

Step-by-Step Guide to SBCC Online Application



CREATE YOUR CCCAPPLY ACCOUNT:

1. Go to www.sbcc.edu/dualenrollment and click on **Apply and Register/Classes at SBCC**.
2. Next, click on **online here** under **Step 2**.
3. Next, click on **ONLINE** under **How to Apply**.
4. If you have previously applied to the college, use your original CCCApply username and password to **Sign In** or retrieve your login information and jump to step 11. **If you are having trouble logging in, call CCCApply at (877)247-4836**. If you have not previously applied, click **Create an Account**.
5. After you click, "Create an Account", click the blue button **Begin Creating My Account**.
6. Complete your account information carefully and professionally.
7. If you have a social security number, list it. If not or you do not wish to provide one, check the small box that says "Do not have a social security number". 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. Next, click **Continue**. If you did not use a SSN, click **I Decline** when the error window pops up.
8. Add your email address, phone number and permanent mailing address. Click **Continue**.
9. 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.**
10. Click the **"I'm not a robot"** box and then click on **Create My Account**. Write down the CCCID#.
11. Click **Continue**, and next you will start the Application for Admission.

COMPLETE THE APPLICATION:

12. Click on **Start Application**.
13. Select the **Term** you wish to take the class. For **Educational Goal**, select **Complete Credits for High School Diploma or GED**. For **Intended Major/Program of Study**, SCROLL DOWN TO THE BOTTOM OF THE LIST and select **Dual Enrollment Student**. Click **Continue**.
14. In the next window, scroll to the bottom under **Current Mailing Address** and click the first small box that says "My mailing address is the same as the Permanent Address in my OpenCCC Account above." DO NOT CLICK ON THE 2ND BOX. Now, click **Continue**.
15. Complete the Personal Information page, enter in your parent's name, their education level, your Race/Ethnicity and click **Continue**. Next, verify that your address is correct.
16. On the next page under **College Enrollment Status** select **Enrolling in high school (or lower grade) and college at the same time**. For **Last High School Attended**, **ALWAYS** click the bubble that says **"I attended high school"**. 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 **U.S. Military Status** and then click **Continue**.
18. Complete the **Residency** questions. **California Residence 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. Click "Yes" that you are comfortable reading/writing in English and click "No" for the rest of the questions. Leave **Programs & Services boxes** BLANK, and click **Continue**.
20. In the **Supplemental Questions** section, select **"No transfer plans"** and answer the remaining questions.
21. Under **SBCC Promise**, as a dual enrollment student, you are not yet eligible, therefore select **"No, I do not consent/I am not eligible"**. Under **Support SBCC**, select **"NO"** and click **Continue**.
22. On the next page, click **"I Consent,"** then **Continue**.
23. 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?"
24. Click the two small boxes in **"Submitting Your Application"**.
25. **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