

OPEN CCC APPLY HELPFUL TIPS FOR HIGH SCHOOL STUDENTS

1. Use your legal name to avoid confusion.

The screenshot shows the 'Create Account' page for OpenCCC. The page title is 'Create Account' and the subtitle is 'Personal Information: Page 1 of 3'. There are navigation links for 'Welcome', 'Create Account', and 'Recover Account'. A 'Sign In' button and a 'Create a new account' link are visible on the left. The main form section is titled 'Legal Name' and includes instructions: 'Enter your legal name as it appears on official documents such as your government issued ID.' The form fields are: First Name (Bred), Middle Name (Luther), Last Name (Bergman), and Suffix (None). There are checkboxes for 'Check this box if you do not have a first name' and 'Check this box if you do not have a middle name'. Below the name fields are radio buttons for 'Yes' and 'No' with the question 'Do you have a previous name (such as a maiden name)?'. The 'Date of Birth' field is partially visible at the bottom.

2. YOU MUST KNOW YOUR SOCIAL SECURITY NUMBER to submit application!

The screenshot shows the 'Social Security Number' section of the application form. It includes a disclaimer: 'The information is used for provision of services or to verify information with external, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to residency, guardianship, and admission of minors to college. This information will not be used in making admissions decisions except as permitted by law.' The 'Date of Birth' field is filled with '11/4/1971'. The 'Social Security Number' section has the following text: 'The Social Security number is used as a means of identifying student records and to facilitate financial aid.' There is a checked checkbox for 'I plan to apply for admission to college or financial aid.' Below this, it says 'Additionally:' followed by two bullet points: 'The Social Security number is required to claim tax credits for higher education costs known as the Hope Scholarship Tax Credit and Lifetime Learning Credit in accordance with the Taxpayer Relief Act of 1997.' and 'This information may be provided to the Chancellor's Office of the California Community Colleges for purposes of evaluating, auditing, and improving state education programs under California Law (Chapter 1450, Stats. 1985)'. It also states 'Your information is protected by secure transmission and by the provisions of the Privacy Policy.' and 'Your Social Security number must be accurate to ensure the integrity of your permanent record.' There are two input fields for 'Social Security Number' and 'Repeat Social Security Number'. At the bottom, there is a checked checkbox for 'Check this box if you have no Social Security number or decide to provide it.' and 'Continue' or 'Cancel' buttons.

3. If you do not have a SSN: DO NOT PUT ANYTHING IN THAT SPOT
 - a. When it asks "Do you decline..." say YES and continue

This information is used for protection of minors in online transaction environments, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to residency, guardianship, and admission of minors to college. This information will not be used for any other purpose.

Providing Your Social Security Number

You have chosen not to provide your Social Security number (SSN). This is your right, but there are several reasons why it may be to your advantage to provide your SSN on this application. These include:

- **Speedier Application Process** - Some colleges may require you to contact them for a substitute ID number if you do not provide your SSN.
- **Availability of Your Records** - Providing your SSN is the best way to make sure your records are accessible when you need them. If you do not provide your SSN:
 - Your enrollment or degree may not be found in the National Student Clearinghouse.
 - Employers may not be able to verify that you received a degree or certificate.
 - You may encounter difficulties sending transcripts to other colleges or universities.
- **Financial Aid** - Your SSN is required when applying for federal and state aid programs.
- **Tax Credits and Deductions** - Providing your SSN helps you (or someone claiming you as a dependent) receive tax credits or deductions to which you are entitled.

All CCCApply institutions are required by law to keep your SSN private and secure and not to reveal it without your permission. If you provide your SSN, you can be confident that it will not be misused. Please either enter your Social Security number or click "I Decline".

4. Make sure you use an email that you check regularly, you will receive your application confirmation to this address.

OpenCCC Welcome Create Account Recover Account

Create Account

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

Repeat Email Address

Telephone

Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancellations, 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

888-888-XXXX 10 to four digits

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

5. REMEMBER YOUR USER NAME AND PASSWORD

The screenshot shows the 'Create Account' page for OpenCCC, specifically the 'Security and Credentials' section, Page 3 of 3. The page has a navigation bar with 'Welcome', 'Create Account', and 'Recover Account'. A 'Sign in' button and a 'Create a new account' link are on the left. The main content area is titled 'Create Account Security and Credentials: Page 3 of 3' and includes a 'Continue & Finish' button. The 'Username and Password' section contains three input fields: 'Username' (with the value '129500bb' and a message 'The Username you entered is available. Minimum 6 characters (letters, numbers, special characters)'), 'Password' (with masked characters and a message '7 to 20 characters (letters and at least one number)'), and 'Repeat Password' (with masked characters). Below the fields are two bullet points: 'Be sure to record your username and password for later use.' and 'Please do not share your account with others, even family members.' A 'Security PIN' section is partially visible at the bottom.

6. Make sure you select: SUMMER/FALL 2015 for August 2015
7. Be mindful about Financial Aid when choosing a major (some certificate programs are not eligible!)
8. "Undecided" as a goal does not qualify for Financial Aid

The screenshot shows the 'Enrollment Information' page for the College of the Sequoias. The page has a navigation bar with 'Welcome Brad Bergman', 'Sign Out', 'My Applications', and 'Help'. A 'Continue & Finish' button is in the top right. A left sidebar contains navigation links: 'Introduction', 'Enrollment Information' (highlighted with a yellow arrow), 'Accounting Information', 'Personal Information', 'Location', 'Community/Visitors', 'Academy', 'News & Events', and 'Support'. The main content area is titled 'Enrollment Information for College of the Sequoias' and contains three dropdown menus: 'Term Applying For' (selected: Summer/Fall 2014), 'Intended Major or Program of Study' (selected: AS Aeronautical and Aviation Tech (Financial Aid Eligible)), and 'Educational Goal' (selected: Transfer to a 4-year institution without an associate degree). At the bottom are 'Save' and 'Continue' buttons.

9. Be accurate when selecting your parents' level of education

COLLEGE of the SEQUOIAS

Welcome Brad Bergman | Sign Out | My Applications | Help

Personal Information Continue & Expand

Gender
This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose.
Gender: Female

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:
Unknown
-- Select Education Level --
Grade 9 or less
Some high school; did not graduate
High school graduate (diploma, GED, or equivalent)
Some college credit, no degree
Associate's degree (for example: AA, AS)
Bachelor's degree (for example: BA, BS)
Graduate degree (Master's, Ph.D., or professional degree beyond Bachelor's)
Unknown
No parent or guardian raised me

Please indicate the highest level of education that you believe the parent or guardian attained.

10. ENTRY LEVEL: Select First-time student in college after leaving high school

Education Continue & Expand

Entry Level
Your enrollment status as of 05/26/2014
First-time student in college (after leaving high school)

High School Education
High school education level as of 05/26/2014
Received high school diploma from U.S. school

High school completion date: Month: June, Day: 15, Year: 2014

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

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

Last High School Attended

11. HIGH SCHOOL EDUCATION: Choose Received high school diploma and put down the date you WILL graduate

The screenshot shows a web form titled "Last High School Attended". On the left is a navigation menu with "Review Application" and "Continue" buttons. The main form area has four radio button options: "I attended high school." (selected), "I was homeschooled in a registered homeschool organization.", "I was independently homeschooled.", and "I did not attend high school and was not homeschooled.". Below these are dropdown menus for "Country" (United States) and "State" (California). A text input field contains "Tulare Union High, Tulare" with a "change" link below it. Further down are input fields for "School or Organization" (Tulare Union High) and "City" (Tulare). Below this section is a "College Education" section with a dropdown menu set to "No degree".

12. CITIZENSHIP: If you have a green card, you select Permanent Resident = but you must know the number!

The screenshot shows a web form titled "Citizenship/Military". On the left is a navigation menu with "Introduction", "Enrollment Information", "Account/Mailing Information", "Personal Information", "Education", "Citizenship/Military" (highlighted), "Direct Service", "Needs & Interests", "Supplemental Questions", "Consent", and "Review Application". The main form area has a "Citizenship" section with a dropdown menu for "Citizenship Status" showing options: "Other", "-- Select Status --", "U.S. Citizen", "Permanent Resident", "Temporary Resident / Amnesty", "Refugee / Asylee", "Student Visa (F-1 or M-1)", and "Other". A tooltip below the dropdown says "Select whether you are a U.S. citizen or, if not, your status in the United States." Below this is a "U.S. Military/Dependent of Military" section with a dropdown menu for "U.S. Military status as of 05/26/2014" set to "-- Select Status --". At the bottom are "Save" and "Continue" buttons.

13. Make sure you answer Military Question accurately!

The screenshot shows the 'Citizenship/Military' section of an application form. On the left is a navigation menu with 'Citizenship/Military' highlighted. The main content area is titled 'Citizenship/Military' and includes a 'Citizenship' section with dropdown menus for 'Citizenship Status' (set to 'Other') and 'Visa Type' (set to '-- Select Visa --'). Below this are checkboxes for 'No documents' and a checkbox for 'Check this box if you do not have any documents (Visa or Alien Registrations)'. There are also date fields for 'Visa/Alien Registration Issue Date' and 'Visa/Alien Registration Expiration Date'. A 'U.S. Military/Dependent of Military' section follows, with a dropdown menu set to 'None apply to me'. A 'Continue A Español' button is in the top right.

14. REVIEW YOUR APPLICATION THOROUGHLY!!! If you are unsure, do not hit submit until ALL your questions are answered

The screenshot shows the 'Review Application' page. At the top is the 'COLLEGE of the SEQUOIAS' logo and a user welcome message 'Welcome Brad Bergman' with links for 'Sign Out', 'My Applications', and 'Help'. A 'Continue A Español' button is in the top right. The left navigation menu shows 'Review Application' as the active page. The main content area has a 'Save as PDF' link and a confirmation message: 'Please confirm your application is complete and accurate at the bottom of this page. Note: All tabs must be checked complete before you can confirm.' Below this are three sections: 'Enrollment Information' (Term: Summer/Fall 2014, Major: AS Aeronautical and Aviation Tech, Goal: Transfer to a 4-year institution), 'Account/Mailing Address' (OpenCCC Account: Name Brad Luther Bergman, Address 19240 Road 152, Tulare, CA 93274, Phone 559-593-3082).