

#### **Application Instructions**



#### **STEP 1: MADERA COMMUNITY COLLEGE WEBSITE**

#### 1. Go to <u>http://www.maderacollege.edu/hse</u>

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 a forms in Adobe and not your internet browser.	and completed before submitting them online. If you plan to fill them in online, be sure to open th . Please review each step below for more information about each form and how to submit them.
Complete the HSE (non-CCAP) Parent/Guar	dian Permission Form
Complete the High School Enrichment Packe	et la
<ul> <li>Step 1: Complete the Online Madera</li> </ul>	Community College Application
Complete the Online MCC Application He Use this <u>Step-by-Step Guide to Applying</u> process.	<b>re</b> to assist you with completing the admission application to MCC. The application is a two-step
<ol> <li>First begin creating an OpenCCC accour Here button above.</li> <li>a. Make sure to use a personal email ac</li> </ol>	nt or logging into your existing account by clicking on the Complete the Online MCC Application ddress when it asks for you to input an email address.
b. If you have taken classes in high scho created an account. If you do not rer	ool through the Dual Enrollment or High School Enrichment programs, you will have already member your username and password, try to retrieve them on the CCCApply page by clicking on



#### 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 MOBILE PHONE**

2. Begin creating your account by using either your email or your mobile phone number.

i. It is recommended that you do not use your high school email address. Emails from CCCApply do not always make it through your high school email's firewall.







### ENTER YOUR VALIDATION CODE

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







### ENTER YOUR CONTACT INFORMATION

- 4. Create your profile by using an email that you regularly check. This email account is where you will receive your SCCCD College ID number in 48-72 hours
  - i. It is recommended that you <u>do not</u> use your high school email address.







# ENTER YOUR NAME AND DATE OF BIRTH

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





#### CREATE YOUR PASSWORD

6. 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."

Step 3 Credentials	
Password must:	
— not contain your name	Password
- be at least 8 characters in length	
<ul> <li>contain at least one uppercase letter</li> </ul>	Confirm Password
<ul> <li>contain at least one lowercase letter</li> </ul>	
<ul> <li>contain at least one number</li> </ul>	Create Account
<ul> <li>contain at least one of the following special characters (!, @, #, \$, %, ^, &amp; or *)</li> </ul>	





# **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."

Instance Community College   Clavis Community College Conter		
My Applications		
	Start a New Application	





#### **BEGIN YOUR APP WITH ENROLLMENT INFORMATION**

2. Complete the Enrollment page.

**i. Term Applying For – IMPORTANT:** Select the option that says, "High School Enrichment/Dual."

	Welcome	
Enrollment O	Enrollmont Information	
Profile		
Education	Term Applying For ③	
Citizenship/Military	Summer/Fall 2025 High School Enrichment/DUAL (May 26, 2025 to December 12, 2025)	
Residency	Educational Goal 💿	
Needs & Interests	Select 🗸	
Demographic Information	Major Category ③	
Supplemental Questions	Select 🗸	
Submission	Intended Major or Program of Study 🕐	
	Select 🗸	
	Save Continue >	





### ANSWER THE PROFILE PAGE QUESTIONS

#### 3. Complete the Profile page.

i. Social Security Number – If you do not know it or do not have it with you, select "No" and continue with the application. Submitting your application without your SSN will not affect you application because you are still a high school student.







#### **IMPORTANT: COLLEGE ENROLLMENT STATUS**

- 4. Complete the Education page.
  - i. 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.







#### CURRENT OR MOST RECENT HIGH SCHOOL ATTENDED

5. Select "I attended high school".

- 6. **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. 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."

I attended high school		~
Country 🕐		
United States of Ameri	ica (the)	~
State 🕐		
California		~
inter the name or city of from the list. ⑦	r the last school of nomeschool you attended. Then make a s	election
Displaying	g 8 of 54 matches. Keep typing to narrow down search results.	
Displaying	g 8 of 54 matches. Keep typing to narrow down search results. My school is not in the list	
Displaying Madera High Madera	g 8 of 54 matches. Keep typing to narrow down search results. My school is not in the list	
Displaying Madera High Madera Madera Baptist Acad	g 8 of 54 matches. Keep typing to narrow down search results. My school is not in the list	
Displaying Madera High Madera Madera Baptist Acad Madera Christian Ma	g 8 of 54 matches. Keep typing to narrow down search results. My school is not in the list lemy Madera dera	
Displaying Madera High Madera Madera Baptist Acad Madera Christian Ma Madera South High M	g 8 of 54 matches. Keep typing to narrow down search results. My school is not in the list emy Madera dera Madera	





# ANSWER CITIZENSHIP/MILITARY QUESTIONS

#### 7. Complete the Citizenship/Military page.

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.

Enrollment 🗸	Citizenship/Military
Profile 🗸	Your responses will be kept private and secure and will not be used for discriminatory purposes.
Education 🗸	Citizenship & Immigration
Citizenship/Military	
Residency	This information will be used for admissions and state reporting purposes. Your responses will be kept private and secure, and will not be used for discriminatory purposes.
Needs & Interests O	Citizenship & Immigration Status 🕐
Demographic Information 🗸 🗸 🗸	Select Status 🗸
Supplemental Questions O	
Submission	
	U.S. Military/Dependent of Military
	U.S. Military status as of August 07, 2022 🕐
	Select Status 🗸





# **ANSWER RESIDENCY QUESTIONS**

8. Complete the Residency page.

Enrollment .	Residency
Profile	Your responses will be kept private and secure and will not be used for discriminatory purposes.
Education 🗸	
Citizenship/Military 🗸 🗸	California Residence
Residency	Have you lived in California continuously since August 07, 2020? ⑦
Needs & Interests O	O TES O NU
Demographic Information 🗸 🗸 🗸	
Supplemental Questions O	Out-of-State Activities
Submission	As of August 07, 2020, have you engaged in any of the following activities? Check each activity that applies.
	I paid taxes outside of California ?
	I registered to vote outside of California
	I declared residency at a college or university outside of California (?)
	I filed for a lawsuit or divorce outside of California (?)
	Special Residency Categories





# ANSWER NEEDS AND INTERESTS QUESTIONS

9. Complete the Needs and Interests page.

i. Note: You do not need financial assistance for High School Enrichment.







#### ANSWER DEMOGRAPHIC INFORMATION QUESTIONS

#### 10. Complete the Demographic Information page.



#### Demographic Information

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.

- This information will be used for federal and state reporting.
- This information is used for summary demographic reporting and will not be used for a discriminatory purpose.
- Your responses are kept private and secure.
- Providing this information is optional.





# ANSWER SUPPLEMENTAL QUESTIONS

- 11. Complete the Supplemental Questions page.
  - i. Primary Location Select "Madera Community College."
  - ii. Income Information Select "No" for the Displaced Homemaker question.

Enrollment	Supplemental Questions
Profile 🗸	State Center Community College District would like to gather some additional information on your admission application.
Education 🗸	
Citizenship/Military 🗸 🗸	Primary Location
Residency 🗸	Please select the location where you will be enrolling for the majority of your courses.
Needs & Interests 🗸 🗸 🗸	Madera Community College
Demographic Information 🗸 🗸 🗸	
Supplemental Questions	Descendinformation
Submission	Personal mormation
	Place of Birth (City and State or Foreign Country)

ncome Information
UMBER IN HOUSEHOLD: Include head of household (you or your parent) and all others ependent on head of household.
Select 🗸
amily Income: In order that the college can comply with government reporting requirements, lease estimate your family income for the last calendar year and select the appropriate ategory.
Select 🗸
re you a single parent? ○ Yes ○ No
ISPLACED HOMEMAKER: A displaced homemaker is a person who 1) has not worked for 5 or nore years except to provide unpaid services for family members 2) has been dependent on ther the income of another family member or on public assistance because of dependent hildren in the home. 3) is no longer receiving income from either source. 4) is currently memployed or underemployed and having difficulty in obtaining or upgrading employment. I elieve I meet the qualifications of displaced homemaker. O Yes • No
o you receive HUD Section 8 Housing or other public assistance?
○ Yes ○ No



#### **REVIEW YOUR APPLICATION**

12. 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.





### SUBMIT YOUR APPLICATION

13. 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 after submitting 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.** Once you receive your college ID number, move on to the next steps in the Enrollment Guide.

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



