HIGH SCHOOL ENGLENGERSCHOOL

Application Instructions





STEP 1: MADERA COMMUNITY COLLEGE WEBSITE

- 1. Go to http://www.maderacollege.edu/hse
- 2. Scroll down to the Enrollment Guide section, click on Step 1: Complete the Online Madera Community College Application, click on "Complete the Online MCC Application Here" button.

Enrollment Guide

The two forms below will need to be filled out and completed before submitting them online. If you plan to fill them in online, be sure to open the forms in Adobe and not your internet browser. Please review each step below for more information about each form and how to submit them.

Complete the HSE (non-CCAP) Parent/Guardian Permission Form

Complete the High School Enrichment Packet

▼ Step 1: Complete the Online Madera Community College Application

Complete the Online MCC Application Here

Use this <u>Step-by-Step Guide to Applying</u> to assist you with completing the admission application to MCC. The application is a two-step process.

- 1. First begin creating an OpenCCC account or logging into your existing account by clicking on the Complete the Online MCC Application Here button above.
 - a. Make sure to use a personal email address when it asks for you to input an email address.
 - b. If you have taken classes in high school through the Dual Enrollment or High School Enrichment programs, you will have already created an account. If you do not remember your username and password, try to retrieve them on the CCCApply page by clicking on Sign In. You will then click on the "Forgot your password?" link and try to recover your information. If you need help logging in to your CCCApply account, you can call their support line at 1.877.247.4836.





STEP 2: CCCAPPLY — CREATE AN ACCOUNT

1. Click on "Create an Account" and follow the steps to create your account.

Application for Admission to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

Create an Account or

Sign In





USE YOUR EMAIL OR CELL PHONE NUMBER

- 2. Begin creating your account by using either your email or your cell phone number.
 - i. It is recommended that you use a personal email address. Emails from CCCApply do not always make it through your high school email's firewall.

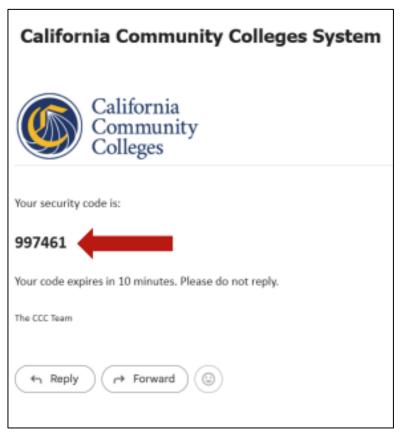
Create Your
Account
Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.
Email
Use mobile phone instead
Email My Verification Code
Back to Sign In

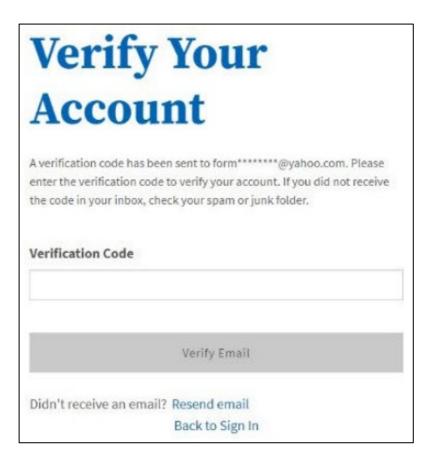




ENTER YOUR VALIDATION CODE

3. Verify your account by typing in the verification code sent to you through your email or cell phone.



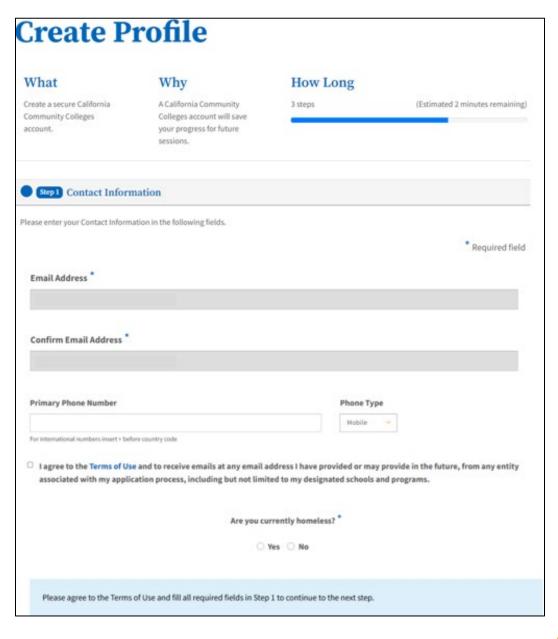






ENTER YOUR CONTACT INFORMATION

- 4. Create your profile by inputting a personal email address or phone number.
 - i. It is recommended that you do not use your high school email address.
 - ii. If you enter your phone number, include the area code followed by your phone number with no spaces, dashes, or parentheses.
 - a. For example; 5591234567
 - iii. Be sure to check the "I agree to the Terms of Use" box and answer the next question as it applies to you.



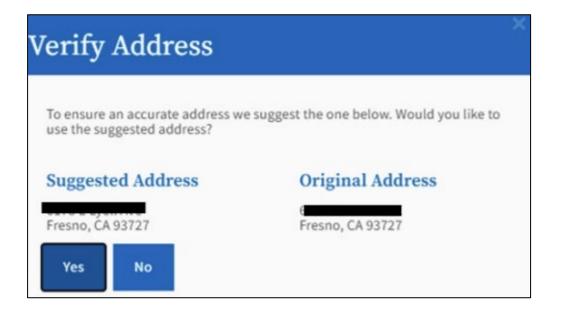




ENTER YOUR HOME ADDRESS

- 5. Enter your home address on the Street 1 line and leave the Street 2 line blank.
 - i. If you are prompted to Verify Address, just mark Yes to the Suggested Address.









ENTER YOUR NAME AND DATE OF BIRTH

- 6. Complete all the required information. Be sure to input your legal first, middle, and last name.
 - i. If you have two last names, be sure to include both.

Step 2 Personal Information	
	* Required field
Legal First Name	
Legal Middle Name	
Legal Last Name *	
Suffix	
None v	
Preferred Name	
Date of Birth * •	
mm/dd/yyyy 🗖	





CREATE YOUR PASSWORD

7. Create your password and WRITE IT DOWN or RECORD it somewhere. If you have to login later to finish the application, you will need this password. Then click "Create Account."

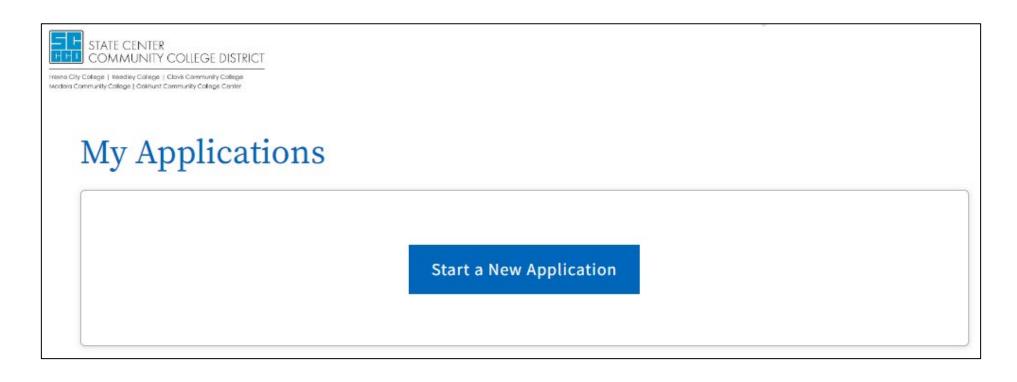
Password must:	
 not contain your name 	Password
— be at least 8 characters in length	
— contain at least one uppercase letter	Confirm Password
— contain at least one lowercase letter	
— contain at least one number	Create Account
 contain at least one of the following special characters (!, @, #, \$, %, ^, & or *) 	





STEP 3: START A NEW APPLICATION

1. After successfully creating your account, you will now complete the application to the college. Click on "Start a New Application."

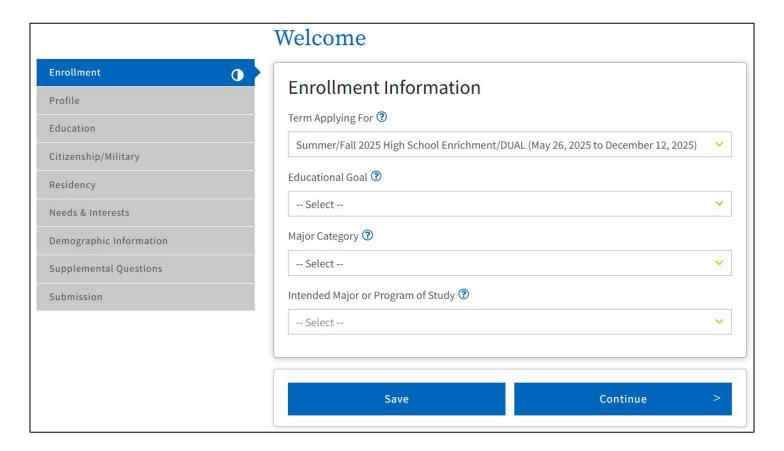






ENROLLMENT INFORMATION TAB

- 1. Term Applying For IMPORTANT: Select the option that says, "High School Enrichment/Dual."
 - i. Educational Goal, Major Category, Intended Major or Program of Study Whatever you select will not affect your application since you are currently a high school student.

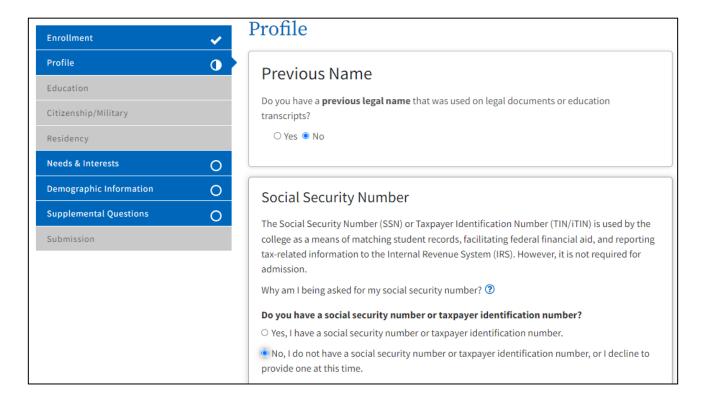






PROFILE TAB

- 3. Previous Name Answer the question as it applies to you.
- 4. Social Security Number Select "No" if you do not know it or do not have it with you. Submitting your application without your SSN will not affect your application because you are still a high school student.

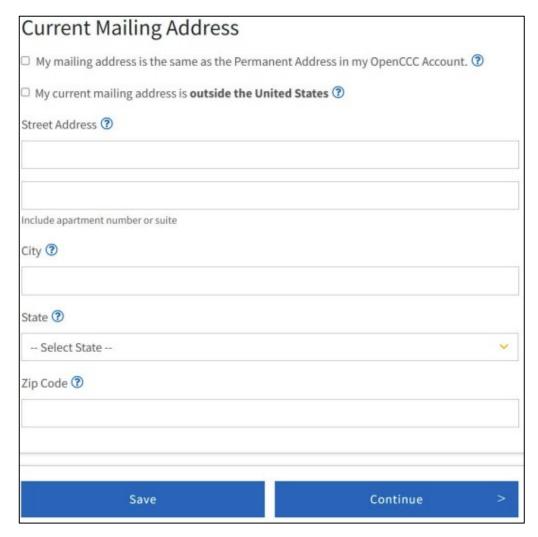






PROFILE TAB CONTINUED

- 5. Current Mailing Address Select the option "My mailing address is the same as the Permanent Address in my OppenCCC Account" if you receive your mail at the home where you live.
 - i. If you have PO Box where you receive your mail, do not select the "My mailing address is the same..." and input your PO Box information instead.

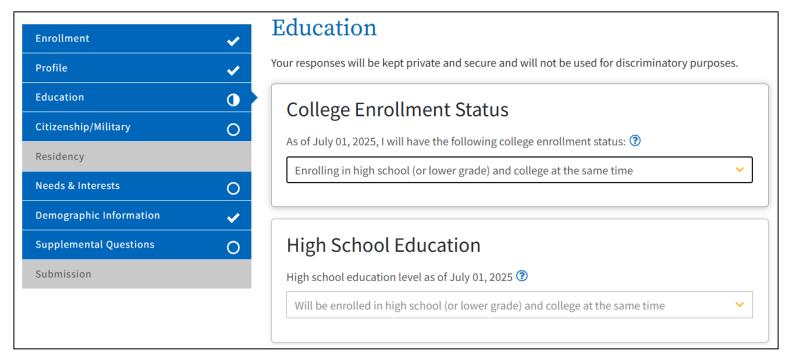






EDUCATION TAB: COLLEGE ENROLLMENT STATUS

- 6. College Enrollment Status IMPORTANT: Select "Enrolling in high school (or lower grade) and college at the same time."
 - i. You are not a first-time student in college. You are enrolling in high school and college at the same time.
- 7. Skip "High School Education" section







EDUCATION TAB: HIGH SCHOOL ATTENDED

- 8. Current or Most Recent High School Attended Select "I attended high school."
- 9. **IMPORTANT:** When prompted to "Enter the name or city of the last school or homeschool you attended," type in your school's name and make sure to click on your high school from the dropdown list that appears. Clicking on the high school's name will autofill several additional fields of information.
 - i. Note: You may have been home schooled, but you will be enrolled at a high school, so please select "I attended high school."

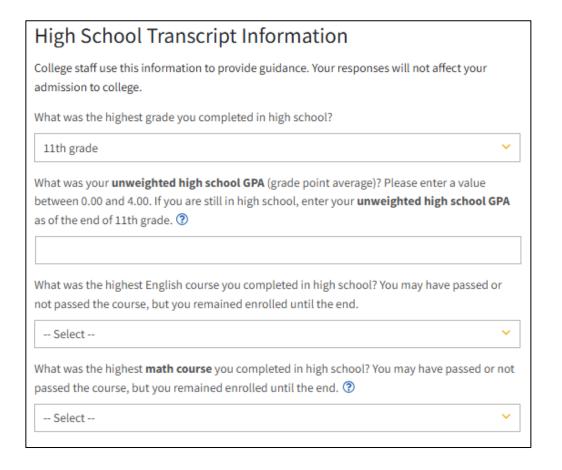
Current or Most Recent High-School Attended ®		
I attended high school.		
Country ①		
United States of America (the)		
State ①		
California		
Enter the name or city of the last school or homeschool you attended. Then make a selection from the list. madera		
Displaying 8 of 54 matches. Keep typing to narrow down search results.		
My school is not in the list		
Madera High Madera		
Madera Baptist Academy Madera		
Madera Christian Madera		
Madera South High Madera		
Madera Adult School Madera		





EDUCATION TAB: TRANSCRIPT INFORMATION

- 10. High School Transcript Information Input the information that is requested. If you do not have access to your unofficial high school transcripts, use your best educated guess.
 - i. NOTE: It is asking what is the highest grade level that you have completed in high school; not the grade that you are currently in.

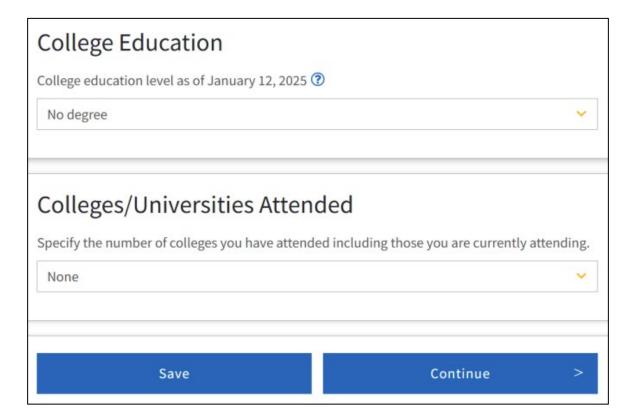






EDUCATION TAB CONTINUED

- 11. College Education Select "No Degree."
- 12. College/Universities Attended Select "None."







RESIDENCY TAB

- 13. Citizenship and Immigration/U.S. Military/Dependent of Military sections Answer the questions as they apply to you.
 - i. Note: If you are undocumented, select "Other" from the Citizenship and Immigration Status dropdown list and then check the box "No Documents" under Visa Type.

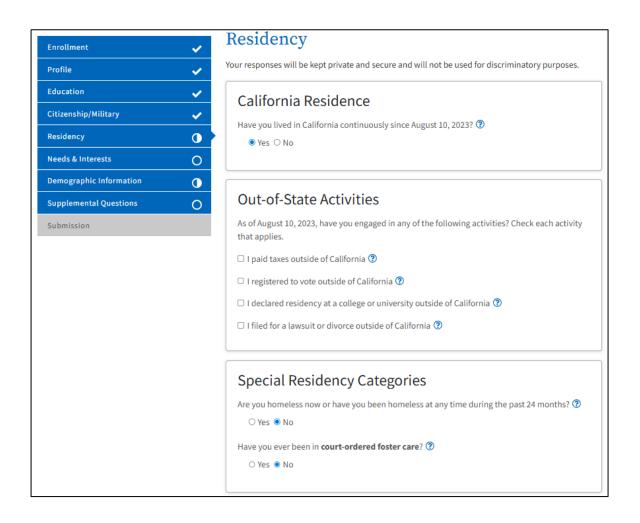






RESIDENCY TAB CONTINUED

- 14. California Residence Answer the question as it applies to you.
 - i. Leave the "Out-of-State Activities" question blank if you answer "Yes" to the California Residence question.
- 15. Special Residency Categories Answer the question as it applies to you.

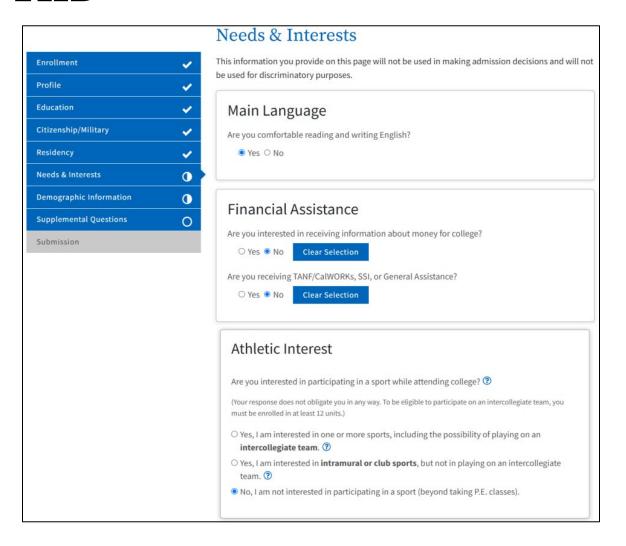






NEEDS AND INTERESTS TAB

- 16. Main Language Answer the question as it applies to you.
- 17. Financial Assistance and Athletic
 Interest Select "No" to both questions.
 - i. You do not qualify for financial aid and cannot play a sport for the college's athletic teams because you are still in high school.







NEEDS AND INTERESTS CONTINUED

18. Programs and Services – You may skip this section and leave it blank.

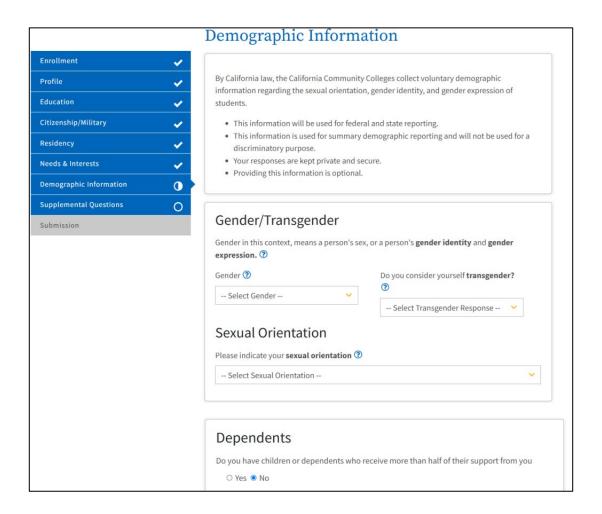
Programs & Services
Check the programs and services in which you are interested. (Not all college campuses offer
every program and service listed.)
□ Academic counseling/advising
☐ Basic skills (reading, writing, math)
□ CalWorks
☐ Career planning
□ Child care
□ Counseling - personal
□ DSPS - Disabled Student Programs and Services
□ EOPS - Extended Opportunity Programs and Services
☐ ESL - English as a Second Language
□ Health services
☐ Housing information
□ Employment assistance
□ Online classes
☐ Re-entry program (after 5 years out)
☐ Scholarship information
☐ Student government
☐ Testing, assessment, orientation
☐ Transfer information
□ Tutoring services
□ Veterans services





DEMOGRAPHIC INFORMATION TAB

19. Demographic Information – Answer these questions as they apply to you.

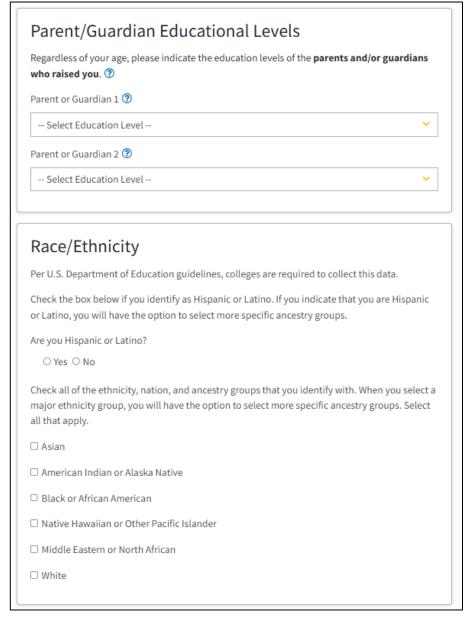






DEMOGRAPHIC INFORMATION TAB CONTINUED

- 20. Parent/Guardian Educational Levels If you do not know your parent's education level, just select "Unknown."
- 21. Race/Ethnicity Answer the questions as they apply to you.

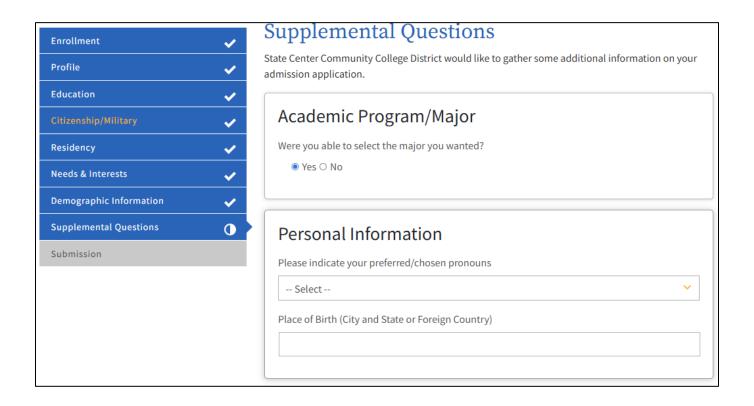






SUPPLEMENTAL QUESTIONS TAB

- 22. Academic Program/Major Select "Yes."
- 23. Personal Information Answer the questions as they apply to you.

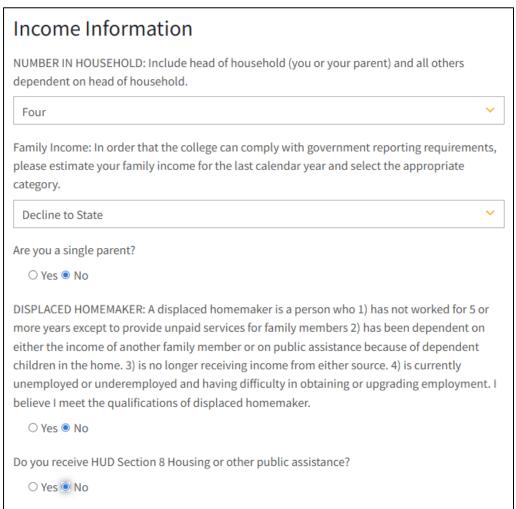






SUPPLEMENTAL QUESTIONS TAB: INCOME INFORMATION

- 24. Number in Household Select the number of people that live in your house; include yourself in the count.
- 25. Family Income You may select "Decline to State" if you do not know. Selecting this will not affect your application.
- 26. Remaining Questions Answer them as they apply to you.
 - i. If you do not know what a "Displaced Homemaker" or "HUD Section 8 Housing" is, just select "No."

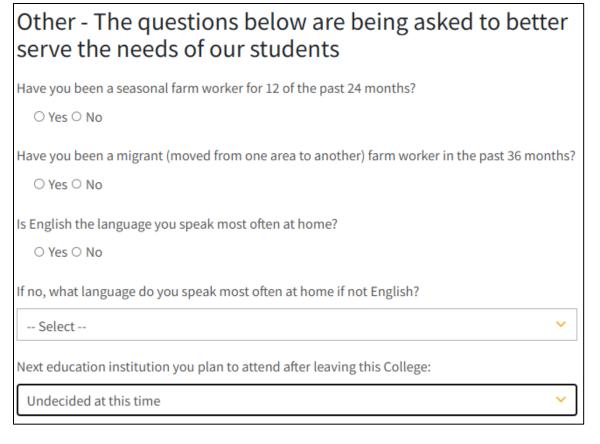






SUPPLEMENTAL QUESTIONS TAB: OTHER QUESTIONS

- 27. Additional Questions Answer these questions as they apply to you.
- 28. Next Education Institution Select "Undecided at this time."







SUPPLEMENTAL QUESTIONS TAB: MARKETING QUESTIONS

29. Marketing Questions – Select all the ways you have heard about our college.

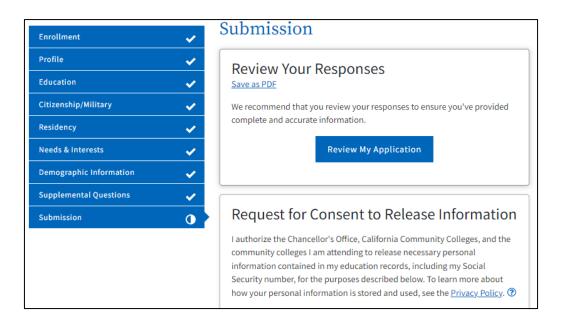
Marketing Questions: How did you learn about our college? Please mark all that apply.	
□ College or District website:	
☐ Movie Theater Commercial:	
□ Social Media:	
□ Email Message:	
□ Newspaper:	
□ County Fair:	
☐ High School Presentation:	
☐ High School Counselor:	
☐ High School Teacher:	
□ College Outreach Activity:	
□ Parents:	
□ Friend:	
□ Radio:	
□ Television	
□ Visit To Campus:	
□ Other:	





SUBMISSION TAB

- 30. Review Your Responses Click on "Review My Application" and double check the following information.
 - i. Enrollment Information Make sure the Term you selected is the "High School Enrichment/Dual" 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.







SUBMISSION TAB CONTINUED

31. Request for Consent - Select whichever response you are comfortable selecting.

32. Submit Your Application – Click both boxes for "By Checking Here, I," to provide required

permissions. Then click "Submit My Application."

Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the Privacy Policy. ?

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- . To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

I consent

I do not consent



Submit Your Application

You are about to submit your application to Madera Community College. NO CHANGES can be made to your application once it is submitted.

California state law "allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations

■ By Checking here, I,
■ declare that: ②

- · All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Madera Community College.

☑ By Checking here, I, acknowledge understanding that: ②

- Federal and state financial aid programs are available and may include aid in the form of
 grants, work study, and/or any available student loans. I am aware that I may apply for
 assistance for up to the total cost of my education including enrollment fees, books &
 supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.icanaffordcollege.com, and on most college websites.

Submit My Application



CONFIRMATION PAGE

33. It is recommended that you take a picture or screenshot of the confirmation page for your records in case there are any issues with processing your application.







NEXT STEP: COMPLETE HSE PACKET

After you complete the application, within 24-48 hours, look for an "Admission Acknowledgement" email from SCCCD Admissions & Records with your SCCCD College ID Number. Your SCCCD College ID Number is 7-digits long and only contains numbers, no letters. The email will be sent to the email address you used when creating your account. If you have not received an email after 48 hours, check your spam/junk folder.

Once you receive your college ID number, move on to the next steps in the Enrollment Guide on the High School Enrichment webpage.

If you have any questions or need additional assistance, you can email the Dual Enrollment staff at dualenrollment@maderacollege.edu or contact us by phone at 559.675.4160.



