Continue."**

College of the Canyons │ Term: Spring 2023 │ Application #: NC-25029062

Education

Your responses will be kept private and secure and will not be used for discriminatory purposes.

Enrollment	✔
Profile	✔
Education	◑
Needs & Interests	○
Demographic Information	✔
Supplemental Questions	○
Submission	

College Enrollment Status

As of February 05, 2023, I will have the following college enrollment status: ⑦

-- Select enrollment status -- ⌄

High School Education

High school education level as of February 05, 2023 ⑦

-- Select enrollment status -- ⌄

Current or Most Recent High-School Attended ⑦

--- Select Last School --- ⌄

Save   Continue   >

NOTE: Depending on how you answer the questions, you may need to provide more information about your education.

14. Select answers for **"Needs & Interests"** and then click **"Continue"** at the bottom of the page.

Needs & Interests

This information you provide on this page will not be used in making admission decisions and will not be used for discriminatory purposes.

Main Language

Are you comfortable reading and writing English?

○ Yes ○ No

Financial Assistance

Are you interested in receiving information about money for college?

○ Yes ○ No

Are you receiving TANF/CalWORKs, SSI, or General Assistance?

○ Yes ○ No

Athletic Interest

Are you interested in participating in a sport while attending college? ⊙

(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)

○ Yes, I am interested in one or more sports, including the possibility of playing on an intercollegiate team.
○ Yes, I am interested in intramural or club sports, but not in playing on an intercollegiate team.
○ No, I am not interested in participating in a sport (beyond taking P.E. classes).

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   >

Sidebar navigation:
- Enrollment ✔
- Profile ✔
- Education ✔
- Needs & Interests ◑
- Demographic Information ✔
- Supplemental Questions ○
- Submission

15. Select your **"Demographic Information"** from the drop-down menus or select **"Decline to state."**

Demographic Information

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.

- This information will be used for federal and state reporting.
- This information is used for summary demographic reporting and will not be used for a discriminatory purpose.
- Your responses are kept private and secure.
- Providing this information is optional.

Gender/Transgender

Gender in this context, means a person's sex, or a person's **gender identity** and **gender expression.** ⑦

Gender ⑦

-- Select Gender -- ⌄

Do you consider yourself **transgender?** ⑦

-- Select Transgender Response -- ⌄

Sexual Orientation

Please indicate your **sexual orientation** ⑦

-- Select Sexual Orientation -- ⌄

16. Select your **"Parent/Guardian Educational Levels"** from the drop-down menus.

Parent/Guardian Educational Levels

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

Parent or Guardian 1 ⑦

-- Select Education Level -- ⌄

Parent or Guardian 2 ⑦

-- Select Education Level -- ⌄

17. Select answers to **"Race/Ethnicity"** questions. Then click **"Continue."**

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

Continue   >

18. **Optional:** Select answers to the **Supplemental Questions** including **"Native Language,"** **"Employment Barriers,"** and **"Labor Force Status."** Then click **"Continue."**

Supplemental Questions

We would like to gather some additional information on your noncredit application to college.

Native Language (Mark only one):

Other ▼

Employment Barriers:

☐ Cultural Barriers

☐ Disabled

☐ Displaced Homemaker

☐ English Language Learner

☐ Homeless

☐ Long-term Unemployed

☐ Low-income

☐ Low Levels of Literacy

☐ Migrant Farmworker

☐ Single Parent

☐ Non TANF within 2 years (Cash Aid)

Labor Force Status:

-- Select -- ▼

| Save | Continue > |

19. Click **"Review My Application"** to review your responses. Select your preference for **"Request for Consent to Release Information."**

Submission

Review Your Responses
Save as PDF

We recommend that you review your responses to ensure you've provided complete and accurate information.

Review My Application

Request for Consent to Release Information

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 Privacy Policy. ⑦

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

○ I consent
○ I do not consent

20. Check the boxes below to **sign electronically** for the admission application. Then click **"Submit My Application"** at the bottom of the page.

Submit Your Application

You are about to submit your application to College of the Canyons. 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 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.

☐ By Checking here, I, Mickey Mouse, declare that: ⑦

- 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 College of the Canyons.

☐ By Checking here, I, Mickey Mouse, acknowledge understanding that: ⑦

- 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

21. **IMPORTANT!** Make sure that you see a confirmation message shown in the picture below.

Great Job,
Your application was submitted.

Confirmation

Heesoo, your application for admission has been submitted to College of the Canyons.

Name	
CCCID	
College	College of the Canyons
Term	Spring 2023
Email	
Date & Time	November 07, 2022 12:05:56 PM
Confirmation #	

- Snap a screenshot of this page for your records or save a copy of your application responses.
- You may also view or print a copy of your SUBMITTED INFORMATION for your records.
- CHECK YOUR EMAIL (including your spam folder) for important information from College of the Canyons regarding your admission and registration.
- Remember to complete any additional admission requirements as specified by College of the Canyons. Supporting materials and/or questions should be addressed to

College of the Canyons
Admission: null
26455 Rockwell Canyon Rd
Santa Clarita, CA 91355-1899
In-state phone: (661) 259-7800
Out-of-state phone:
Fax:
Website: http://www.canyons.edu

NOTE: Within 48 hours, you will receive 2 emails:

1) **You will receive an email from noreply@cccmypath.org.** This email will contain your "global" CCCID number (example: CDF1746). This is **NOT** your College of the Canyons student ID number. This is your ID number as a California Community College system applicant, used at all California Community Colleges that use OpenCCC as their provider for the admission application: (examples: Los Angeles Pierce College, Contra Costa College, Glendale Community College.)

2) **You will receive an email from College of the Canyons titled, "Your COC Noncredit Application Has Been Accepted."** This email will provide your CanyonsID username (student email address), temporary password, and instructions on the next step toward enrollment using My Canyons.

Please email us at **freeclasses@canyons.edu** or call us at **661-362-3304** if you have any questions or difficulties with the enrollment process.