

MiraCosta College Admissions and Records Office

Returning Students:
Online Application Tutorial

ARTICULATED HIGH SCHOOL COURSES: THINGS TO KNOW

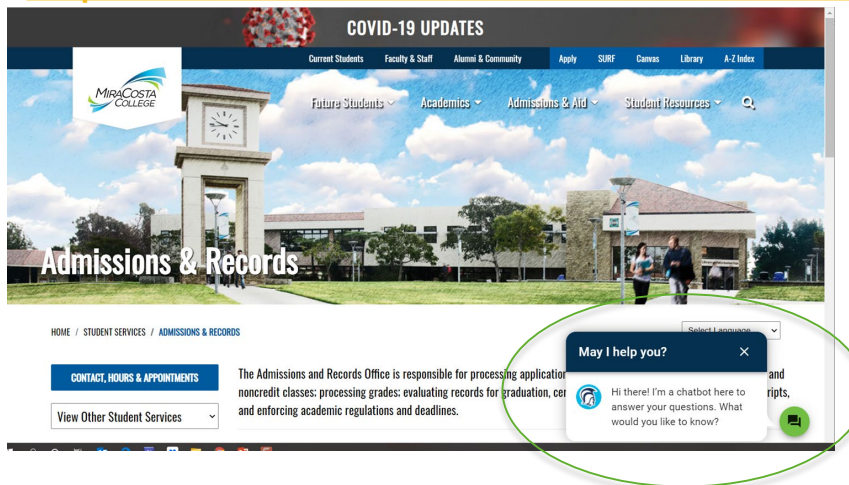
- You must earn an A or B in course and on final exam/project, plus be recommended for credit
- MiraCosta faculty grade portfolios and recommend for credit in our Media Arts and Technologies (MAT) articulated courses
- We don't transcript grades of C or lower
- We transcript your final exam/project grade 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 our CTE Transitions link
<https://www.miracosta.edu/academics/cte-transitions>



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 completed it)

- 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!



New Students



International Students



Returning Students



High School Students



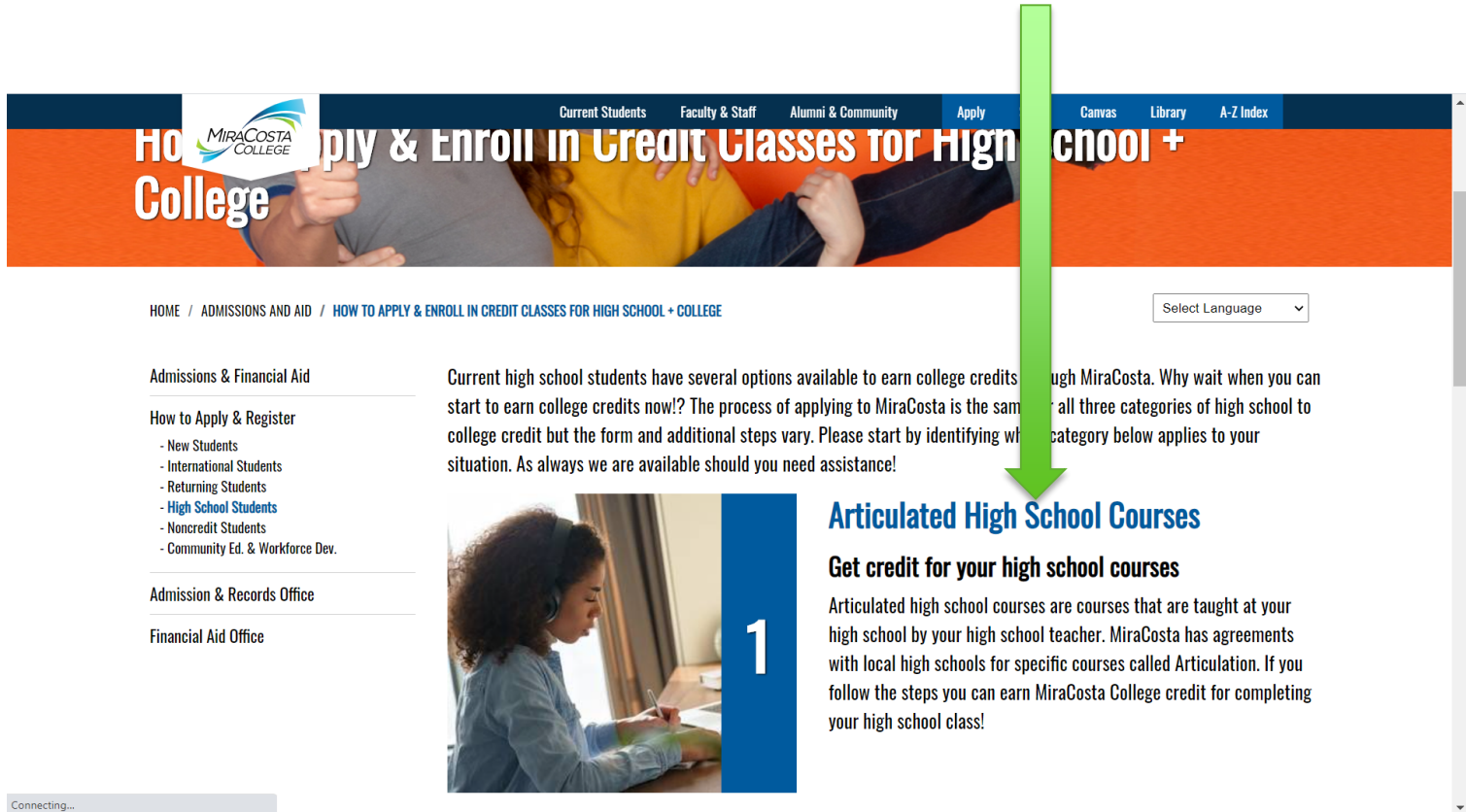
Continuing Education Students



Community Education & Workforce Development Students



Click on “Articulated High School Courses”



The screenshot shows the MiraCosta College website. The header includes the college logo and navigation links: Current Students, Faculty & Staff, Alumni & Community, Apply, Canvas, Library, and A-Z Index. The main banner reads 'How to Apply & Enroll in Credit Classes for High School + College'. Below the banner is a breadcrumb trail: HOME / ADMISSIONS AND AID / HOW TO APPLY & ENROLL IN CREDIT CLASSES FOR HIGH SCHOOL + COLLEGE. A 'Select Language' dropdown is visible. On the left, there are links for 'Admissions & Financial Aid', 'How to Apply & Register' (with sub-links for New, International, Returning, High School, Noncredit, and Community Ed. & Workforce Dev. students), 'Admission & Records Office', and 'Financial Aid Office'. The main content area has a paragraph about earning college credits through MiraCosta. Below this is a section titled 'Articulated High School Courses' with the sub-header 'Get credit for your high school courses'. This section includes an image of a student wearing headphones and writing, and a large blue number '1'. A green arrow points from the top text to the 'Articulated High School Courses' section.

HOME / ADMISSIONS AND AID / HOW TO APPLY & ENROLL IN CREDIT CLASSES FOR HIGH SCHOOL + COLLEGE

Select Language

Admissions & Financial Aid

How to Apply & Register

- New Students
- International Students
- Returning Students
- **High School Students**
- Noncredit Students
- Community Ed. & Workforce Dev.

Admission & Records Office

Financial Aid Office

Connecting...

Current high school students have several options available to earn college credits through MiraCosta. Why wait when you can start to earn college credits now!? The process of applying to MiraCosta is the same for all three categories of high school to college credit but the form and additional steps vary. Please start by identifying which category below applies to your situation. As always we are available should you need assistance!

Articulated High School Courses

Get credit for your high school courses

Articulated high school courses are courses that are taught at your high school by your high school teacher. MiraCosta has agreements with local high schools for specific courses called Articulation. If you follow the steps you can earn MiraCosta College credit for completing your high school class!

1

Click on “Apply Here”



Finan

[Current Students](#)
[Faculty & Staff](#)
[Alumni & Community](#)
[Apply](#)
[SURF](#)
[Canvas](#)
[Library](#)
[A-Z Index](#)

To learn more about articulation, visit our [CTE Transitions](#) page.

1

[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.

2

[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

Hold for new slide to show instructions for HS Student Type



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.

[Create an Account](#) or

[Sign In](#)

Returning applicants

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.



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



Enrollment

Account

Education

Citizenship/Military

Residency

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

College Application

MiraCosta College

Welcome

Enrollment Information

Term Applying For

-- Select --

Select Spring 2021

Educational Goal

-- Select --

Major Category

-- Select --

Unsure? Visit [Miracosta.edu/ACP](https://miracosta.edu/ACP)

Intended Major or Program of Study

-- Select --

Unsure? Visit miracosta.edu/academics to explore careers

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.



Save

Continue



Education

College Enrollment Status

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

-- Select enrollment status --

Select:

"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 ?

-- 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.

Save

Continue



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

Permanent Residents and Visa holders will need to input their identification number.

Citizenship & Immigration Status ?

-- 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 ?

Dependents of Veterans will need to know type and date of discharge.

-- Select Status --

Click here

Continue



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 --

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).



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?

☐ 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 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 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.



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

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.

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.

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.

Click to submit

Submit My Application



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.

- 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 type of those 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: Admissions@miracosta.edu or chat on our website.
- Articulation questions?
Amy Pimentel: apimentel@miracosta.edu

