CCCAPPLY NONCREDIT APPLICATION

BUSINESS PROCESS: COLLEGE OF CONTINUING EDUCATION ADMISSIONS

INSTRUCTIONS

The application process for all new students to the College of Continuing Education is a **two-step** process:

Step 1: Create a CCCApply account

Step2: Add New Application

If a student has used CCCApply previously, they will need to sign in with their current CCCApply login and password.

If a student is a current College of Continuing Education student, they do not need to follow this process.

Part 1: Create a CCCApply Account

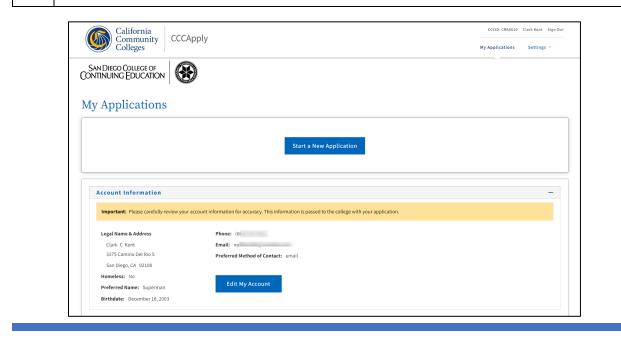| Step	Action
1)	To create an application for admission or readmission, visit the CCCApply website: **https://www.opencccapply.net/gateway/apply?cccMisCode=076&nonCredit=true** Click **Create a New Account** for students without a CCCApply account Click **Sign In** for students with a current CCCapply account

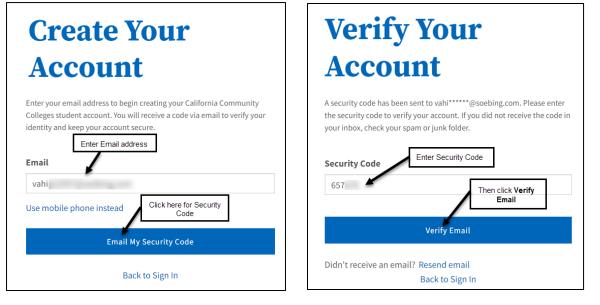| Step	Action
2)	To use the **Sign In** Option: Enter an **Email** or **Mobile phone** Click **Next**
3)	Enter **Password** Click **Sign In**

Sign In

To continue to your California Community Colleges student account, please sign in or create a new account.

* Required field

Enter Email address

Email or mobile phone *

hulk

Next — Click **Next**

Sign In

Enter Password

Password

••••••••••••

Sign In — Then click **Sign In**

Forgot your password?

Step	Action
4)	Upon **Sign In**, the student will be directed to the **My Applications** page. The student will have completed P**art 1** of the application process.

California Community Colleges | CCCApply

CCCID: CRA8610 Clark Kent Sign Out

My Applications   Settings ⌄

SAN DIEGO COLLEGE OF CONTINUING EDUCATION

My Applications

Start a New Application

Account Information   −

Important: Please carefully review your account information for accuracy. This information is passed to the college with your application.

Legal Name & Address   Phone: (6
  Clark C Kent   Email: no
  3375 Camino Del Rio S   Preferred Method of Contact: email
  San Diego, CA 92108
Homeless: No
Preferred Name: Superman   Edit My Account
Birthdate: December 18, 2003

Step	Action
5)	**Create New Account** Option: **Most students will be using this option.** Enter **Email** address Click **Email My Security Code**
6)	**NOTE**: Students will need to sign into their email account to retrieve the Security Code emailed to them. Email will come from **no-reply@cccmypath.org** Copy the **Security Code** from the email and enter in the **Security Code** field. Then click **Verify Email**

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.

Enter Email address

Email

vahi_____

Use mobile phone instead

Click here for Security Code

Email My Security Code

Back to Sign In

Verify Your Account

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

Enter Security Code

Security Code

657_____

Then click **Verify Email**

Verify Email

Didn't receive an email? Resend email

Back to Sign In

Step	Action
7)	**Under Create Profile, there are three areas to be completed:** 1. Enter **Primary Phone Number** and select **Phone Type** **NOTE**: Primary Phone is optional. If the student does not have a phone, this can be left blank. 2. Check the box to agree to the **Terms of Use** 3. Complete the **Homeless** question

Create Profile

What
Create a secure California Community Colleges account.

Why
A California Community Colleges account will save your progress for future sessions.

How Long
3 steps

(Estimated 4 minutes remaining)

Step 1 Contact Information

Please enter your Contact Information in the following fields.

Email address fields will be completed for the student

* Required field

Email Address *

vah

Confirm Email Address *

vah

Enter **Primary Phone** Number and select **Phone Type**, if using

Primary Phone Number

602

For international numbers insert + before country code

Phone Type

Mobile

Agree to the Terms of Service

☑ 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.

Select **Yes** or **No** on the Homeless question.

Are you currently homeless? *

○ Yes ● No

Step	Action
8)	Depending on the answer to the **Homeless** question, the screen will vary. If the answer is **Yes**, no address fields will appear and is not required. Click **Next** to move to the next section. If the answer is **No**, an address is required. Enter the following information: • **Zip Code** • **Street 1** • **Street 2**, if necessary. **NOTE**: The **City** and **State** fields will automatically populate based on the Zip Code. Click **Next** when all required fields are complete.

Are you currently homeless? *

● Yes ○ No

If the student selects **Yes** for the Homeless question, no address is required.

Click **Next** to proceed.

Next >

Are you currently homeless? *

○ Yes ● No

If the student selects **No** for the Homeless question, the address fields will appear.
NOTE: The **City** and **State** field will populate for the student, based on zip code entered.

Once the address information is completed, click **Next**.

Country * ⓘ

United States ⌄

Zip Code *

92108

Street 1 *

3375 Camino Del Rio S

Street 2

City *

San Diego

State *

California ⌄

Next >

Step	Action
9)	Complete the **Personal Information** section. • **Legal First Name** **NOTE**: this field is not required. However, **if left blank, the student's application will error and cause a delay in processing**. Be sure this field is not left blank. • **Legal Middle Name** • **Legal Last Name** • **Suffix**, if using • **Preferred Name**: this is not required. If used, this name will appear on most Campus Solutions pages and class rosters. • **Date of Birth** When all fields are complete, click **Next**. **NOTE**: If the student **does not have a First Name**, have them enter their Last Name in both the First Name and Last Name fields.

Step	Action
10)	The student will be prompted to create a **Password**.

Step	Action
11)	The student will be directed to the **My Applications** page. The student has completed **Part 1** of the application process.

Part 2: Application for Admission

Step	Action
1)	To begin **Part 2** of the application process, click on **Start a New Application.**

Step	Action
2)	Under **Enrollment Information**, the student will select the following: 1. Term Applying For 2. Educational Goal 3. Intended Major or Program of Study

Step	Action
3)	**1.Term** Select the **term** the student wishes to apply for from the drop-down menu. **NOTE:** it is best to have the student select the **current term**, in this example, this would be the Fall term. If the student selects Spring, then changes their mind and wishes to take Fall class, their admit term will need to be adjusted by the Office of Admissions and Records office and will cause a delay in registration.

Step	Action
4)	**2. Educational Goal** Select an **Educational Goal** from the drop-down menu. **NOTE:** the selection will not affect the student's application.

Step	Action
5)	**3. Intended Major or Program of Study** Select an **Intended Major or Program of Study** from the drop-down menu. **NOTE:** only one major can be selected during the application process. If the student wants more than one major, be sure to select the major with the most enrollment requirements first. For example, if the student wants Account Clerk and ESL, have the student select ESL, as there are more enrollment requirements.

Select the **Major** from the drop-down menu.

NOTE: only one major can be selected during the application process. If the student wants more than one major, be sure to select the major with the most enrollment requirements first. For example, if the student wants Account Clerk and ESL, have the student selection ESL, as there are more enrollment requirements.

Step	Action
6)	When all fields are complete, click **Continue**. The student will be directed to the **Profile information** page.

When all fields are complete, click Continue.

Step	Action
7)	On the **Profile information** page, the student will need to complete the **Previous Name** and **Current Mailing Address** sections. **Previous Name** Most students submitting this application will be **new students** to Continuing Education. **They will not have a Previous Name in Campus Solutions**. Those students will click **No**. If the student is a Returning student and used a **Previous Name** in Campus Solutions, click **Yes** and enter the exact **Previous Name** used. **NOTE**: the previous name entered cannot be the same name the student is using on the application. If they do, they will receive an error message on the application.

Step	Action
8)	**Current Mailing Address** **Check the box** to indicate the **Mailing** and the **Permanent Address** in CCCApply are the same. If the student **uses a different Mailing Address**, such as a PO Box, than the **Permanent Address** used when creating their CCCApply account, enter that address in the fields provided. **NOTE**: if both the **Permanent** and **Mailing** address are outside of California, the application will error upon submission. Only residents of California are allowed to submit an application to Continuing Education.

![San Diego Community College District logo]

Current Mailing Address

> Check the box if the **Mailing** Address and **Permanent** Address on CCCApply are the same.

☐ My mailing address is the same as the Permanent Address in my OpenCCC Account. ⓘ

☐ My current mailing address is **outside the United States** ⓘ

Street Address ⓘ

> If the student uses a **different Mailing** Address, than the **Permanent** Address used on their CCCApply account, such as a PO Box, enter the information on the fields provided.

_____

_____
Include apartment number or suite

City ⓘ

_____

State ⓘ

-- Select State --   ⌄

Zip Code ⓘ

_____

Step	Action
9)	Once the **Previous Name** and **Current Mailing Address** answers are complete, click **Continue**. The student will then be directed to the **Education** page.

San Diego College of Continuing Education - Noncredit Application │ Term: Fall 2023
│ Application #: NC-28308814

Profile

Enrollment	✓
Profile	◑
Education	○
Needs & Interests	○
Demographic Information	✓
Submission	

Previous Name

Do you have a **previous legal name** that was used on legal documents or education transcripts?

○ Yes ● No

Current Mailing Address

☑ My mailing address is the same as the Permanent Address in my OpenCCC Account. ⓘ

> Once both answers are complete, click **Continue**.

| Save | Continue > |

SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

Step	Action
10)	On the **Education** page, the student will need to answer the following three questions: 1. College Enrollment Status 2. High School Education 3. Current or Most Recent High School Attended

Step	Action
11)	**1. College Enrollment Status** Select the **College Enrollment Status** from the drop-down menu. **NOTE**: it is recommended to select the following options from the menu: • **First-time student in college (after leaving high school)** • **Adult school student in a high school diploma or equivalency program (for CEHS students)** **BEWARE**: If any "returning" or "have attended another college" options are chosen, additional fields requiring previous college information will appear. Previous college information is not required by Continuing Education and will not appear on the student's record. It is recommended to have the student not use these options.

Step	Action
12)	**2. High School Education** Select **High School Education** from the drop-down menu. **NOTE**: additional information, such as graduation date, will be required after the selection is made.

For

Select the appropriate **High School Education** from the menu.

NOTE: additional information, such as graduation date, will be required, after the selection is made.

Step	Action
13)	**For example:**
	If the student chooses **Received high school diploma from U.S school**, the student will need to complete the following:
	• Graduation date • Did they graduate in California (required to complete the application but will not affect the students application) • Did they attend high school in California for three or more years (required to complete the application but will not affect the students application)

High School Education

High school education level as of September 04, 2023 ?

Received high school diploma from U.S. school	▼

High school completion date ?

Month	Day	Year
June ▼	8 ▼	2021

Enter the High School completion date.

NOTE: the following two questions are required, but will not affect the student's application.

Did you receive your diploma, GED, or certificate in **California**? ?
◉ Yes ○ No

Have you attended high school in California for three or more years? ?
◉ Yes ○ No

Step	Action
14)	**3. Current or Most Recent High-School Attended**
	Select **Current or Most Recent High-School Attended** from the drop-down menu.
	NOTE: additional information, such as Country and State of school and name of high school, will be required after the selection is made.

Select **Current or Most Recent High-School Attended** from drop-down menu.

NOTE: additional information, such as Country and State of school and name of high school, will be required after the selection is made

Current or Most Recent High-School Attended ⑦

--- Select Last School ---

--- Select Last School ---
I attended high school.
I attended an adult school
I was homeschooled in a registered homeschool organization.
I was independently homeschooled.
I did not attend high school or adult school and was not homeschooled.

Step	Action
15)	**For example:** If the student chooses, **I attended high school**, the student will need to complete the following: • State • High school name Choose the **State** from the drop-down menu. California is listed at the top. Begin to type the name of the high school in the field provided. High school names will begin to appear. The more letters of the high school's name that are entered the better. Once the high school is located, select it by clicking on the name.

Current or Most Recent High-School Attended ⑦

I attended high school.

Country ⑦

United States of America (the)

State ⑦

California

Enter the name or city of the last school or homeschool you attended. Then make a selection from the list. ⑦

valh

Displaying 1 match.
My school is not in the list

Valhalla High El Cajon

Begin to type the name of the high school in the field provided.

High school names will begin to appear. The more letters of the high school's name that are entered the better.

Once the high school is located, select it by clicking on the name.

Step	Action
16)	If after searching for the high school and the name is not found, click **My school is not in the list.** The student will then be prompted to enter the **School or Organization** name and the **City**.

Current or Most Recent High-School Attended ⑦

I attended high school. ▼

Country ⑦

United States of America (the) ▼

State ⑦

California ▼

Enter the name or city of the last school or homeschool you attended. Then make a selection from the list. ⑦

Patrick Henry

Select **not listed** if
cannot locate high
school name ➔

No matches found.

My school is not in the list

Step	Action
17)	After all high school information is entered, click **Continue**. The student will be directed to the **Needs and Interests** page.

Current or Most Recent High-School Attended ⑦

I attended high school. ▾

Country ⑦

United States of America (the) ▾

State ⑦

California ▾

Enter the name or city of the last school or homeschool you attended. Then make a selection from the list. ⑦

Not Listed

Change

School or Organization ⑦

Patrick Henry

City ⑦

San Diego

After all high school information is entered, click Continue

Save	Continue >

Step	Action
18)	On the **Needs and Interests** page, there are four sections to complete: 1. Main Language 2. Financial Interests 3. Athletic Interests 4. Programs and Services

Step	Action
19)	**1. Main Language** Select whether the student is comfortable reading and writing English. If they are not comfortable, be sure to select **No**. This will provide the student with additional resources.

Step	Action
20)	**2. Financial Assistance** Select answers to the two **Financial Assistance** questions. Because **the Clear Selection** option is listed, this means the question is **optional**. If the student chooses not to answer the questions, it will not affect their application.

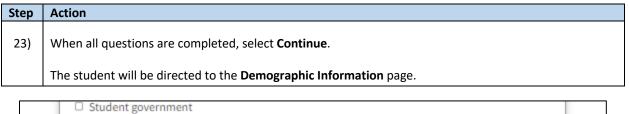| Step	Action
21)	**3. Athletic Interest** Even though Continuing Education does not offer sports, this question is required by the state. Students can select **No**. It will not affect their application.

Athletic Interest

Are you interested in participating in a sport while attending college? ⑦

(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.** ⑦

○ Yes, I am interested in **intramural or club sports**, but not in playing on an intercollegiate team. ⑦

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

> Even though Continuing Education does not offer sports, this question is required by the state.
>
> Students can select **No**.

Step	Action
22)	**4. Programs and Services** Select any **Programs and Services** a student might be interested in. Some may not be applicable to Continuing Education, but the information may be used at a later time. **This question is optional**, so selections are not required and will not affect the student's application.

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

> Select any **Programs and Services** a student might be interested in.
>
> Some may not be applicable to Continuing Education, but the information may be used at a later time.
>
> **This question is optional**, so selections are not required and will not affect the student's application

Step	Action
23)	When all questions are completed, select **Continue**. The student will be directed to the **Demographic Information** page.

Step	Action
24)	There are four sections on the **Demographic Information** page. 1. Gender/Transgender 2. Dependents 3. Parent/Guardian Education Levels 4. Race/Ethnicity

Step	Action
25)	**Gender/Transgender** This question is **optional**. Answers can be left **blank,** or the student can select **Decline to State** from the drop-down menu.

Step	Action
26)	**Dependents** Select **Yes** or **No**, if the student has children under the age of 18.

Step	Action
27)	**Parent/Guardian Education Levels** Select an **Education Level** for each **Parent** or **Guardian** from the drop-down menu. **NOTE**: there are options available if the student does not know, or no Parent/Guardian raised them.

Step	Action
28)	**Race/Ethnicity** Select **Race/Ethnicity** from the list available. Once a selection is made, more options become available for selection. More than one option can be selected. **NOTE**: this question is optional if the student does not want to disclose their Race/Ethnicity.

Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this 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   **Clear Selection**

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

☐ Armenian

☐ Australian

☐ Basque

☐ British Isles (UK or Ireland)

☐ Canadian

☑ European

☐ Russian

☑ Ukrainian

☐ Other White

Select a Race/Ethnicity from the list available. More than one option can be selected.

Once a selection is made, additional options appear.

This question is optional, and can be left blank.

Step	Action
29)	Once all four questions have been completed, click **Continue.** The student will be directed to the **Supplemental Questions** page.

Step	Action
30)	On the **Supplemental Questions** page, the student will need to indicate their **Marital Status**. The student has three options: 1. Single 2. Married 3. Decline to State Once the Marital Status questions is complete, click **Continue**.

Step	Action
31)	Once the student completes all the application questions, they are directed towards the **Submission** page. **Beware, the application is not yet complete.** **Review Your Responses**

The student is able to click on **Review My Application** to review all answers. Changes can be made by clicking on **Edit** on each section that needs to be changed. Or the student can click on any section on the blue box to go back to that area to change an answer.

The student can save their application by clicking on **Save as PDF.**

San Diego College of Continuing Education - Noncredit Application │ Term: Fall 2023
│ Application #: NC-28308814

Submission

Click on any option below to return to that section.

Enrollment	✔
Profile	✔
Education	✔
Needs & Interests	✔
Demographic Information	✔
Submission	◑

Review Your Responses
Save as PDF

The student is able to save their application as a PDF if needed.

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

Review My Application

Click **Review My Application** to review all information, if needed.

Step	Action
32)	**Request to Consent to Release Information** This question is to allow the State Chancellor's Office access to the students' information for reporting purposes. Click either **I consent,** or **I do not consent**. **NOTE**: If the student selects**, I do not consent**, it will not affect their 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

This question is allowing the State Chancellor's Office access to the student's information for reporting and outreach purposes.

If the student choses **I do not consent**, it will not affect the student's application.

Step	Action
33)	**Submit Your Application** Check both boxes to confirm application information. Once both boxes are checked, the **Submit My Application** becomes available to click. **NOTE**: once an application is submitted, changes cannot be made.

Submit Your Application

You are about to submit your application to San Diego College of Continuing Education. 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, Clerk C Kent, 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 San Diego College of Continuing Education.

☑ By Checking here, I, Clerk C Kent, 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.

Check the two boxes to confirm application information.

Once both boxes are checked, the Submit My Application button will appear. Click to submit.

Submit My Application

Step	Action
34)	**Application Confirmation** On the application confirmation page, the student will be able to view their **CCCID number**, their **Term of Admission**, and their **8-digit Confirmation number**. **NOTE**: the **Confirmation** number will be emailed to the student after submission of their application. Keep this number handy in case their application is delayed.

Step	Action
35)	The **Application** is now complete. **Applications are processed every hour beginning at 8AM to 10PM, every day of the week.** If students do not receive an admissions email from San Diego College of Continuing Education within one business day, have them submit a help desk ticket.

Additional Information

Step	Action
1)	**Homeless Students** If a student is homeless, they will click **Yes** on the Homeless indicator when creating their CCCApply account.

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

Are you currently homeless? *

● Yes   ○ No   ←

If a student is homeless, click **Yes**.

The Permanent Address page will not appear.

Click **Next**.

Next >

Step	Action
2)	On the **Current Mailing Address** page, if the student does not have an address, click **"I have no current mailing address because I am currently homeless"**. If the student has a PO Box, complete the address fields.

Current Mailing Address

☐ My current mailing address is **outside the United States** ?

☐ I have no current mailing address because I am currently homeless. ?   ←   If the student has no address, click **"I have no current mailing address because I am homeless"**.

Street Address ?

[   ]   ←   If the student has a PO Box, complete the mailing address fields.

[   ]

Include apartment number or suite

City ?

[   ]

State ?

[-- Select State -- ⌄]

Zip Code ?

[   ]

Confirm No Mailing Address

When the student with no address clicks the **"no current mailing address"** box, a new window will appear on the right hand side of the screen.

Click **Yes**, to confirm no mailing address.

When complete, click **Continue**.

I confirm that I have no current mailing address because I am currently homeless.

⦿ Yes - I'm homeless and I have no current mailing address.

○ No - I need to update my current mailing address.

Continue

Step	Action
1)	**My Applications** On the **My Applications** landing page, the student can view specific details about their account and previous applications they have submitted, even different schools that they have applied to. **Start a New Application** link will take the student to the application. Under the **Account Information** section, the student can view their personal information, and update if needed, by clicking on the **Edit My Account** link. Under the **Submitted Applications** section, the student can view all previously completed applications by clicking on the eye icon, under **View Application**.

SAN DIEGO COLLEGE OF CONTINUING EDUCATION

My Applications

Start a New Application

Start a New Application link will take the student to the application.

Account Information

Important: Please carefully review your account information for accuracy. This information is passed to the college with your application.

Legal Name & Address
Clark C Kent
3375 Camino Del Rio S
San Diego, CA 92108

Homeless: No
Preferred Name: Superman
Birthdate: December 18, 2003

Phone:
Email: ma
Preferred Method of Contact: email

Edit My Account

Under the **Account Information** section, the student can view their personal information, and update if needed, by clicking on the **Edit My Account** link.

Submitted Applications

You cannot modify or resubmit applications you have already submitted. If you need to make a change to your application, please contact the college directly.

App ID	College	Type	Submit Date	View Application	View Links
283	San Diego College of Continuing Education	Noncredit	October 29, 2023	👁	⚙

Students can view all previously completed applications by clicking on the eye icon, under **View Application**.

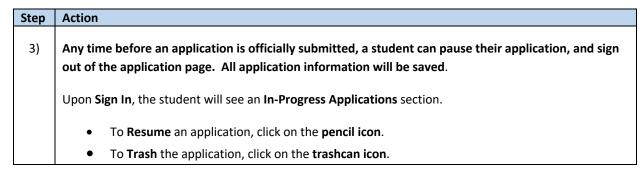| Step	Action
2)	**Edit My Account** When the student clicks on **Edit My Account**, updates to the following can be completed: • Phone Number • Email Address • Legal Name (First, Middle, Last) • Suffix • Address • Date of Birth **NOTE**: If a student changes their name on their CCCApply application, but does not change it formally in Campus Solutions, their application will Suspend because their name does not match. Additionally, be sure to remind the student not to leave the **First Name** blank. This will create an Error in Campus Solutions and delay their application. Click **Save** when all new information has been entered.

SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

Details saved here will be used in the event that you need to recover your account.

Edit Account

Phone and Email can be updated here.

NOTE: if Email is updated, the student will need to re-confirm their CCCApply account.

* Required field

Preferred Method of Contact *

Mobile

Email Preferred

Phone	Phone type	Email *	Verified ☑

mafc...

For international numbers insert + before country code

Make Preferred

By providing your cell phone number, you consent to receiving periodic messages. Message frequency may vary. Message and data rates may apply. Text "HELP" for help. Text "STOP" to cancel.

Legal Name

NOTE: if a student changes their **Legal First Name** on their CCCApply application, but does not change it formally in Campus Solutions, their application will Suspend because their name does not match.

Be sure to remind the student not to leave the **First Name** blank. This will create an Error in Campus Solutions and delay their application.

Legal First Name
Clark

Legal Middle Name
C

Legal Last Name *
Kent

Suffix
None

Preferred Name
Superman

Permanent Address (Domestic/International) ℹ

Are you currently homeless? *
○ Yes ● No

Country *
United States

Zip Code *
92108

Street 1 *
3375 Camino Del Rio S

Street 2

City *
San Diego

State *
California

Date of Birth

Date of Birth * ℹ

12/18/2003

Confirm Date of Birth *

12/18/2003

Change password

When all information has been updated, click **Save**.

Cancel   Save

Step	Action
3)	**Any time before an application is officially submitted, a student can pause their application, and sign out of the application page. All application information will be saved**.

Upon **Sign In**, the student will see an **In-Progress Applications** section.

- To **Resume** an application, click on the **pencil icon**.
- To **Trash** the application, click on the **trashcan icon**. |

Troubleshooting Errors

1. If the student would like to apply to both Credit and Noncredit for the same term, be sure the Noncredit application is completed first. Otherwise, the Noncredit application will error. If the student has already completed the Credit application, have them complete the Noncredit application for a different admit term, then inform Admissions and Record the Noncredit admit term needs to be updated.
2. Be sure the Legal First Name is not left blank. This will result in an application error and a delay in processing.
3. If a student's application is stuck on the Edit Application page, sign out of the application, and clear the browser by clicking on the "X" icon on the upper right-hand corner of the screen. Re-open a new browser session, and sign into the application again.

CCCAppply Student Help Desk

- Online: ccchelp.info
- Phone: (877) 247-4836
- Email: support@openccc.net
- TTY: (877) 836-9332

SDCCD Help Desk

If a student does not receive their application confirmation within one business days, please have the student submit a help desk ticket at the following address:

https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/34/create/54