


### Step 1: Applying for Admissions

- 1) Go to: [www.msjc.edu](http://www.msjc.edu)
- 2) On the College's homepage and the following page, click the **red** Apply Now button 
- 3) Before applying to college you **must** first create an OpenCCC account. This is not the MSJC application.
- 4) Click on, **"Create an Account"**
- 5) Click on **"Begin Creating My Account"** - You must have a personal email account. Do **NOT** use your high school email.
- 6) Once you have successfully created an account, click on, **"Start Application"**.
- 7) Sign-in with the Username and Password you just created. This username and password are **only** used for CCCApply.

#### Part 1 – Enrollment Information

- Select term applying for. You must select a term!
- Select your program of study and educational goal – avoid selecting, "Undecided"

#### Part 2 – Personal Information

- Enter in your personal information as it appears on legal documents (**do not** use nicknames).

#### Part 3 – Contact Information

- Please make sure that you enter in the correct address and phone number.

#### Part 4 – Education

- For Enrollment Status:
  - Select "Enrolling in high school (or lower grades) and college at the same time".
- For High School Education:
  - Select "Enrolling in high school (or lower grades) and college at the same time" and leave the High School Completion Date blank.

#### Part 5 – Residency 1

- Enter all required information. DO NOT USE THE WHEEL ON THE MOUSE TO NAVIGATE.

#### Part 6 – Residency 2

- Enter all required information. DO NOT USE THE WHEEL ON THE MOUSE TO NAVIGATE.

#### Part 7 – Needs & Interests

- This information is optional and voluntary, it is not required. This information will not be used in making admissions decisions and will not be used for discriminatory purposes.

#### Part 8 – Request for Consent

- Read all information and select whether or not you consent.

#### Part 9 – Supplemental

- Please select correct information and click "Submit Application".
- Please make sure to check the box that states, "By checking here, I, Your Name declare that..." Then, submit your application. Print out or take a screenshot of the confirmation page if possible to keep for your records or write down the confirmation number displayed.

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### Step 2: Retrieve MSJC Student Information

Check your personal email for an MSJC notification with how to retrieve your MSJC student information.

After submitting a CCCApply application, you will receive a notification sent to your personal email from MSJC containing your:

- Student ID Number
- Username
- Student Email Address
- Account Activation Code

There will be a link within the email so that you may activate your MyMSJC Account (for Eagle Advisor, Self-Service, Canvas, etc.) by using the Activation Code provided. You will then proceed with the normal steps of changing your password to something else, registering your personal phone number, email address, and setting up security questions.

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**Step 3: MSJC Online Orientation**

- 1) To begin the Online Orientation, log into EagleAdvisor (ea.msjc.edu)
- 2) Click on the red "Log In" tab at the top of the page
- 3) Log in to EagleAdvisor and select "Student EagleAdvisor"
- 4) Under "Pre-Registration", select the "Welcome to the Online Orientation" link

Carefully **READ** through all the information presented in each section and click on the arrow at the bottom of each page to proceed. You will be quizzed on the material presented to you in each section, so please read through the material carefully. At the end of the Online Orientation, you will take a final quiz which covers the entire orientation. You will get a "Congratulations..." message when you have successfully completed the online orientation.

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**Step 4: School/Parent Agreement Form**

Complete and submit the Concurrent Enrollment School/Parent Agreement form to the designee on your campus.

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**Step 5: Online Learning Tutorial**

Students desiring to take an online college course will need to review the MSJC Online Learning Tutorial and information before registering for an online course.

From the MSJC homepage, select "Online Learning" from the list on the left of the screen or click the below link:  
<https://www.msjc.edu/Online/Pages/default.aspx>

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**Step 6: Check your Registration Appointment**

Your registration date is the earliest date & time that you will be able to register for courses. Since registration is done online, your registration appointment may not be during normal business hours.

- 1) Log in to EagleAdvisor
  - 2) Select "Student EagleAdvisor"
  - 3) Under "Pre-Registration", click on "When is my Registration Appointment...".
  - 4) Select the "Term" in which you want to view your registration date and click "Submit".
  - 5) Your registration appointment will be displayed.
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**Step 7: Registering for Courses**

- 1) Log in to EagleAdvisor
  - 2) Select "Student EagleAdvisor"
  - 3) Under "Registration for College Credit Courses", select "Express Registration by Section Number".
  - 4) Enter the 4-digit section number you were given to register for. Select the "Term" and click "Submit".
  - 5) On the Registration Management screen, under "Action" select "Register" from the dropdown beside each course and click "Submit".
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**Step 8: Registering for Courses with Late Add Code**

- 1) Log in to EagleAdvisor
  - 2) Select "Student EagleAdvisor"
  - 3) Under "Registration for College Credit Courses", select "Late Add Code Registration".
  - 4) Enter the 4-digit section number you were given. Select the "Term", enter the Late Add Code you were given by the instructor and click "Submit".
  - 5) On the Registration Management screen, under "Action" select "Register" from the dropdown beside each course and click "Submit".
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**Step 9: Paying Fees**

- 1) Log in to EagleAdvisor
- 2) Select "Student EagleAdvisor"
- 3) Under "Payments and Purchases", click on "Make Payments"
- 4) You will be routed to Self-Service Finance. Review your fee information and totals.
- 5) Select Payment Method (Visa, MasterCard or Discover) and click "Proceed to Payment".
- 6) Complete the payment information and click the "Pay now" button to proceed.
- 7) Your confirmation page will appear. You can save for your records but can access a copy through the Account Activity page on Self-Service Finance.
- 8) Close the confirmation page when finished. Be sure to log off and close all internet browser users.

**Step 10: Dropping a Course**

- 1) Log in to EagleAdvisor
  - 2) Select "Student EagleAdvisor"
  - 3) Under "Registration for College Credit Courses", select "Registration Management: Review & Add Preferred Sections, Drop Classes".
  - 4) Scroll to the bottom of the Registration Management screen, under "Current Registrations", click the box beside the course(s) you wish to drop and click "Submit".
  - 5) Confirm your request on the next screen.
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