Dual Enrollment Application Instructions

Please be sure to complete all the steps below. The application will take approximately 30 minutes to complete.

Step 1: Madera Community College Website

1. Open up a Google Chrome web browser and go to www.maderacollege.edu/dual.
2. Scroll down to the How to Apply section, click on Step 2: Apply to MCC, and click on the Apply Here button.

Step 2: CCCApply – Create an Account

1. If you have never applied to a community college or taken any High School Enrichment or Dual Enrollment classes, click on Create an Account.
   a. If you have applied to a community college through High School Enrichment or Dual Enrollment in the past, you will click on Sign In and follow the prompts to login. If you do not remember your login information, click on Recover Account and go through the steps to try and recover your account information.
2. Begin creating your account by using either your email or your mobile phone number.
   a. It is recommended that you <u>do not</u> use your high school email address. Emails from CCCApply do not always make it through your high school email's firewall.
3. Verify your account by typing in the verification code sent to you through your email or mobile phone.
4. Create your profile by using an email that you regularly check. This email account is where you will receive your college ID number in 48-72 hours.
   a. It is recommended that you <u>do not</u> use your high school email address. Emails from CCCApply do not always make it through your high school email's firewall.
5. Complete all the required information.
   a. Be sure to input your legal first, middle, and last name. If you have two last names, be sure to include both of them.
6. Create your password and WRITE IT DOWN or RECORD it somewhere. If you have to login in later to complete the application you will need this password.
7. Click the Create Account button and an Account Created dialogue box will appear with your CCCID number when you have successfully created your account.
   a. The CCCID number is <u>not</u> your college ID number. Do <u>not</u> place this number on your dual enrollment registration form.
8. Click Continue to move on to the application.

Step 3: Start a New Application

1. Click on Start a New Application
2. Complete the Enrollment page.
   a. **Term Applying For - IMPORTANT:** Select the option that says, "High School Enrich/Dual Enrollment."
3. Complete the Profile page.
4. Complete the Education page.
   a. **College Enrollment Status - IMPORTANT:** Select "Enrolling in high school (or lower grade) and college at the same time." You are <u>not</u> a first-time student in college. You are enrolling in high school and college at the same time.
   b. **Current or Most Recent High School Attended**
      i. Select "I attended high school."
      ii. **IMPORTANT:** When prompted to "Enter the name or city of the last school or homeschool you attended," type in the name and make sure to click on the high school in which you will be Dual Enrolled from the dropdown list. Clicking on the high school's name will autofill several additional fields of information.
         1. Note: You may have been home schooled, but you will be Dual enrolled at a high school, so please select "I attended high school."
5. Complete the Citizenship page.
   a. Note: If you are undocumented, select "Other" from the Citizenship and Immigration Status dropdown list and check the box "No Documents" under Visa Type.
6. Complete the Residency page.
7. Complete the Needs & Interests page.
   a. Note: You do <u>not</u> need financial assistance for Dual Enrollment.
8. Complete the Demographic Information page.
9. Complete the Supplemental Questions page.
   a. Primary Location – Select "Madera Community College."
   b. Income Information – Select "No" for the Displaced Homemaker question.
10. Complete the Submission page.
    a. **Review Your Application – IMPORTANT:** Click on "Review My Application" and double check the following information.
       i. **Enrollment Information –** Make sure the Term you selected is the "High School Enrich/Dual Enrollment" option.
       ii. **Profile Information –** Make sure you have your name spelled correctly. Once you submit your application and it is downloaded by Madera Community College, any name corrections will have to be made through the college's Admission and Records office.
       iii. **Education –** Make sure your Enrollment Status is "Enrolling in high school (or lower grade) and college at the same time" and the correct High School is listed.
    b. Submit Your Application – Click both boxes for "By Checking Here, I," to provide required permissions. Then click "Submit My Application." It is recommended that you take a screenshot or a picture of the confirmation information.

Step 4: Dual Enrollment Registration Form

After you complete the application, within 48-72 hours, you will receive an email to the address you provided that will provide you with your college ID number, a 7-digit number with NO LETTERS. Once you receive your college ID number, follow-up with your high school counselor to obtain and complete your Dual Enrollment registration form. You will need to place your college ID number on your registration form.

If you have any questions or need additional assistance, you can email the Dual Enrollment staff at dualenrollment@maderacollege.edu.