

## SBCC SEL NONCREDIT CCCApply APPLICATION GUIDE

### Step 1: Create an account or sign in to CCCApply

Directions	Helpful Notes
<p>Go online to <a href="#">CCCApply</a></p>	
<p><b>CCCApply Sign in or Create an account:</b></p> <ul style="list-style-type: none"> <li>If you have taken any classes at any California Community College including SBCC click “Sign In.” Enter your email and password.</li> <li>Once signed in, continue to Step 2 on the next page and complete the application.</li> <li>New to CCCApply “Create an Account” and follow the instructions below.</li> </ul>	
<p><b>Set up Your Account:</b></p> <ul style="list-style-type: none"> <li>Follow the prompts to enter your email or phone number, then enter the Security Code you received.</li> </ul>	<p>Do not use a school email address.</p>
<p><b>Enter Contact Information:</b></p> <ul style="list-style-type: none"> <li>Primary Phone Number (optional)</li> <li>Make your email the preferred method of contact</li> </ul>	<p>Enter your phone number with only the digits (ex. 8059658581)</p>
<p><b>Enter Personal Information:</b></p> <ul style="list-style-type: none"> <li>Legal First, Middle, and Last Name.</li> <li>Date of Birth</li> </ul>	<p>Your legal name is the name that appears on your birth certificate.</p>
<p>Select <b>"Yes or No"</b> and then click <b>"Save"</b></p>	
<p><b>Note:</b> If you want to verify your identity, you can select verify with CA DMV Wallet or with ID.me. You will be redirected to the ID.me sign-in page. <b>This is not a requirement as an SBCC student.</b></p>	
<p>Skip <b>"Verify Later"</b></p>	
<p>Select <b>"Decline verification"</b></p>	
<p><b>Enter Account Password:</b> Select “Create Account”</p> <p><b>Note:</b> Please proceed to step 2 to finish the application.</p>	<p>Make a note of your password for your records.</p>

## Step 2: Complete the SBCC Noncredit Application

Click “Start a New Application” and follow the guide below for answers to the application questions. Answers vary from student to student; answer to the best of your ability.

### Enrollment Information

- **Term Applying For:**
  - **Fall:** If you plan on registering for Noncredit classes between August - January.
  - **Spring:** If you plan on registering for Noncredit classes between January - June.
  - **Summer:** If you plan on registering for Noncredit classes between June - August.
- **Educational Goal:** If you are unsure that select “Undecided on Goal”
- **Intended Major or Program of Study:** Older adults choose “Life Enrichment Active and Aging”

### Profile Information

- **Previous Name**
- **Current Mailing Address**

### Education

- **College Enrollment Status**
- **High School Education:** Current or Most Recent High-School Attended (You must specify your High School Completion Date. If unsure of the exact day, please estimate.) You must use proper nouns in text search.
- **College Education**
- **Colleges/Universities Attended**

### Needs & Interests

- **Main Language**
- **Financial Assistance:** (SKIP this section, does not apply to Noncredit students)
- **Athletic Interest:** (SKIP this section, does not apply to Noncredit students)
- **Programs & Services:** (SKIP this section if it does not apply to you)

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

### Submission

- **Review Your Responses:** Confirm your Profile information, (name, date of birth, etc.) are correct. You also have the option to save your application as a PDF for your records.
- **Request for Consent to Release Information:** Select “I Consent” to share your application with CCCApply. Submit your application: Click the two checkboxes in this section.

**Confirmation:** You will promptly receive an email with your confirmation number; make sure to save this email. This email includes instructions on how to complete your “My SBCC” account.