

Sierra College Academic Enrichment Instruction Guide

PLEASE READ: Students are responsible for reading these instructions completely and follow **ALL** steps. The GBHS Counselors **cannot** assist with this process outside of advising the correct course to take at Sierra College. **Do not submit paper copies of the Permission Form.**

Students are required to read ALL of the [Sierra College Academic Enrichment Policies](#) before enrolling

Step 1: Create Your CCCApply Account (New Students Only - If you have taken a Community College course before skip to Step 2)

- Go to [CCCApply](#) and sign up using your **personal email address** (not your school email).
- **Save your account email and password**—you will need them in the next step.

Personal Email	
CCCApply Password	

Step 2: Submit Your Sierra College Application

- Log back into [CCCApply](#) with your login details from Step 1.
- Start a new application and make sure to select **Academic Enrichment**

Step 3: Activate or Update Your mySierra Account

- Check your email inbox for a "**Welcome to Sierra**" email (arrives within 24 hours)—**save this email!**
- Follow the prompts to create your new password.

mySierra Username	
Sierra Email Address	
mySierra Password	

Step 4: Submit the Academic Enrichment e-Form **THIS IS AN ELECTRONIC FORM**

- **CLICK and SCROLL DOWN TO "STEPS TO ENROLL - STEP #4" and CLICK ON THE CURRENT ACADEMIC ENRICHMENT PERMISSION FORM BUTTON.**
- Log in using your **mySierra username and password** to complete the student section.
- Follow all instructions carefully.
- If the course you are taking requires pre-requisites, **attach your transcript to the form**. Transcripts can be downloaded from student Aeries accounts.
- Pre-requisites are listed in the Sierra College course catalog.

What Happens Next?

1. **Parent Approval:** If this is your first time taking a DE/College class, an email will **automatically** be sent to your parent/guardian to sign.
2. **High School & College Processing:** Once parent approval is received, the form **automatically** routes to your high school counselor and then to Sierra College staff.
3. **Registration Confirmation:** Once approved by your high school counselor, registration takes **up to 3 business days**. You can confirm your class schedule inside your mySierra account.
4. **Follow Up:** If you are not registered after 3 business days reach out directly to outreach@sierracollege.edu

Step 5: Accept Sierra College Terms and Conditions

Step 6: Register for classes in mySierra

Optional & Additional Steps

- **FERPA Release Form (Optional):** Complete the [FERPA Form](#) if you give permission for college instructors to speak with your parents regarding your record.
- **Student Accessibility Services (SAS) for IEP/504 Plans:** If you have an IEP or 504 plan in high school,
 - Complete the [SAS Student Application](#) and
 - Upload a PDF of your IEP/504 to receive accommodations [here](#).
 - An SAS staff member will call you within 24 hours of submission to schedule an appointment. Make sure your phone voicemail is set up and working!

Need Extra Help?

- **Help Center Article:** [How to access mySierra](#)
- **Help Video:** [Watch video](#) for all steps
- **Live Drop-in Help:** Join bi-weekly [Getting Started zoom sessions](#) hosted by Sierra College Outreach.
- **Sierra Specialist:** Ask your high school counselor to connect you with your assigned Sierra College Enrollment Specialist. Zoya schedule of visits to GBHS is in the weekly Grizzly Guide (Mondays)