



## **HOW TO APPLY ONLINE USING OpenCCCApply**

► **If you apply to any California Community College you will use the SAME OpenCCC username and password that you create today.**

Go to [www.chaffey.edu](http://www.chaffey.edu)

- In the left-hand column select the fourth option, “Application”
- Click the “Apply Online Now” button
- Read **ALL** directions and information; scroll down and click on the CCCApply button

► **Before applying to Chaffey you must first have an OpenCCC account.**

- If you’ve **never** applied online to-- Chaffey College, click “**Create an Account;**”
- If you **have** applied to Chaffey College before and have an account, click “**Sign In**”

► **NOTE: To create an account you MUST have a PERSONAL email address. DO NOT USE YOUR HIGH SCHOOL EMAIL ADDRESS!!**

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To begin (OpenCCC Apply): click on the “Create an Account” button.

1. Complete boxes with your **Legal Name & Date of Birth**
2. **Social Security Number (SSN):** click “**I plan to apply for admission to college or financial aid;**”  
Enter your SSN.
  - **If you do not have a Social Security Number (SSN), can’t remember it or decline to provide it, check the box at the bottom and then click “Continue.”**
  - **A second box will pop up confirming you decline to enter your (SSN). Click “I Decline”**
3. Enter your personal Email Address (**not your high school email**), Telephone, and Permanent Address. Click “**Continue.**”
4. Create **Username and Password, Security PIN, and Security Questions** (so the system can give you a password hint if you forget it); **Please use the box below to write the info you created.** Type the identification code, then click “**Create My Account.**”
5. Once your account has been created, click “**Continue.**”
6. Click the “**Start a New Application**” button.



Need help accessing your account?

OpenCCC technical support:

Call: 1(877)247-4836  
Email: [support@openccc.net](mailto:support@openccc.net)

# Chaffey College

**Read ALL directions and information in the “Introduction” section. When you are ready to start your application, please select “Start Application”**

►**SAVE ALL NUMBERS, USERNAME AND PASSWORDS, in your phone for future access to your account.**



**→We have provided the answers to important questions throughout this application. The answers are listed in the order in which you will answer them.**

## Enrollment Information

- **Select the upcoming term/semester for which you are applying: SUMMER, FALL, or SPRING**
- **Educational Goal- select “Discover/formulate career interests plans, goals.”**
- **Intended Major/Program of Study: “IGETC/UC.”**

## Account and Mailing Information

- **Social Security Number (SSN)**

Check this box if you **do not** have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time.

International students, nonresident aliens, and other exceptions, may not have a Social Security Number (or Taxpayer Identification Number) and should check this box.

- *Mailing Address & Permanent Address* are usually the same; check the first box if accurate.
- If you did not provide a Social Security Number (SSN) click the “I Decline” button.

## Education

- **College Enrollment Status: “Enrolling in high school (or lower grade) and college at the same time.”**
- **High School Education: “Will be enrolled in high school (or lower grade) and college at the same time.”**
- **Last High School Attended: “I attended high school.”**
- Select the **Country** and **State** of your high school. Begin typing the name of your High School; the name of your school should pop up.
- College Education: “**No degree.**”
- College Universities attended: click “**None.**”
- **When asked to enter high school start & end date, you may enter approximate dates (08/15/yyyy - 05/25/yyyy)**

## Citizenship/Military

- **Citizenship: Select the most appropriate answer from the drop down selection. If you don’t have a Social Security Number (SSN) or other identifying number, answer “Other.”**

## Supplemental Questions

- Answer all questions appropriately. (TANF: government assistance such as CalFresh, Medi-Cal, Cal-Works, etc.)
  - **Emergency contact: PLEASE ENTER CONTACTS FULL NAME, not just “Mom” or “Dad”**
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**Please raise your hand to have a Chaffey representative review your application.**

**DO NOT SUBMIT APPLICATION WITHOUT REVIEW!!**

### Review Application

- Review your application carefully and make any necessary changes.
- All sections must be checked as “verified and complete” before you can confirm.

#### **Status Indicators:**

 Current Page

 Incomplete

 **Verified and Complete**

If you are filling out the application on your own, please review your answers carefully to ensure you have the answers provided on this sheet.

**You will not be able to make corrections once the application has been submitted.**

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### Confirmation

- If available, **Print the confirmation page for your records** or “Copy and Paste” the page and then email it to yourself so if you attempt to register and encounter problems with your application, you can contact Chaffey College Admissions & Records with your confirmation number to find out what the problem is.
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**Your confirmation is NOT your Chaffey ID Number!!!**

### GO TO YOUR EMAIL!

An email titled “Welcome to Chaffey College” will be sent to your account with your **7-digit Chaffey College Student ID Number (SID)** within 48 to 72 hours.