CREATE YOUR CCCAPPLY ACCOUNT:

1. Go to www.sbcc.edu/dualenrollment and click on “Apply and Register/Classes at SBCC”.
2. Next, click on “online here” under Step 2, then ONLINE under How to Apply.
3. If you have previously applied to the college, use your original CCCApply username and password to Sign In or retrieve your login information and jump to step 11. If you are having trouble logging in, call CCCApply at (877)247-4836. If you have not previously applied, click “Create an Account.”
4. After you click, “Create an Account”, click the blue button Begin Creating My Account Complete your account information carefully and professionally.
5. If you have a social security number, list it. If not or you do not wish to provide one, check the small box that says “Check this box if you do not have a Social Security Number or TIN, or decline to provide one...”. Next, click Continue.
6. Enter your Email address, Telephone, and Permanent Address (don’t check the boxes). Click Continue.
7. Username and Password: Make one that is easy to remember. Make a 4-digit PIN #, and pick security questions and answers. SAVE YOUR USERNAME & PASSWORD! YOU WILL NEED IT FOR ALL FUTURE SBCC CLASSES.
8. Click the “I’m not a robot” box and then click on Create My Account. Write down the CCCID# (you will need this in order to set up your pipeline student portal).
9. Click Continue, and next you will start the Application for Admission.

COMPLETE THE APPLICATION:

10. Click on Start Application and/or Start New Application.
11. Enrollment Information: Select the term you wish to take the class in. For Educational Goal, select “Complete Credits for High School Diploma or GED.” For Intended Major/Program of Study select “Dual Enrollment Student.” Click Continue.
12. Account Information: Review for accuracy (no SSN needed). Under Parent/Guardian Information, click on the bubble that says “None of the statements above is true about me”, and type in a parent or guardian’s name. Under Current Mailing Address click the first small box that says “My mailing address is the same as the Permanent Address in my OpenCCC Account above.” DO NOT CLICK ON THE 2ND BOX. Now, click Continue and very your address on the pop-up box.
13. Education: College Enrollment Status select “Enrolling in high school (or lower grade) and college at the same time.” For Last High School Attended, ALWAYS click the bubble that says “I attended high school.” Complete the rest of the questions and click Continue.
14. Citizenship: click on your citizenship status. If undocumented, select “Other” and check the small box that says “No documents.” Choose your U.S. Military/Dependent of Military status and then click Continue.
15. Residency: California Residence for most should be “Yes.” Special Residency Categories for most should be “No”. Out-of-state Activities for most should be “No.”
16. Needs & Interests: Click “Yes” that you are comfortable reading/writing in English and click “No” for the rest of the questions. Leave Programs & Services boxes BLANK, and click Continue.
17. Demographic Information: Select your Gender, your Parent/Guardian Educational Levels, and Race/Ethnicity then click Continue.
18. Supplemental Questions: Future Transfer Plans, select “No transfer plans”, select your Primary Language and Employment Expectation (how many hours/week you work). SBCC Promise, as a dual enrollment student, you are not yet eligible, therefore select “No, I do not consent/I am not eligible.” Under Support SBCC, select “NO” and click Continue.
19. Submission: Review My Application and make sure all your information is correct. Did you select the right term? Did you select “Complete credits for high school diploma or GED?” and “Dual Enrollment Student”. Did you select “Enrolling in high school and college at the same time?” Did you select “No transfer plans?” Click “I consent”. FINALLY, check the two small boxes under “Submit Your Application” and click Submit My Application.
20. Congratulations! If this is a class assignment, print or screenshot the confirmation page to show your teacher. You have now completed the SBCC application for admission. Your confirmation page should look like this...