

# Step-by-Step Guide to SBCC Online Application



## CREATE YOUR CCCAPPLY ACCOUNT:

1. Go to [www.sbccc.edu/dualenrollment](http://www.sbccc.edu/dualenrollment) and click on the “APPLY” button.
2. Scroll down to **How to Apply** and click the red “ONLINE” link to open CCCApply
3. If you have previously applied to the college, use your CCCApply username and password to sign in or retrieve your login information and jump to step 13. **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.
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” and click “I Decline” when the error window pops up 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 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 #, and security questions and answers. **SAVE YOUR USERNAME & PASSWORD! YOU WILL NEED IT FOR ALL FUTURE SBCC CLASSES.**
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 APPLICATION:

11. Click on “Start Application” and on the next page click on “Start Application” again.
12. Select the **Term** you wish to take class. For Major/Area of Study, scroll down to the last entry “**Dual Enrollment Student.**” For educational goal, select “**Complete Credits for High School Diploma.**” Click “Continue.”
13. 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.”
14. Complete Personal Information and click “Continue.”
15. Verify your parent/guardian address and click “I Need to Edit the Address” **OR** “The Address is Correct.”
16. On the next page under College Enrollment Status select “**Enrolling in College and High School at the Same Time.**” Complete the rest of the questions and click “Continue.”
17. For “Citizenship,” click on your citizenship status. If undocumented, select “Other” and click the small box that says “No documents.” Choose your military status and then click “Continue.”
18. Complete “Residency” questions. California Residency for most should be “Yes.” “Special Residency Categories” for most should be “No” unless you are a foster youth/ward of the court. “Out-of-state Activities” for most should be “No.”
19. “Needs & Interests” and “Programs & Services” only apply when you are done with high school and attending SBCC full-time. Click “Yes” that you are comfortable reading/writing in English and click “No” for the rest of the questions. Leave Programs & Services blank.
20. In “Supplemental Questions,” select “**No transfer plans**” and answer the remaining questions.
21. On the next page, click “I Consent,” then “Continue.”
22. On the next page, review your application and make sure all your information is correct. Did you select the right term? Did you select “Dual Enrollment Student” and “Complete credits for high school diploma or GED?” Did you select “Enrolling in high school and college at the same time?” Did you select “No transfer plans?”
23. Click the two small boxes in “Submitting Your Application” then click on “Submit My Application.”
24. **Congratulations!** If this is a class assignment, print or screenshot the confirmation page to show your teacher. You have now completed the SBCC application for admission. Your confirmation page should look like this...

### Confirmation

Your application for admission has been submitted to Santa Barbara City College. Thank you.

Name	Ricardo James Lopez
CCCID	AEU1126
College Applied to	Santa Barbara City College
Term Applied for	Spring 2015
Email Address	ricardojames@gmail.com
Submission Date & Time	01/12/2015 2:37:00 PM
Confirmation Number	1307042