



HOW TO APPLY ONLINE USING OpenCCCApply

► **If you apply to any California Community College you will use the SAME OpenCCC username and password that you create today.**

Go to www.chaffey.edu

- Under "Prospective Students" click on, "Apply to Chaffey College"
- Please be sure to read ALL directions and information

► **Before applying to Chaffey you must first have an OpenCCC account.**

- If you've never applied online to Chaffey College, click "**Create an Account;**"
- If you have a 7-digit Chaffey College student ID number do not apply again.

► **NOTE: To create an account you MUST have a PERSONAL email address. DO NOT USE YOUR HIGH SCHOOL EMAIL ADDRESS!!**

To begin (OpenCCC Apply): click on the "Create an Account" button.

1. Complete boxes with your **Legal Name & Date of Birth**
2. **Social Security Number (SSN):** click "**I plan to apply for admission to college or financial aid;**"
Enter your SSN.
 - **If you do not have a Social Security Number (SSN), can't remember it or decline to provide it,** check the box at the bottom and then click "**Continue.**"
 - A second box will pop up confirming you decline to enter your (SSN). Click "**I Decline**"
3. Enter your personal email address (**not your high school email**), telephone, and permanent address. Click "**Continue.**"
4. Create **Username** and **Password**, **Security PIN**, and **Security Questions** (so the system can give you a password hint if you forget it); Please use the box below to write the info you created. Type the identification code, then click "**Create My Account.**"
5. Once your account has been created, click "**Continue.**"
6. **IMPORTANT:** Click the "**Start a New Application**" button to apply to Chaffey College



Need help accessing your account?

OpenCCC technical support:

Call: 1(877)247-4836
Email: support@openccc.net

Chaffey College

Read ALL directions and information in the “Introduction” section. When you are ready to start your application, please select “Start Application”

►**SAVE ALL NUMBERS, USERNAME AND PASSWORDS, in your phone for future access to your account.**



→We have provided the answers to important questions throughout this application. The answers are listed in the order in which you will answer them.

Enrollment Information

- **Select the upcoming term/semester for which you are applying: SUMMER, FALL, or SPRING**
- **Educational Goal- select “Discover/formulate career interests plans, goals.”**
- **Intended Major/Program of Study: “IGETC/UC.”**

Account and Mailing Information

- **Social Security Number (SSN)**

Check this box if you **do not** have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time.

International students, nonresident aliens, and other exceptions, may not have a Social Security Number (or Taxpayer Identification Number) and should check this box.

- *Mailing Address & Permanent Address* are usually the same; check the first box if accurate.
- If you did not provide a Social Security Number (SSN) click the “I Decline” button.

Education

- College Enrollment Status: **“Enrolling in high school (or lower grade) and college at the same time.”**
- High School Education: **“Will be enrolled in high school (or lower grade) and college at the same time.”**
- Last High School Attended: **“I attended high school.”**
- Select the **Country** and **State** of your high school. Begin typing the name of your High School; the name of your school should pop up.
- College Education: **“No degree.”**
- College Universities attended: click **“None.”**
- When asked to enter high school start & end date, you may enter approximate dates (08/15/yyyy - 05/25/yyyy)

Citizenship/Military

- Citizenship: Select the most appropriate answer from the drop down selection. **If you don’t have a Social Security Number (SSN) or other identifying number, answer “Other.”**

Supplemental Questions

- Answer all questions appropriately. (TANF: government assistance such as CalFresh, Medi-Cal, Cal-Works, etc.)
- **Emergency contact: PLEASE ENTER CONTACTS FULL NAME, not just “Mom” or “Dad”**





DO NOT SUBMIT APPLICATION WITHOUT REVIEW!


Review Application

- Review your application carefully and make any necessary changes.
- All sections must be checked as “verified and complete” before you can confirm.

Status Indicators:

 Current Page

 Incomplete

 **Verified and Complete**

If you are filling out the application on your own, please review your answers carefully to ensure you have the answers provided on this sheet.

You will not be able to make corrections once the application has been submitted.

Confirmation

- If available, **Print the confirmation page for your records** or “Copy and Paste” the page and then email it to yourself so if you attempt to register and encounter problems with your application, you can contact Chaffey College Admissions & Records with your confirmation number to find out what the problem is.

Your confirmation is NOT your Chaffey ID Number!!!

GO TO YOUR EMAIL!

An email titled “Welcome to Chaffey College” will be sent to your account with your **7-digit Chaffey College Student ID Number (SID)** within 48 to 72 hours.