MiraCosta College Admissions and Records Office

New Students:

Online Application Tutorial

ARTICULATED HIGH SCHOOL COURSES: THINGS TO KNOW

- You must earn an A or B in course and on final exam/project, plus be recommended for credit
- MiraCosta faculty grade portfolios and recommend for credit in our Media Arts and Technologies (MAT) articulated courses
- We don't transcript grades of C or lower
- We transcript your final exam/project grade because articulation is Credit by Exam
- You must submit a current Spring application (even if you did one before) and register in CATEMA (our online rosters) for MiraCosta to be able to transcript the credit
- For more information, visit out CTE Transitions link

https://www.miracosta.edu/academics/cte-transitions
Or Watch our video



HELP! APPLICATION ASSISTANCE

MiraCosta A&R Chatbot

https://miracosta.edu/student-services/admissions/index.html



- CCC Apply Phone #: 1-877-247-4836
- Schedule an Appointment with a MiraCosta Ambassador

https://miracosta.craniumcafe.com/group/student-ambassadors

Before you begin, you may want to gather some information that may be asked in the application (Use your checklist if you have it completed).

- Social Security Number (if you have one)
- Home Address
- High School Transcript (12th graders only)

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
- 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

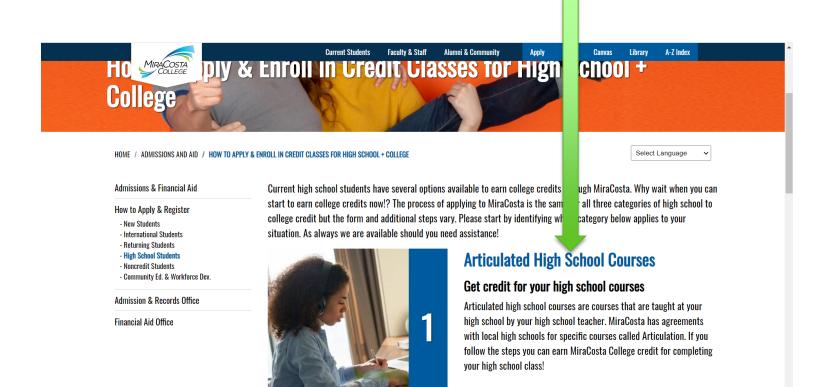


Step 3: Select which type of student applies to you!





Click on "Articulated High School Courses"





Click on "Apply Here"



Current Students

Faculty & Staff

Alumni & Community

Apply SURF

Canvas

Library A-Z Index

To learn more about articulation, visit our CTE Transitions page.



APPLY HERE

Apply for Admissions

Complete an online application. Allow 24 - 48 hours for the application to be processed. Once your application is processed we will send you a welcome email with your student ID number (we call it a SURF ID). You need this SURF ID for the next step.



Register in CATEMA

Register for your class in CATEMA

After you have received your email from Admissions & Records with your SURF ID, you will register for the course in CATEMA. Tip: Didn't receive an email with your SURF ID? Check your junk folder, or go to SURF ID Lookup. If you are unable to retrieve your ID, you can contact the Student Help Desk. View our New Student CATEMA Instructional Video





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





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.



Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

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

Note: While all of the providers listed ab OpenCCC and the CCC Chancellor's Office should any issues arise with a particular

Email Tips:

- 1. Use personal, NOT a school email address
- 2. Use an email address you check, as this is how the college will communicate

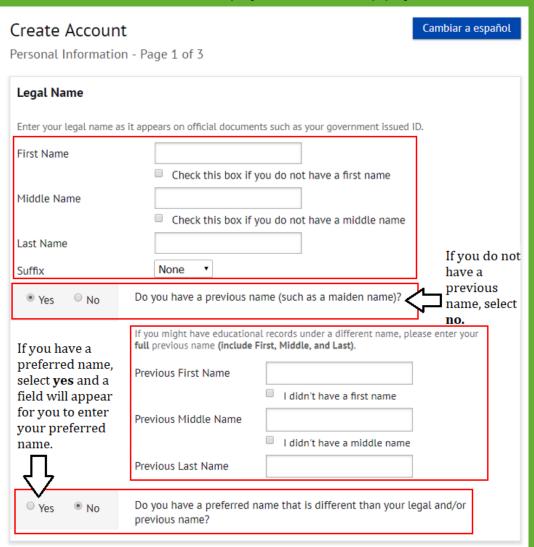
All information is kept secure and private agreeing to the terms and conditions of the <u>Privacy Policy</u>.

Begin Creating My Account

or Return to Sign In



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



Use your legal 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 -- Select -- ▼ Confirm Date of Birth Month Day Year -- Select -- ▼ -- Select -- ▼

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 taxrelated 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 in order to apply. You will be assigned a pseudo SSN, and that's what you will use when asked to submit your SSN when requesting transcripts. You can add your SSN to your account later by submitting a Change of Personal Information form directly to MiraCosta.



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.

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

1 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.

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.

Create Account Contact Information - Po	-	Cambiar a español
Email		
	for important messages, including information about college adremail address that you check regularly.	mission and
Email Address		Here's where you enter your email address
Repeat Email Address		
	by OpenCCC and individual colleges in situations such as account on notifications. If you would like to receive text messages on your pl	
Main Telephone Number	Extension up to four digits	Here's where you enter your telephone number.
	■ I authorize text messages to the telephone number about accept responsibility for any charges that result.	ove, and
Second Telephone Number	Extension	
	up to four digits	
	I authorize text messages to the telephone number aboaccept responsibility for any charges that result.	ove, and

MIRACOSTA COLLEGE 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!

☐ I have no perman	dress is outside the United States. ent address because I am currently home 11, or J1 visa students MUST provide a perma	
Street Address City State ZIP Code	Include apartment number or suite - Select State -	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 e	spañol
Security and Credentia	ls - Page 3 of 3			
Username and Passw	ord			
To enable you to sign in lat	er, you must choose a unique	username for your account		
Username		select you	r username	
	Minimum 6 characters (le	etters, numbers, special char	racters)	
Password	7 to 20 characters (letter	s and at least one number)	Choose a password that you will remember but that others wont	
Repeat Password			be able to guess.	
		r username and password fo our account with others, eve		
	ate a document safely store you	•	•	-
For additional security, plea PIN twice to make sure you	ase create a 4-digit Personal type it correctly.	ldentification Number (PIN)	for your account. Ente	r your
PIN		Choose a pin	J	
Repeat PIN				



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
Confirm that you're not a rebat by sheeking the boy
I'm not a robot 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

You will need to

3 security

drop down.

will be case

back in.

sensitive if you log

select and answer

questions from the

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

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:

Next Step

Continue to a Secure CCC Application



Congratulations! You have created your OpenCCC Account. Select Continue to complete the MiraCosta application!



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

Account Welcome

Citizenship/Military

Residency

Education

Enrollment

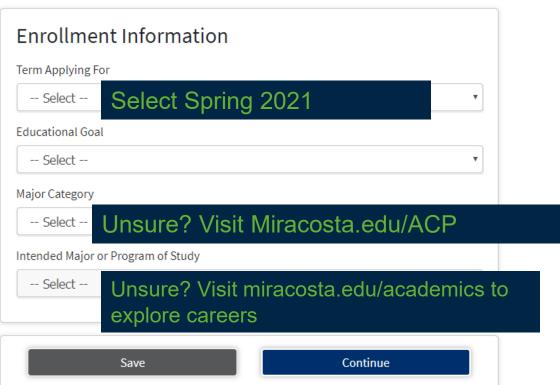
Needs & Interests

Demographic Information

Supplemental Questions

Submission

- 9 pages to complete application
- Use these tabs to navigate between pages
- Check appears when page is complete





Account Information

Review OpenCCC Account Information

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



Permanent Address



Main Phone

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 <u>parent</u> or <u>guardian</u> 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. ②
 - I am or have been married.
 - I am legally <u>emancipated</u>
 - · 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.



If your mailing address is the same as your Permanent **Current Mailing Address** address, simply check the first box. ■ My mailing address is the same as the Permanent Address in my OpenCCC Account above ③ ☐ My current mailing address is outside the United States ③ Street Address @ If your mailing address is different from your Include apartment number or suite permanent address, this is City ③ where you will let us know what your mailing State @ address is. -- Select State --Zip Code ② Continue Save



Education

College Enrollment Status As of August 23, 2020, I will have the following college enrollment status: ③ Select: -- Select enrollment status --"Enrolling in High School (or lower grade) and college at the same time." **High School Education** High school education level as of August 23, 2020 ② -- 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 <u>unweighted high school GPA</u> (grade point average)? Please enter a value between 0.00 and 4.00. ②

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.

-- Select --

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

-- Select -- •

Save

10th-12th graders: Input the English and Math classes and grades from last school year.



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 ② -- Select 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 -- Select Status - Dependents of Veterans will need to know type and date of discharge.

Click here

Continue



Residency

California Residence

Have you lived in California continuously since August 23, 2018? 3



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 ②
- □ I registered to vote outside of California ②
- I declared residency at a college or university outside of California ③
- I filed for a lawsuit or divorce outside of California ②

Special Residency Categories

At any time in the last 24 months were you determined to be homeless by any of the following agencies? ①

- 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



Have you ever been in court-ordered foster care? 19

○ 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	l Assistance

Are you interested in receiving information about money for college?

O Yes O No

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

O Yes O No

Athletic Interest

Are you interested in participating in a sport while attending college? ②

(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 <u>intercollegiate</u> 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



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.

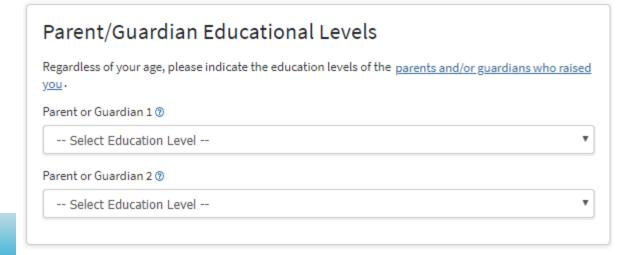
There's no penalty for answering any of these question in a certain way and you are always free to change your responses at any time.

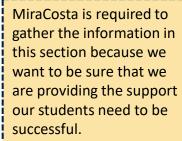


Demographic Information (1 of 2)

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 ③ -- Select Gender -- ▼





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).



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!



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?

O Yes O 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.



Continue



Supplemental Questions (1 of 2)

MiraCosta College would like to gather some additional information on your application to college.

Household Income What is your household income? -- Select -- Ask your parents/guardians if you are unsure.

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 fouryear 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.



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

f you already have a MiraCosta (College SURF/Student ID	(begins with 'W'), p	olease 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 ○

Click here

Continue



Submission (1 of 2)

Review Your Responses

Save as PDF

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

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

Review My Application

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. ②

- 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.

O I consent	
O I do not consent	

Check one

It's a good idea to read through the Consent to Release information prior to making your decision about whether you want to consent to releasing your information or not.



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: ①
 - · 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: <a>③
 - 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'



A Sign Out & Finish

vser window or tab will not

Click here

Sign Out & Finish



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

- You will receive an email in about 2-5 days with your SURF ID
- You DO NOT need to submit a Concurrent/Dual Enrollment Form if you are not in either of those type of courses
- After you have your SURF ID, you can create your account/login to CATEMA to get on the course roster
- Application questions?
 Admissions and Records
 760.795.6620/email: <u>Admissions@miracosta.edu</u> or chat on our website.
- Articulation questions?
 Amy Pimentel: apimentel@miracosta.edu

