

MiraCosta College Admissions and Records Office

Online Application Tutorial

Welcome to MiraCosta's Online application tutorial. We're happy you have expressed an interest in becoming a Spartan and hope that these step-by-step instructions will assist you in completing our FREE online application through CCCApply.

Before you begin, you may want to gather some information that may be asked in the application. Not all of these will be applicable to all applicants:

- Social Security Number

- High School Transcript

Depending upon when you graduated from high school, the MiraCosta CCCApply application may ask you to provide the following:

- High school GPA
- Highest high school math/English course completed
- High school math/English coursework and grades
- Have your high school transcript information accessible while applying to help with this step. Students who provide this information on the application will receive an email with their math and English placement within a few days. This placement notification is also available in the Message Center located in your SURF Student Center.
- Permanent Resident Card (aka: Green Card)
- Pen and paper. You will be creating a login and password along with three security questions



Step 1: Go to miracosta.edu



Step 2: Click on



Step 3: Select which type of student applies to you!



New Students



International Students



Returning Students



High School Students



Continuing Education Students



Community Education & Workforce Development Students



First you have to create a CCCApply Account, then you can fill out an application.
It's a **2-step** process.



Application to College

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.

Click to create CCCApply account [Create an Account](#) or [Sign In](#)

Note: OpenCCC is a new systemwide account. Accounts from our previous application system are not available. Please create an account if you have not already done so.

In order to submit an online application you will first need to create a CCCApply Account. The next 9 slides will take you through how to set up your CCCApply Account. Once you have created the CCCApply Account you can submit applications to any of the California Community Colleges but we're hoping you stick with MiraCosta! If you already have a CCCApply Account go ahead and log in!



Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges

You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you important information. You will need to provide an email address when you create your account.

Free email accounts are available from many sources:

- [Google Gmail](#)
- [Yahoo Email](#)
- [Microsoft Outlook](#)
- [Other Providers](#)

If you need to set up an email account for yourself there are links and instructions on this page that will assist you! If you are creating an email account for the first time, please remember to write down your login and password as well as the email address for future reference.

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC and the CCC Chancellor's Office do not endorse any particular email providers, and will have no liability should any issues arise with a particular email provider.

All information is kept secure and private as explained in the Privacy Policy. By creating an OpenCCC account, you are agreeing to the terms and conditions of the [Privacy Policy](#).

[Begin Creating My Account](#)



In order to create your CCCApply account and submit your application you will first need to have an email account set up. MiraCosta will use email as the primary means of communicating with you so it's super important to not only have an email account but to remember to check it regularly for instructions and important announcements.

If you already have an email account (or are done creating one from above, go ahead and click 'Begin Creating My Account'.



There are three (3) pages of Personal Information required to set up your CCCApply Account.

Create Account [Cambiar a español](#)

Personal Information - Page 1 of 3

Legal Name

Enter your legal name as it appears on official documents such as your government issued ID.

First Name

Check this box if you do not have a first name

Middle Name

Check this box if you do not have a middle name

Last Name

Suffix

Yes No Do you have a previous name (such as a maiden name)?

If you do not have a previous name, select **no.**

If you have a preferred name, select **yes** and a field will appear for you to enter your preferred name.

If you might have educational records under a different name, please enter your full previous name (include First, Middle, and Last).

Previous First Name

I didn't have a first name

Previous Middle Name

I didn't have a middle name

Previous Last Name

Yes No Do you have a preferred name that is different than your legal and/or previous name?



Date of Birth

This information is used for protection of minors in online transaction environments, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to residency, guardianship, and admission of minors to college. This information will not be used in making admissions decisions except as permitted by law.

Date of Birth

Month

Day

Year

Confirm Date of Birth

Month

Day

Year

Enter the month, day and year you were born. You will be asked to do this twice and the numbers need to match.

Social Security Number

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

[Why am I being asked for my social security number?](#)

Do you have a social security number or taxpayer identification number?

- Yes, I have a social security number or taxpayer identification number.
- No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

Continue

or [Cancel](#)

You are not required to submit a Social Security Number or Taxpayer ID number, but if you are planning to receive Financial Aid this may be a requirement.

If you don't have a Social Security Number please don't let this stop you!
You are still able to apply and we welcome your application!



- Yes, I have a social security number or taxpayer identification number.
- No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

Please enter your 9-digit social security number or taxpayer identification number.

Confirm your social security number or taxpayer identification number.

Here is where you enter your Social Security number. You will be asked to do this twice so be sure to enter the number carefully so that they match.

- No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

i Just Remember...

Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party including an employer or government agency. (26 C.F.R. § 1.6050S-1.) A SSN or TIN/iTIN is not required when IRS reporting is not required.

- Check this box if you are a student enrolled exclusively in noncredit courses, an undocumented student, an international student, a nonresident alien, or another exception and do not have a social security number or taxpayer identification number.

Create Account

Cambiar a español

Contact Information - Page 2 of 3

Email

An email address is required for important messages, including information about college admission and registration. Please enter an email address that you check regularly.

Email Address

Repeat Email Address



Here's where you enter your email address

Telephone

Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancelations, and emergency notifications. If you would like to receive text messages on your phone(s), please check the appropriate box(es).

Main Telephone Number Extension
up to four digits

I authorize text messages to the telephone number above, and accept responsibility for any charges that result.

Second Telephone Number Extension
up to four digits

I authorize text messages to the telephone number above, and accept responsibility for any charges that result.



Here's where you enter your telephone number.



Answer the Address questions as accurately as possible. If you are currently experiencing housing insecurity or homelessness we want to know so that we can provide you with additional resources to assist you!

Permanent Address

- My permanent address is outside the United States.
- I have no permanent address because I am currently homeless.



If one of these situations apply to you, please check the box next to the statement.

International, F1, M1, or J1 visa students MUST provide a permanent address.

Street Address

Include apartment number or suite

City

State

ZIP Code

Remember, all of the information you provide to us when setting up your CCCApply Account and submitting your application is confidential. If you are an International, F1, M1, or J1 visa student, you must provide a permanent address

Continue



Create Account

[Cambiar a español](#)

Security and Credentials - Page 3 of 3

Username and Password

To enable you to sign in later, you must choose a unique username for your account.

Username

select your username

Minimum 6 characters (letters, numbers, special characters)

Password

7 to 20 characters (letters and at least one number)

Choose a password that you will remember but that others wont be able to guess.

Repeat Password

- Be sure to record your username and password for later use.
- Please do not share your account with others, even family members.

Security PIN

For additional security, please create a 4-digit Personal Identification Number (PIN) for your account. Enter your PIN twice to make sure you type it correctly.

PIN

Choose a pin

Repeat PIN

Write down your Username, password and Security Pin so that you can use it later to access your CCCApply Account!



Security Questions

If you forget your username or password, or if you want to change your password or PIN, you will be asked one or more of your personal security question. Please select three security questions you would like to be asked, and enter your answers to those questions.

First Security Question
-- Please Choose a Question --

Answer to the First Security Question

Second Security Question
-- Please Choose a Question --


Answer to the Second Security Question

Third Security Question
-- Please Choose a Question --

Answer to the Third Security Question

You will need to select and answer 3 security questions from the drop down. It's a good to keep track of these as well. Remember that the Answers to the security questions will be case sensitive if you log back in. The answers to the security questions will be case sensitive if you log back in.

I'm not a robot

 reCAPTCHA
Privacy - Terms

Confirm that you're not a robot by checking the box and clicking the pictures described in the following screen.

Create My Account or [Cancel](#)



Congratulations! You have created your OpenCCC Account. You can use this account to apply for admissions to any California Community College. The next step is submitting your application to MiraCosta College. Click 'Continue' to begin your Secure CCC Application for MiraCosta.

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Your CCCID is: [REDACTED]

Next Step

Continue to a Secure CCC Application

Continue



To start your MiraCosta Application select MiraCosta College from the drop down menu and click 'Start Application'

My Applications

Start a new Application

This menu lists all colleges to which you can apply.

MiraCosta College

Start Application



College Application

MiraCosta College

- Enrollment
- Account
- Education
- Citizenship/Military
- Residency
- Needs & Interests
- Demographic Information
- Supplemental Questions
- Submission

Welcome

- 9 pages to complete application
- Use these tabs to navigate between pages

-- Select --


Intended Major or Program of Study

-- Select --

Save

Continue



Enrollment 

Account

Education

Citizenship/Military

Residency

Needs & Interests

Demographic Information

Supplemental Questions

Submission

If you're not 100% sure of the Major Category or Intended Major that's ok! You may want to spend some time going through our website on Academic and Career Pathways. (Miracosta.edu/ACP)

College Application

MiraCosta College

Welcome

Select the term you would like to take a class. If Summer and Fall are both options you are encouraged to select Summer. If you select Fall and then decide to take a Summer class you will need to submit a new application because Summer happens before Fall. But, if you select Summer and then decide not to take a class in the Summer you'll still be able to take a class in the Fall without reapplying.

Enrollment Information

Term Applying For

-- Select --

Educational Goal

-- Select --

Major Category

-- Select --

Intended Major or Program of Study

-- Select --



Save

Continue



Account Information

Review OpenCCC Account Information

i The following account information will be submitted with your application to college. Please carefully review this information and change any outdated information.

[Edit Account](#)

Name & Identity

Current Full Name

Joe Spartan

Previous or Alternate Name

Preferred Name

Social Security Number

⚠ SSN Not Provided

It is important to provide your Social Security Number. Please edit your account.

Date of Birth

[REDACTED]

Contact

Permanent Address

[REDACTED]

Main Phone

[REDACTED]

Authorized for text messages

Second Phone

Email

joespartan@miracosta.edu

The Account Information section gives you a snapshot of what's in your CCCApply Account (remember, that's the one you just got done creating) and it gives you the chance to edit the information if you need to).

Parent/Guardian Information

By California law, qualification for resident tuition is based on the residency of your parent(s) or guardian(s) until you are 19 years of age, except in certain special circumstances. The following questions will be used to determine whether or not you need to provide [parent](#) or [guardian](#) information for the purposes of determining residency. Your response will not affect your admission to college.

Select the statement that applies to you:

- At least one of the following statements is true about me. [?](#)
- I am or have been married.
 - I am legally [emancipated](#)
 - I do not have a living parent or guardian.
 - I was in [foster care](#) any time after my 13th birthday.
 - As of August 23, 2020, I will be on active duty in the armed services.
 - As of August 23, 2020, I will have been [self supporting](#) for at least one year.
- None of the statements above is true about me. [?](#)

Select the option that is correct for you. Depending upon what you select you may be asked to complete additional information.



Current Mailing Address

- My mailing address is the same as the Permanent Address in my OpenCCC Account above ?
- My current mailing address is outside the United States ?

Street Address ?

Include apartment number or suite

City ?

State ?

Zip Code ?

If your mailing address is the same as your Permanent address, simply check the first box.

If your mailing address is different from your permanent address, this is where you will let us know what your mailing address is.



Education

College Enrollment Status

If you are still enrolled in high school, the answer you will select for the first question will be:
"Enrolling in High School (or lower grade) and college at the same time."

As of August 23, 2020, I will have the following college enrollment status: ?

-- Select enrollment status --

High School Education

High school education level as of August 23, 2020 ?

-- Select enrollment status --

Last High School Attended ?

- I attended high school.
- I was homeschooled in a registered homeschool organization.
- I was independently homeschooled.
- I did not attend high school and was not homeschooled.



High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

What was your [unweighted high school GPA](#) (grade point average)? Please enter a value between 0.00 and 4.00. [?](#)

If you are still in high school, enter your [cumulative unweighted GPA](#) as of the end of 11th grade.

What was the highest English course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

What was the highest [math course](#) you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

Depending upon your answers to the previous questions about your high school, you may see the questions above about your high school GPA and the highest level of English and Math you took. We will use the answer to these questions to place you into your English and Math Courses at MiraCosta.

Citizenship/Military

You DO NOT have to be a US Citizen to take classes at MiraCosta. If you are undocumented you may want to connect with our Uprise program! For more information go to: miracosta.edu/Uprise.

Citizenship & Immigration

Citizenship & Immigration Status ⓘ

This information will be used for admissions and state reporting purposes. Your responses will be kept private and secure, and will not be used for discriminatory purposes.

U.S. Military/Dependent of Military

U.S. Military status as of August 23, 2020 ⓘ



Residency

California Residence

Have you lived in California continuously since August 23, 2018? ⓘ

Yes No

Out-of-State Activities

As of August 23, 2018, have you engaged in any of the following activities? Check each activity that applies.

- I paid taxes outside of California ⓘ
- I registered to vote outside of California ⓘ
- I declared residency at a college or university outside of California ⓘ
- I filed for a lawsuit or divorce outside of California ⓘ

Special Residency Categories

At any time in the last 24 months were you determined to be homeless by any of the following agencies? ⓘ

- High school or school district homeless liaison
- Emergency shelter or transitional housing program
- Director of a runaway or homeless youth basic center or transitional living program

Yes No

Have you ever been in [court-ordered foster care](#)? ⓘ

Yes No

Your answers in the Residency portion of the application may prompt the application to ask additional questions.

The application is responsive to your answers and will only display questions that apply to your specific situation. Answer all questions as completely and accurately as possible.

This section is typically one of the sections that can take a little bit longer so take your time and don't give up!

Click here 

Continue



Needs & Interests

This information you provide on this page will not be used in making admission decisions and will not be used for discriminatory purposes.

Main Language

Are you comfortable reading and writing English?

Yes No

Financial Assistance

Are you interested in receiving information about money for college?

Yes No

Are you receiving TANF/CalWORKs, SSI, or General Assistance?

Yes No

Athletic Interest

Are you interested in participating in a sport while attending college? ⓘ

(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)


- Yes, I am interested in one or more sports, including the possibility of playing on an [intercollegiate team](#).
- Yes, I am interested in [intramural or club sports](#), but not in playing on an intercollegiate team.
- No, I am not interested in participating in a sport (beyond taking P.E. classes).

Programs & Services

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

- Academic counseling/advising
- Basic skills (reading, writing, math)
- CalWORKs
- Career planning
- Child care
- Counseling - personal
- DSPS - Disabled Student Programs and Services
- EOPS - Extended Opportunity Programs and Services
- ESL - English as a Second Language
- Health services
- Housing information
- Employment assistance
- Online classes
- Re-entry program (after 5 years out)
- Scholarship information
- Student government
- Testing, assessment, orientation
- Transfer information
- Tutoring services
- Veterans services

Click here 

Continue 

The Needs & Interests Section is here so we can capture the types of activities and services that you may need once you are a student.

There's no penalty for answering any of these question in a certain way and you are always free to change your responses at any time.



Demographic Information (1 of 2)

Demographic Information

Gender

This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. "Gender" in this context, means a person's sex, or a person's [gender identity](#) and [gender expression](#).

Gender [?](#)

-- Select Gender --

Parent/Guardian Educational Levels

Regardless of your age, please indicate the education levels of the [parents and/or guardians who raised you](#).

Parent or Guardian 1 [?](#)

-- Select Education Level --

Parent or Guardian 2 [?](#)

-- Select Education Level --

You may not be 100% sure about the educational levels of your parents but we are hoping that you will give us your best estimate!

MiraCosta is required to gather the information in this section because we want to be sure that we are providing the support our students need to be successful.

MiraCosta College has an expressed commitment to equity and inclusion for students, faculty and staff members who are lesbian, gay, bisexual, transgender, queer/questioning, intersex, and asexual (LGBTQIA).



Demographic Information (2 of 2)

Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data.

Check the box below if you identify as Hispanic or Latino. If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups.

Are you Hispanic or Latino?

Yes No

Check all of the ethnicity, nation, and ancestry groups that you identify with. When you select a major ethnicity group, you will have the option to select more specific ancestry groups. Select all that apply.

- Asian
- American Indian or Alaska Native
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Middle Eastern or North African
- White

Your answers to the Race/Ethnicity questions may signal the application to provide you with additional 'subcategories'. Please feel free to select all that apply.

Click here 

Continue

Supplemental Questions (1 of 2)

MiraCosta College would like to gather some additional information

Household Income

What is your household income?

-- Select --

The three choices for applications in this section can be confusing for students.

Most students will want to select the first option “College Credit Courses” but if you are interested in taking classes through Continuing education you can select one of the bottom two.

The Continuing Education courses are the ones typically held at the Community Learning Center on Mission Avenue.

MiraCosta College offers a variety of courses. Select the appropriate admission enrollment type. If you are interested in all programs you may choose all three options.

- College Credit Courses: College Credit courses are designed to meet requirements for two- and four-year degrees, certificates, job preparation or advancement, and basic skills and are tuition based.
- Continuing Education: Continuing Education courses are tuition-free noncredit courses for adults that are offered in the following areas: Courses for Older Adults, Adults with Disabilities, Citizenship, English as a Second Language, GED Test Preparation, Health and Safety, Parenting, and Short-Term Vocational and Workforce Preparation.
- Adult High School: Adult High School courses are tuition-free and can be taken to obtain a high school diploma or to brush up and improve reading, writing, or math skills.

It's ok if you want to check all three if you're unsure!



Supplemental Questions (2 of 2)

If you have been a student at MiraCosta College and know your ID number (we call it a SURF ID and it will be an Upper-case W followed by 7 digits) you can list it here.

If you don't remember your ID that's totally fine, we can match your application with your ID when we process your application.

MiraCosta Student ID

If you already have a MiraCosta College SURF/Student ID (begins with 'W'), please enter it here. Skip if not known.

Directory Information

MiraCosta College may disclose directory information without written consent unless you have advised the College to the contrary. For more details and a list of items designated as Directory Information, check the college website for Admissions and Records/Enrollment Information and Policies. If you do not want the College to disclose directory information, select NO.

Yes No

Click here 

Continue



Submission (1 of 2)

Review Your Responses

[Save as PDF](#)

We recommend that you review your responses to ensure you've provided complete and accurate information.

Review My Application

It's not a bad idea to save your application as a PDF if you are able to do so.

Review your application for accuracy.

Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the [Privacy Policy](#).

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

- I consent
- I do not consent

Check one

Submission (2 of 2)

You are about to submit your application to MiraCosta College.
NO CHANGES can be made to your application once it is submitted.

California state law* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

* Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.



By Checking here, I, Joseph Spartan, declare that: ⓘ

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of MiraCosta College.



By Checking here, I, Joseph Spartan, acknowledge understanding that: ⓘ

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.icanaffordcollege.com, and on most college websites.

Click to submit 

Submit My Application

We strongly recommend that you read this information because it's super important! You be required to check both of these boxes prior to clicking the 'Submit My Application' button.



Great job, Joe!

Your application was submitted.

Confirmation

Joe, your application for admission has been submitted to MiraCosta College.

Name	Joe Spartan
CCCID	BHM3305
College	MiraCosta College
Term	Fall 2020 - MiraCosta College
Email	joespartan@miracosta.edu
Date & Time	04/22/2020 11:17:13 AM
Confirmation #	15543523

Congratulations! Your application to become a Spartan is complete!
Great job!



If you choose to click 'Continue' it will take you to a brief survey about your experience with the application and will provide you with a few links to resources you may find helpful. Once you are done click 'Sign Out & Finish'

 **Sign Out & Finish**

user window or tab will not

Click here 

Sign Out & Finish

Congratulations!! You have successfully applied to become a student at MiraCosta College.

Once your application has been processed you will receive an email explaining all the steps necessary to become a successful student. This usually takes approximately 48 hours. Be on the lookout for the email and *read it carefully*. If you have any additional questions please feel free to contact Admissions and Records via phone: 760.795.6620/email: Admissions@miracosta.edu or chat on our website.

