

# CCSF NONCREDIT ONLINE APPLICATION HELP SHEET

**IF YOU HAVE TAKEN CCSF CLASSES (CREDIT OR NONCREDIT) BEFORE, YOU DO NOT NEED TO COMPLETE THIS PROCESS.**

## STEP 1: Open a CCC Account








If you have never applied to City College of San Francisco (CCSF) before, you will need to create an OpenCCC account. Creating an Open CCC account allows you to apply to any California community college.

DIRECTIONS	HELP NOTES	STEP COMPLETED
<p>Go to <a href="http://www.ccsf.edu">www.ccsf.edu</a></p> <ul style="list-style-type: none"> <li>Click “Admissions &amp; Registration”</li> <li>Then click “Apply for Noncredit Courses”</li> </ul>	<div style="background-color: red; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"><b>Admissions &amp; Registration</b></div> <div style="background-color: red; color: white; padding: 5px; text-align: center;"><b>Apply for Noncredit Courses</b></div>	<input type="checkbox"/>
<p><b>Noncredit Application to College</b></p> <p><small>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 Chancellors Office. The information in your account is kept private and secure.</small></p> <ul style="list-style-type: none"> <li>Click “Create an Account”</li> <li>Click “Begin Creating My Account”</li> </ul>	<p style="text-align: center;"><a href="#">Create an Account</a> or <span style="background-color: #0056b3; color: white; padding: 2px 10px; border-radius: 3px;">Sign In</span></p> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; margin-top: 10px;"><b>Begin Creating My Account</b></div>	<input type="checkbox"/>
<p><b>Fill in Personal Information-Page 1 of 3:</b></p> <ul style="list-style-type: none"> <li>Legal name</li> <li>Date of birth</li> <li>*Social Security Number (optional)</li> </ul> <p>Then click “Continue”</p> <div style="text-align: center; margin-top: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 20px; border-radius: 3px;">Continue</span> or <a href="#">Cancel</a> </div>	<p>Your legal name is the name on your passport, school records or driver’s license/California ID.</p> <p>Enter your date of birth twice.</p> <p>*If you do not have a Social Security Number, or choose not to enter it, check the box at the bottom of the page.</p> <p><input checked="" type="checkbox"/> Check this box if you are a student enrolled exclusively in noncredit courses, nonresident alien, or another exception and do not have a social security numb</p>	<input type="checkbox"/>
<p><b>Fill in Contact Information-Page 2 of 3:</b></p> <ul style="list-style-type: none"> <li>Email address</li> <li>Telephone number</li> <li>Permanent Address</li> </ul> <div style="text-align: center; margin-top: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 20px; border-radius: 3px;">Continue</span> or <a href="#">Cancel</a> </div>	<p>Enter an email that you check regularly.</p> <p>Your permanent mailing address is where your school mail is sent.</p>	<input type="checkbox"/>
<p><b>Fill in Security and Credentials- Page 3 of 3:</b></p> <ul style="list-style-type: none"> <li>Create a username and password for your OpenCCC account.</li> <li>Create a PIN number.</li> <li>Choose three (3) security questions from the drop-down menu and answer them.</li> <li>Click “I’m not a robot” and answer the captcha.</li> </ul>	<p>If you forget your username or password, you will be asked to answer these questions to reset them.</p> <p>A captcha is a question designed to make sure a human (and not a robot) is completing this application.</p>	<input type="checkbox"/>
<p>Click “Create My Account” go on to the CCSF Online Application. <b>You will receive an Open CCC ID number</b> in the email you provided. This number <i>is not</i> your CCSF student ID number.</p> <p>Then click “Continue”</p>	<div style="text-align: center; margin-bottom: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 20px; border-radius: 3px;">Create My Account</span> or <a href="#">Cancel</a> </div> <div style="text-align: center;"> <span style="background-color: #0056b3; color: white; padding: 5px 20px; border-radius: 3px;">Continue</span> </div>	<input type="checkbox"/>





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## STEP 2: CCSF Online Application

Begin your application:

DIRECTIONS	HELP NOTES	STEP COMPLETED
<p><b>Enrollment Information:</b></p> <ul style="list-style-type: none"> <li>• Select the <b>Term Applying for</b></li> <li>• Choose an <b>Educational Goal</b></li> <li>• Choose an <b>Intended Major or Program of Study</b></li> </ul> <p>Click <b>“Continue”</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid gray; background-color: #ccc; padding: 5px 20px; border-radius: 5px;">Save</div> <div style="border: 1px solid gray; background-color: #0056b3; color: white; padding: 5px 20px; border-radius: 5px;">Continue</div> </div>	<p><b>Noncredit College Application</b></p> <p>City College of San Francisco</p> <ul style="list-style-type: none"> <li>• The <b>Term</b> is the semester in which you plan to take classes.</li> <li>• Choose <b>Undecided on goal</b></li> <li>• Choose <b>General Studies</b></li> </ul>	
<p><b>Account Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Review your Open CCC Account Information</b> to make sure it is correct. Be sure to check spelling.</li> <li>• <b>Parent/Guardian Information</b></li> <li>• <b>Confirm your current mailing address.</b> If this is the same as your permanent address, check the box</li> <li>• then click <b>“Continue.”</b></li> </ul>	<ul style="list-style-type: none"> <li>• To make changes to your Open CCC Account, click on the “Edit Account” button in the upper-right corner.</li> </ul> <p>Current Mailing Address</p> <p><input checked="" type="checkbox"/> My mailing address is the same as the Permanent Address in my OpenCCC Account above</p>	
<p><b>Education Information:</b></p> <ul style="list-style-type: none"> <li>• <b>College Enrollment Status</b></li> <li>• <b>High School Education</b></li> <li>• <b>Last School Attended</b></li> </ul> <p>Click <b>“Continue”</b></p>	<p><b>College Enrollment Status</b></p> <p>As of August 13, 2021, I will have the following college enrollment status:</p> <p><input type="text" value="First-time student in college (after leaving high school)"/></p> <hr/> <p><b>High School Education</b></p> <p>High school education level as of August 13, 2021 </p> <p><input type="text" value="Not a graduate of, and no longer enrolled in high school"/></p> <hr/> <p><b>Last School Attended </b></p> <p><input type="text" value="I did not attend high school or adult school and was not homeschooled."/></p>	
<p><b>Needs &amp; Interests Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Main Language:</b> Select “Yes” or “No”</li> <li>• <b>Financial Assistance:</b> Select “Yes” or “No”</li> <li>• <b>Athletic Interest:</b> Select “Yes” or “No”</li> <li>• <b>Programs and Services:</b> Select the programs and/or services that you are interested in. You may receive an email from each program you select.</li> </ul> <p>Click <b>“Continue”</b></p>	<p>The questions in this section are optional. “Optional” means that you may choose to answer the question, but you do not have to. If you have time, answer the questions in this section as they apply to you. This information helps CCSF provide appropriate resources for its students.</p>	
<p><b>Demographic Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Gender/Transgender:</b> Select from the drop down menus</li> <li>• <b>Sexual Orientation:</b> Select from the drop down menus</li> <li>• <b>Parent/Guardian Education Levels</b></li> <li>• <b>Race/Ethnicity</b></li> </ul> <p>Click <b>“Continue”</b></p>	<p>The questions in this section are optional except for <b>Parent/Guardian Education Levels.</b> Choose the box (or boxes) that best reflect your ethnicity.</p>	

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DIRECTIONS	HELP NOTES	STEP COMPLETED
<p><b>Supplemental Questions:</b></p> <ul style="list-style-type: none"> <li>• <b>Primary Language: (Required)</b> Select from the drop down menu.</li> </ul> <p>Click "<b>Continue</b>"</p>		
<p><b>Submission:</b></p> <ul style="list-style-type: none"> <li>• <b>Review Your Responses:</b> Click the button to review your application.</li> <li>• <b>Request for Consent to Release Information:</b> Select "I consent" or "I do not consent" <b>required</b></li> <li>• <b>Submit Your Application:</b> Read and check the two boxes.</li> <li>• When you are ready click "<b>Submit My Application</b>"</li> </ul>	<p>Consent means "to give permission." CCSF is requesting to share information that you have provided in the application. Your answer will not affect your admission and your information will be kept secure by CCSF.</p> <div style="text-align: center;">  </div>	
<p><b>Confirmation Screen:</b></p> <ul style="list-style-type: none"> <li>• <b>Take a PHOTO of the confirmation page for your records.</b></li> <li>• <b>Survey:</b> Optional</li> <li>• Click "<b>Sign-Out</b>" and "<b>Finish</b>" – You are done!</li> </ul> <div style="text-align: center;">  </div>	<p>Your confirmation number should start with <b>NC-#####</b></p> <p>Your CCSF ID number should start with <b>WA#####</b></p>	