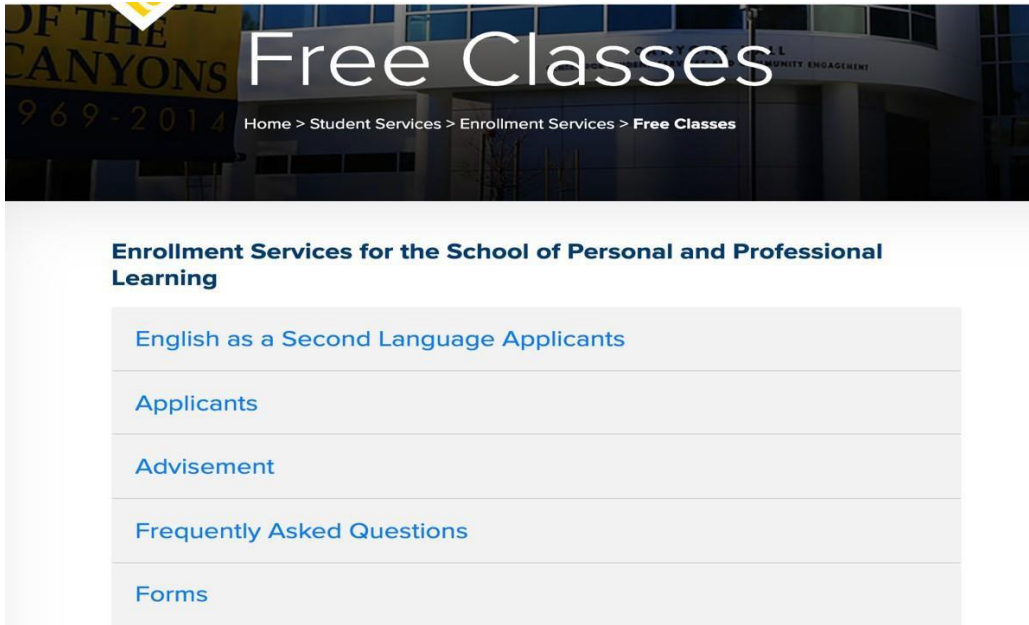


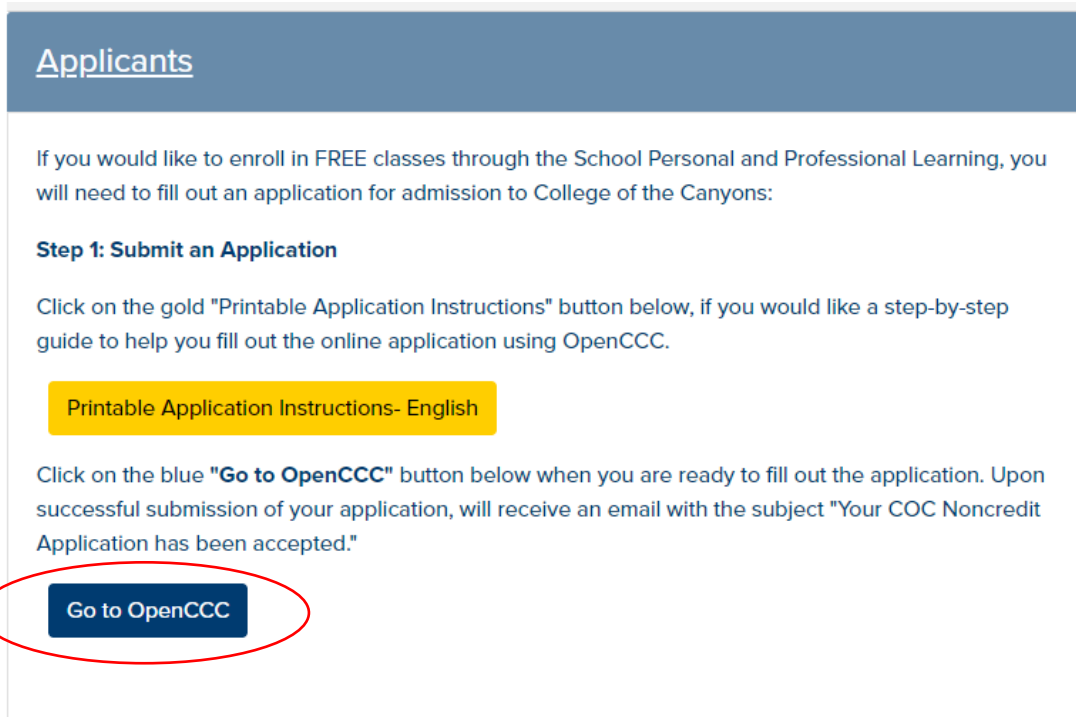
How to fill out COC's online application for admission using OpenCCC

Start at the Noncredit Enrollment Services webpage: <https://www.canyons.edu/freeclasses>

1. Select "Applicants"



2. Select "Go to OpenCCC"

A screenshot of the "Applicants" page. The page has a blue header with the word "Applicants" in white. Below the header, there is a paragraph of text: "If you would like to enroll in FREE classes through the School Personal and Professional Learning, you will need to fill out an application for admission to College of the Canyons:". This is followed by a section titled "Step 1: Submit an Application". Below this section, there is a yellow button labeled "Printable Application Instructions- English". Below the yellow button, there is another paragraph of text: "Click on the blue 'Go to OpenCCC' button below when you are ready to fill out the application. Upon successful submission of your application, will receive an email with the subject 'Your COC Noncredit Application has been accepted.'". At the bottom of the page, there is a blue button labeled "Go to OpenCCC" which is circled in red.

3. Click on “**Create my Account**” if you have never created an OpenCCC account at any California Community college. Click on “**Sign In**” if you have submitted a college online application before, including College of the Canyons.



Noncredit Application 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](#)

4. Creating your OpenCCC account is the first step in completing the application process.

Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you important information. You will need to provide an email address when you create your account.

Free email accounts are available from many sources:

- [Google Gmail](#)
- [Yahoo Email](#)
- [Microsoft Outlook](#)
- [Other Providers](#)

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC and the CCC Chancellor's Office do not endorse any particular email providers, and will have no liability should any issues arise with a particular email provider.

All information is kept secure and private as explained in the Privacy Policy. By creating an OpenCCC account, you are agreeing to the terms and conditions of the [Privacy Policy](#).

[Begin Creating My Account](#)

or

[Return to Sign In](#)

*****The next screens are time sensitive. If a timer box appears, please click on “Yes” to continue with the application***

5. Fill out your **first, middle, and last name**. If you do not have a middle name check the box under that field

Create Account

Personal Information - Page 1 of 3

Legal Name

Enter your legal name as it appears on official documents such as your government issued ID.

First Name [?](#)

Check this box if you do not have a first name [?](#)

Middle Name [?](#)

Check this box if you do not have a middle name [?](#)

Last Name [?](#)

Suffix [?](#)

Do you have a previous name (such as a maiden name)?

Yes No

Do you have a preferred name that is different than your legal and/or previous name?

Yes No

6. Enter your **birthday** in these fields (you will be doing it twice)

Date of Birth

This information is used for protection of minors in online transaction environments, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to residency, guardianship, and admission of minors to college. This information will not be used in making admissions decisions except as permitted by law.

Date of Birth

Month	Day	Year
<input type="text" value="January"/>	<input type="text" value="1"/>	<input type="text" value="1977"/>

Confirm Date of Birth

Month	Day	Year
<input type="text" value="January"/>	<input type="text" value="1"/>	<input type="text" value="1977"/>

7. If you have a **Social Security Number (SSN)** or **Taxpayer Identification Number (iTIN)** please select “yes” and enter the number. Click “**continue**” to move forward

Social Security Number

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

[Why am I being asked for my social security number?](#)

Do you have a social security number or taxpayer identification number?

Yes, I have a social security number or taxpayer identification number.

No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

Please enter your 9-digit social security number or taxpayer identification number.

Confirm your social security number or taxpayer identification number.

Continue or [Cancel](#)

- If you do not have a **Social Security Number (SSN)** or **Taxpayer Identification Number (iTIN)** please select “no.” Click on the box below if you meet those requirements and then click “**continue**” to move forward

Social Security Number

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

[Why am I being asked for my social security number?](#)

Do you have a social security number or taxpayer identification number?

Yes, I have a social security number or taxpayer identification number.

No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

Just Remember...

Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party including an employer or government agency. (26 C.F.R. § 1.6050S-1.) A SSN or TIN/iTIN is not required when IRS reporting is not required.

Check this box if you are a student enrolled exclusively in noncredit courses, an undocumented student, an international student, a nonresident alien, or another exception and do not have a social security number or taxpayer identification number.


Continue or [Cancel](#)


8. In the fields below, enter your **email address** (twice) and then enter your **telephone number**. If it is a cellphone, make sure you either **click** or **unclick** the box that authorizes text messages to be sent to you from the college

Contact Information - Page 2 of 3

Email


An email address is required for important messages, including information about college admission and registration. Please enter an email address that you check regularly.


Email Address 


Repeat Email Address 


Telephone


Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancelations, and emergency notifications. If you would like to receive text messages on your phone(s), please check the appropriate box(es).


Main Telephone Number 

 Extension 
up to four digits

I authorize text messages to the telephone number above, and accept responsibility for any charges that result. 


Second Telephone Number 


 Extension 
up to four digits


I authorize text messages to the telephone number above, and accept responsibility for any charges that result. 

9. Enter your **permanent address** in these fields. Click **“continue”**


Permanent Address


My permanent address is outside the United States. 


I have no permanent address because I am currently homeless. 
International, F1, M1, or J1 visa students MUST provide a permanent address.


Street Address 

Include apartment number or suite

City 

State 

Zip Code 

 or [Cancel](#)

10. Create a **username** and **password** (this information will be used for future applications of admission to any California Community College)

Security and Credentials - Page 3 of 3

Username and Password

To enable you to sign in later, you must choose a unique username for your account.

Username ⓘ

The Username you entered is available.
Minimum 6 characters (letters, numbers, special characters)

Password ⓘ

7 to 20 characters (letters and at least one number)

Repeat Password ⓘ

- Be sure to record your username and password for later use.
- Please do not share your account with others, even family members.

This username and password is only for the online application. You can disregard any emails you receive from “CCC Apply” or “OpenCCC.” You can retrieve this info later if you forget it and need to reapply to College of the Canyons as a student.

11. Create a **4-digit security pin**

Security PIN

For additional security, please create a 4-digit Personal Identification Number (PIN) for your account. Enter your PIN twice to make sure you type it correctly.

PIN ⓘ

Repeat PIN ⓘ

12. Select **three security questions** that will be used in case you forget your CCC apply account password in the future. Make sure you either take a picture of these or write them down. After, click on the box that says, **“I’m not a robot”** and then click **“Create my Account”**

Security Questions

If you forget your username or password, or if you want to change your password or PIN, you will be asked one or more of your personal security question. Please select three security questions you would like to be asked, and enter your answers to those questions.

First Security Question ⓘ
Where did your parents meet? ▼

Answer to the First Security Question ⓘ
Valencia

Second Security Question ⓘ
What was the name of your first pet? ▼

Answer to the Second Security Question ⓘ
Cougar

Third Security Question ⓘ
What was the name of your first boss? ▼

Answer to the Third Security Question ⓘ
Lisa



13. Once your account has been successfully created, you will get this confirmation page with your CCCID number. **(This is NOT your COC Student ID number)** To start your College of the Canyons Application for Admission click on **“Continue”**

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Your CCCID is: BSL7558

Next Step

Continue to a Secure CCC Application

Continue

Click “Continue”
to submit an application for admission for Summer 2021

14. BELOW IS **THE FIRST PAGE** of College of the Canyons Noncredit online application.

For classes that begin in June, you need to submit a Summer 2021 application

Complete each section until you reach the end. Once you have successfully completed and submitted your application for admission, you will receive an email from College of the Canyons titled, **“Your COC Noncredit Application Has Been Accepted”**

The screenshot shows the 'College Application' page for the College of the Canyons. On the left is a navigation menu with items: Enrollment, Account, Education, Citizenship/Military, Residency, Needs & Interests, Demographic Information, Supplemental Questions, and Submission. The main content area is titled 'Welcome' and contains the 'Enrollment Information' form. This form has four dropdown menus: 'Term Applying For' (set to '-- Select --'), 'Educational Goal' (set to '-- Select --'), 'Major Category' (set to 'Personal and Professional Learning (Free Classes)'), and 'Intended Major or Program of Study' (set to '-- Select --'). The 'Intended Major or Program of Study' dropdown is circled in red. Below the form are 'Save' and 'Continue' buttons. A blue arrow points from the red circle to the instruction below.

We do not have a Program of Study for the CETL class, so please select the following title from drop-down menu under **Intended Major or Program of Study**

“NC: Instructional Aide Training (Certificate)”

Please wait 24-48 hours to receive an email from freeclasses@canyons.edu entitled, **“Your COC Noncredit Application Has Been Accepted”**

IMPORTANT:

Because you are already a faculty member, you do not have to create a student CanyonsID account, even though you will be assigned a student email too.
Disregard the instructions in the Welcome email you receive and go straight to My Canyons to register for your class. If you do not have a “Registration Appointment,” please call Enrollment Services at (661) 362-3304 or email us at freeclasses@canyons.edu and we will assign one to you. Then, you will follow the instructions for Express Registration to enroll in NC.EDUC 105 - Section # 58956- 2021SU