CCSF On-Line Application Instructions

**STEP 1: Open a CCC Account**

If you have never applied to City College of San Francisco (CCSF) before, you will first need to create an OpenCCC account. Creating an Open CCC account allows you to apply to California community colleges. *If you have applied to CCSF before, go on to Step 2.*

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| Go to [www.ccsf.edu](http://www.ccsf.edu)  
-> Quicklinks [top of the page]  
-> New Student Application  
-> Apply online (credit) [right of the page]  
Click “Create an Account” and then click “Begin Creating My Account” | |

**Fill in the following information:**

- Full legal name
- Date of birth
- *Social Security Number
- Email address
- Telephone number  
  → Click the box if you want to receive text messages from CCSF.
- Permanent Mailing Address

Your legal name is the name on your driver’s license or school records.

*If you do not have a Social Security Number, do not know it, or choose not to state it, check the box.

→ After you click the box, a pop-up window will appear. You must confirm (again) that you choose not to provide a Social Security Number.

Your permanent mailing address is where your school mail is sent.

Create a username, password, and PIN for OpenCCC.

Then, choose three (3) security questions from the drop-down menu and answer them.

If you forget your username or password, you will be asked to answer these questions to reset them.

**Complete the captcha** (check the box) and click “Submit”

A captcha is a question designed to make sure a human (and not a robot) is completing this application.

You will receive a CCC ID number.

An email with your CCC ID number is sent to you. Keep it for your records.

Click “Continue” to go on to the CCSF Online Application.
**STEP 2: CCSF Online Application**

Before you can register for classes at CCSF, you first need to enroll as a new CCSF student.

To become a new CCSF student, complete the CCSF Online Application by following the steps below.

*If you completed an enrollment application within the last year, you may not need to re-enroll.*

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<td>Click “Start Application” to begin your CCSF application</td>
<td>The term is the semester in which you plan to take classes.</td>
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**Enrollment Application:**

- Select the **Term Applying for:**
- Choose an **Educational Goal**
- Choose an **Intended Major** or **Program of Study**, then click “Continue”

**Account/Mailing Information:**

- **Review your personal information** to make sure it is correct. Be sure to check spelling.
- **Confirm your current mailing address**. If it is the same as your permanent address, check the box and then click “Continue”

**Personal Information:**

- **Select Gender**
- **Parent/Guardian Information**. Click on the statement that applies to you.
  
  If your answer is: “None of the statements above is true about me.” → Enter parent/guardian’s name and relationship.

- **Parent/Guardian Education Level** - Select the level of education that your parent(s)/guardian(s) completed.

- **Ethnicity and Race** – Choose the box (or boxes) that best reflect your ethnicity.

- Click “Continue” once you complete this section.

- “Optional” means that you may choose to answer the question, but you do not have to.

- If you are unsure, choose “unknown”
### Education:

- **College Enrollment Status**: Select “Enrolling in high school and college at the same time.”
  
  **High School Education**: “Will be enrolled in high school and college at the same time” is pre-selected based on the answer above.

- **Have you attended a California high school for 3 or more years?** Answer “Yes” or “No”

- **Last High School Attended**: Select “I attended high school” then choose “California.” Enter your “High School Name” and select it from the drop-down menu.

- **High School Transcript Information**: Have you completed the 11th grade? Click “Yes” or “No”
  
  **If Yes**: Enter your unweighted GPA → Select highest English and Math taken

- **College Education Level**: Choose “No Degree”

- **Colleges/Universities Attended**: Select “None”

- **Click “Continue” after the last question.**

### Citizenship/Military:

- **Citizenship**: Choose your citizenship status.

- **U.S. Military**: Select “None apply to me” unless your parent/guardian is active military.

### California Residence:

- **California Residence**: Click “Yes” or “No”

- **Special Residency Categories**: Select appropriate box

- **Out of State Activities**: Select appropriate box

- **Click “Save” and then “Continue”**

- If you have a question or cannot find your high school, raise your hand.

- If you are not a “US citizen,” select your citizenship status and enter your USCIS registration number and/or visa information. If you do not have documents, you can select “Other” and click the box marked “no documents.”

- Students usually answer “No” for the “Special Residency” and “Out of State Activities” questions.
**DIRECTIONS**

**Needs & Interests:**

- The questions in this section are optional except for one (noted with an * asterisk).
  - **Main Language:** Select “Yes” or “No”
  - **Financial Assistance:** As it applies to you
  - **Athletic Interest (Required)**
  - **Programs and Services:** Select the programs and/or services that you are interested in.

- Click “Save” and “Continue”

**Supplemental Questions:**

- Select your primary language

- **Prior Education.** Select your high school GPA then enter the number of college units you have completed. Enter “0” if you have never taken a college class.

- **(SSSP) Student Success and Support Services;** Select “I am a concurrently enrolled in high school student; therefore, I need to complete the SSSP matriculation services.”

- **Only complete the following section if you wish to be exempt (excused) from SSSP...** Select “My educational goals do not include...”

- **I am requesting exemption from the following services. CHECK ALL BOXES** (Orientation, Assessment, Educational Planning)

- **Additional citizenship information.** If you have an F1 or F2 visa, select the country of your citizenship.

- **How many individuals are in your household?** Enter how many people live with you.

- **Are you enrolled in adult school?** Answer “No.”

- **Are you enrolled in Workforce Investment Act?** Answer “No.”

**Request for Consent:**

- **Carefully read the “Request for Consent to Release Information.”** Select whether you give consent “Yes” or “No.”

- Click “Save” and “Continue”

**HELP NOTES**

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.

*Note:* You will receive an email from each program you select.

If you do not know your GPA, it is okay to estimate, or make an educated guess.

You will request to be exempt from CCSF’s orientation, but are expected to attend an orientation for high school dual enrollment students.

This page asks for your consent (permission) to share information that you have provided in the application.
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<td><strong>Submitting Your Application:</strong></td>
<td><strong>To make changes to any part of your application, first select the section you want to edit.</strong></td>
</tr>
<tr>
<td>● <strong>Review your application:</strong> To make changes, click on a specific section from the left side of the page (for example, <em>California Residence</em>).</td>
<td>Then, click the “Edit” button to make your changes.</td>
</tr>
<tr>
<td>● <strong>Click on</strong> “I have reviewed this application and confirm it is complete and accurate” to proceed.</td>
<td><strong>Once you are done, click “Save.”</strong></td>
</tr>
<tr>
<td>● <strong>Check the two boxes to confirm:</strong></td>
<td></td>
</tr>
<tr>
<td>1. all information on the application relates to you</td>
<td></td>
</tr>
<tr>
<td>2. you understand that financial aid is available to you after high school graduation</td>
<td></td>
</tr>
<tr>
<td>● <strong>STOP HERE and ask an adult to check your application. Once you receive the OK, click “Submit my application.”</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Confirmation Screen:</strong></td>
<td><strong>It is important that you keep a copy of your CCSF Application Confirmation Number and share it with your counselor in case there are questions about your application.</strong></td>
</tr>
<tr>
<td>● After you submit your application, a confirmation screen will appear. <strong>DO NOT close the screen.</strong></td>
<td></td>
</tr>
<tr>
<td>● Take a PHOTO of the confirmation page for your records.</td>
<td></td>
</tr>
<tr>
<td>Record the confirmation number in the space at the bottom of the Consent Form.</td>
<td></td>
</tr>
<tr>
<td>● Click “Sign-Out” and “Finish” - you are done!☺</td>
<td></td>
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