



# Dual Enrollment

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Completing the Online Application

By: Kerman Unified School District



# Step 1: Fresno City College Website

- Go to: [www.fresnocitycollege.edu/dual](http://www.fresnocitycollege.edu/dual)
- Scroll down and click on “Apply for Dual Enrollment”



Apply

Apply for Dual Enrollment



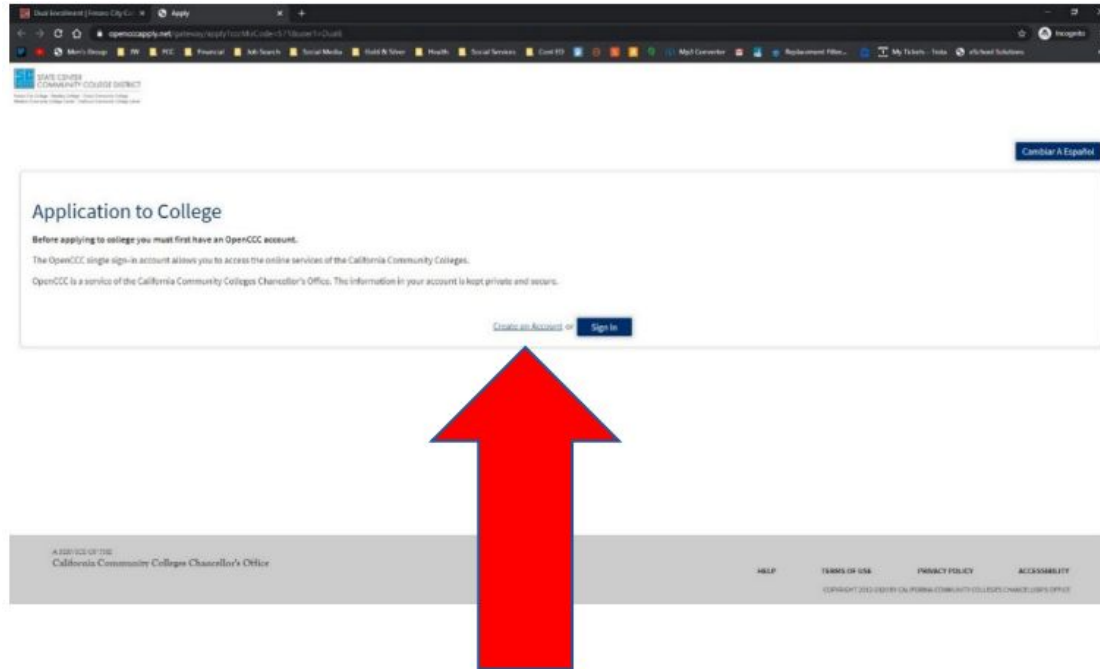
## HIGH SCHOOL STUDENTS

There are 2 steps to registering for a dual enrollment class:

1. **Application:** You need to fill out an online [college application](#). This will allow Fresno City College to assign you a college ID which is mandatory for enrollment. Also you must complete a Dual Enrollment paper application each college semester you want to take a dual enrollment course. These paper application packets will be provided by your high school counselor.
2. **Registration:** Please contact your high school counselor to register for dual enrollment classes.

# Step 2: CCCApply - Create an Account

→ Follow all the steps to **Create an Account**



The screenshot shows a web browser window with the URL `cccapply.net`. The page title is "Application to College". The main content area contains the following text:

**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 Chancellor's Office. The information in your account is kept private and secure.

At the bottom of the main content area, there are two buttons: "Create an Account" and "Sign In". A large red arrow points directly to the "Create an Account" button.

At the top right of the page, there is a button labeled "Cambiar A Español".

The footer of the page contains the following text:

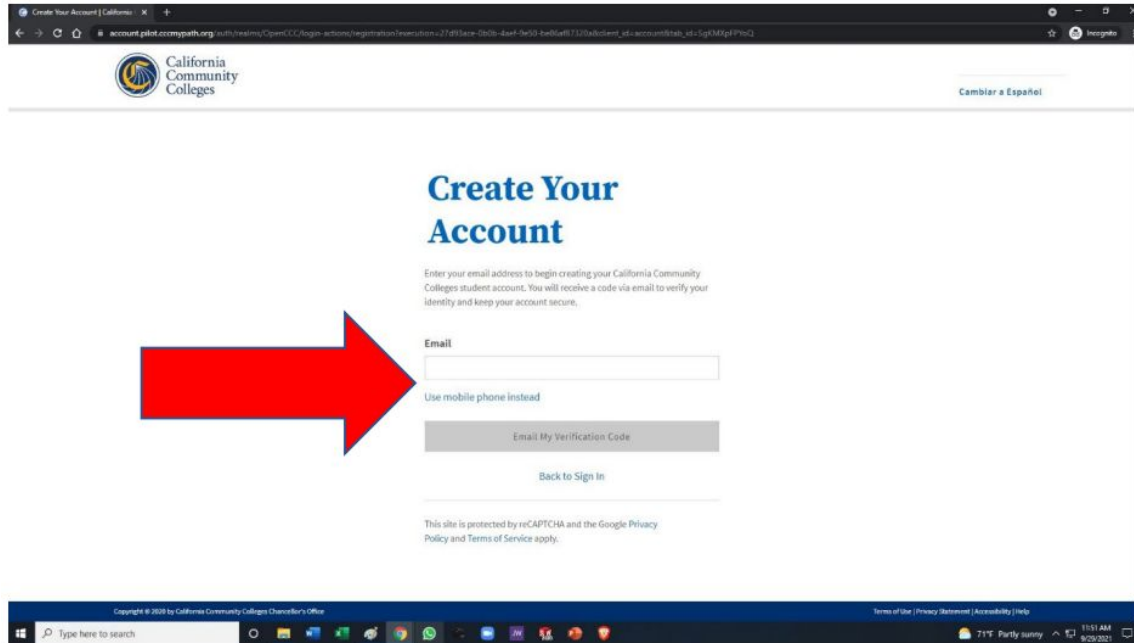
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## Step 2: CCCApply - Create an Account

- Begin creating your account by using either your **personal** email or your mobile phone number (do **NOT** use your school email address)



The screenshot shows a web browser window with the URL `account.pilot.cccapply.org`. The page header includes the California Community Colleges logo and a link to `Cambiar a Español`. The main heading is **Create Your Account**. Below the heading, there is a paragraph: "Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure." The form contains an **Email** input field, a link for `Use mobile phone instead`, a grey button labeled `Email My Verification Code`, and a link for `Back to Sign In`. At the bottom, there is a footer with copyright information and links for `Terms of Use`, `Privacy Statement`, `Accessibility`, and `Help`. The Windows taskbar at the bottom shows the time as 11:51 AM on 9/29/2021.

## Step 2: CCCApply - Create an Account

→ **Verify** your account by typing in the verification code sent to you through your email or cell

Verify Your Account | California

account.pilot.commypath.org/auth/realmu/OpenCCC/login-actions/registration/execution-debc5e31-8961-4b43-bf94-b2d96f890c29?client\_id=account&tab\_id=ca18FOG2DA

California Community Colleges

Cambiar a Español

### Verify Your Account

A verification code has been sent to form\*\*\*\*\*@yahoo.com. Please enter the verification code to verify your account. If you did not receive the code in your inbox, check your spam or junk folder.

Verification Code

Verify Email

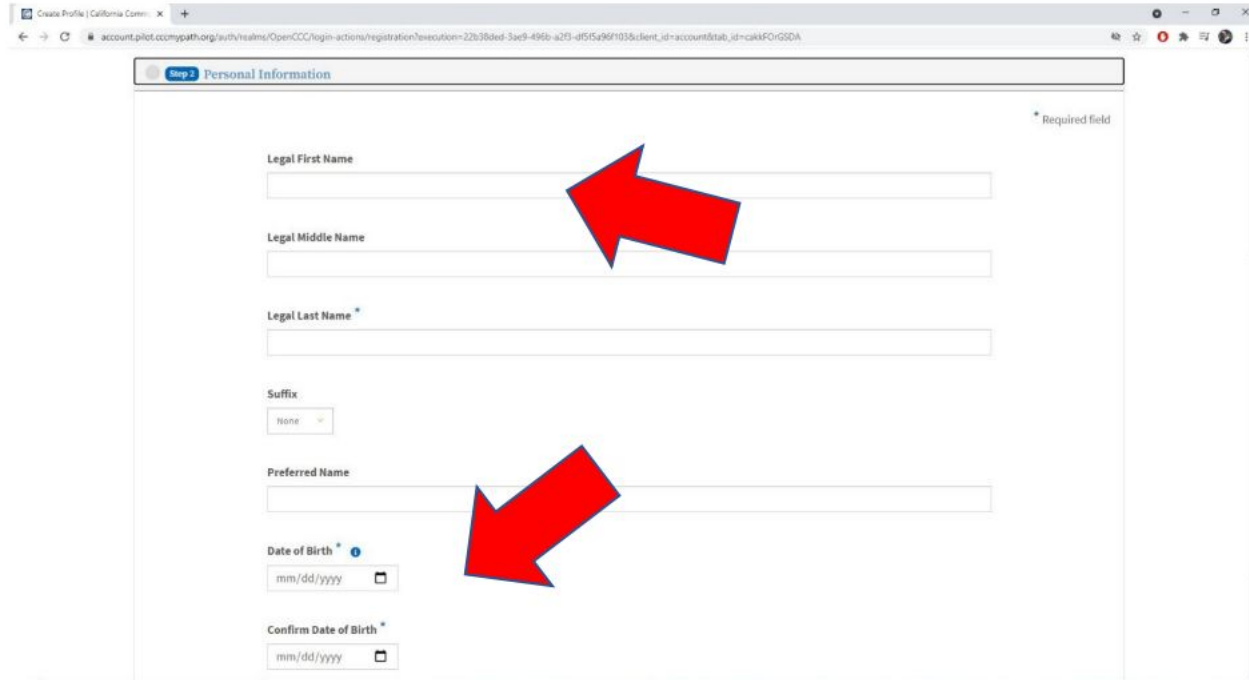
Didn't receive an email? [Resend email](#)  
[Back to Sign In](#)

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## Step 2: CCCApply - Create an Account

→ Complete all **required** information



The screenshot shows a web browser window with the URL `account.pilot.commyouth.org/servlets/OpenCCC/login-actions/registration?execution=22b380ed-3ae9-496b-a2f5-df55a96f103&client_id=account&tab_id=cakFOIG2DA`. The page title is "Step 2 Personal Information". A legend in the top right corner indicates that an asterisk (\*) denotes a "Required field".

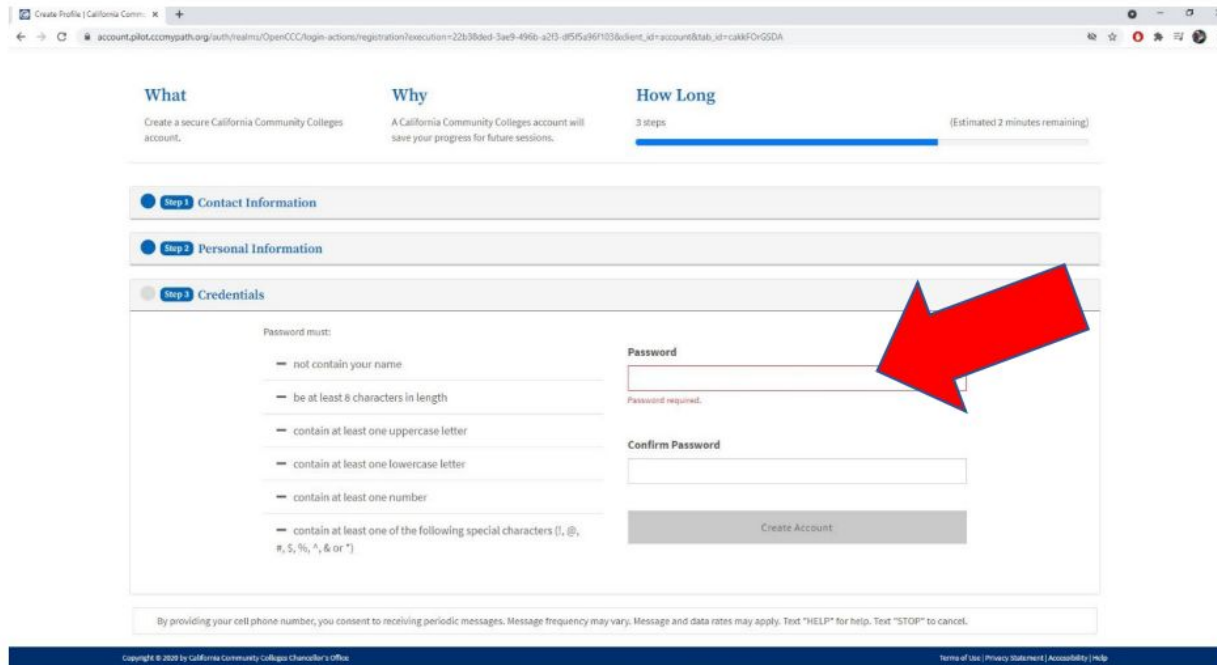
The form contains the following fields:

- Legal First Name (text input)
- Legal Middle Name (text input)
- Legal Last Name \* (text input, marked as required)
- Suffix (dropdown menu, currently set to "none")
- Preferred Name (text input)
- Date of Birth \* (calendar picker, marked as required)
- Confirm Date of Birth \* (calendar picker, marked as required)

Two large red arrows are overlaid on the form: one points to the "Legal First Name" field, and the other points to the "Date of Birth" field.

# Step 2: CCCApply - Create an Account

→ Please **write down or record** your password



The screenshot shows a web browser window with the URL `account.pilot.commyouth.org/auth/realms/OpenCCC/login-actions/registration?execution=22b356ed-3ae9-496b-a203-d95f5a9f103&client_id=account&tab_id=cakklForGSDA`. The page is titled "Create Profile | California Comm..." and has three columns: "What", "Why", and "How Long".

- What:** Create a secure California Community Colleges account.
- Why:** A California Community Colleges account will save your progress for future sessions.
- How Long:** 3 steps (Estimated 2 minutes remaining)

The registration process is shown in three steps:

- Step 1: Contact Information
- Step 2: Personal Information
- Step 3: Credentials

**Step 3: Credentials**

Password must:

- not contain your name
- be at least 8 characters in length
- contain at least one uppercase letter
- contain at least one lowercase letter
- contain at least one number
- contain at least one of the following special characters [!, @, #, \$, %, ^, & or \*]

**Password**

Password required.

**Confirm Password**

**Create Account**

By providing your cell phone number, you consent to receiving periodic messages. Message frequency may vary. Message and data rates may apply. Text "HELP" for help. Text "STOP" to cancel.

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# Step 3: CCCApply - Start a New Application

→ Click to **start** a new application

The screenshot displays the CCCApply user interface. At the top left is the California Community Colleges logo. To its right, the text 'California Community Colleges' and 'CCCApply' are visible. In the top right corner, user information is shown: 'CCCID: CGA3527 Steven Caro Sign Out'. Below this, there are links for 'My Applications' and 'Settings'. On the left side, the 'STATE CENTER COMMUNITY COLLEGE DISTRICT' logo and a list of colleges are displayed. The main heading is 'My Applications'. A large blue button labeled 'Start a New Application' is centered in a white box, with a large red arrow pointing to it from the right. Below this is a section titled 'In-Progress Applications' with a minus sign icon. It contains a paragraph: 'Below are applications you have started but have not yet submitted. You can resume or delete individual applications at any time.' At the bottom, a table header is visible with columns: 'App ID', 'College', 'Type', 'Started', 'Paused', 'Last Page', 'Resume', and 'Trash'.

California Community Colleges | CCCApply

CCCID: CGA3527 Steven Caro Sign Out

My Applications Settings

STATE CENTER COMMUNITY COLLEGE DISTRICT

Hayward City College | Mendocino College | Clark Community College  
Modesto Community College | Oakhurst Community College Center

## My Applications

Start a New Application

### In-Progress Applications

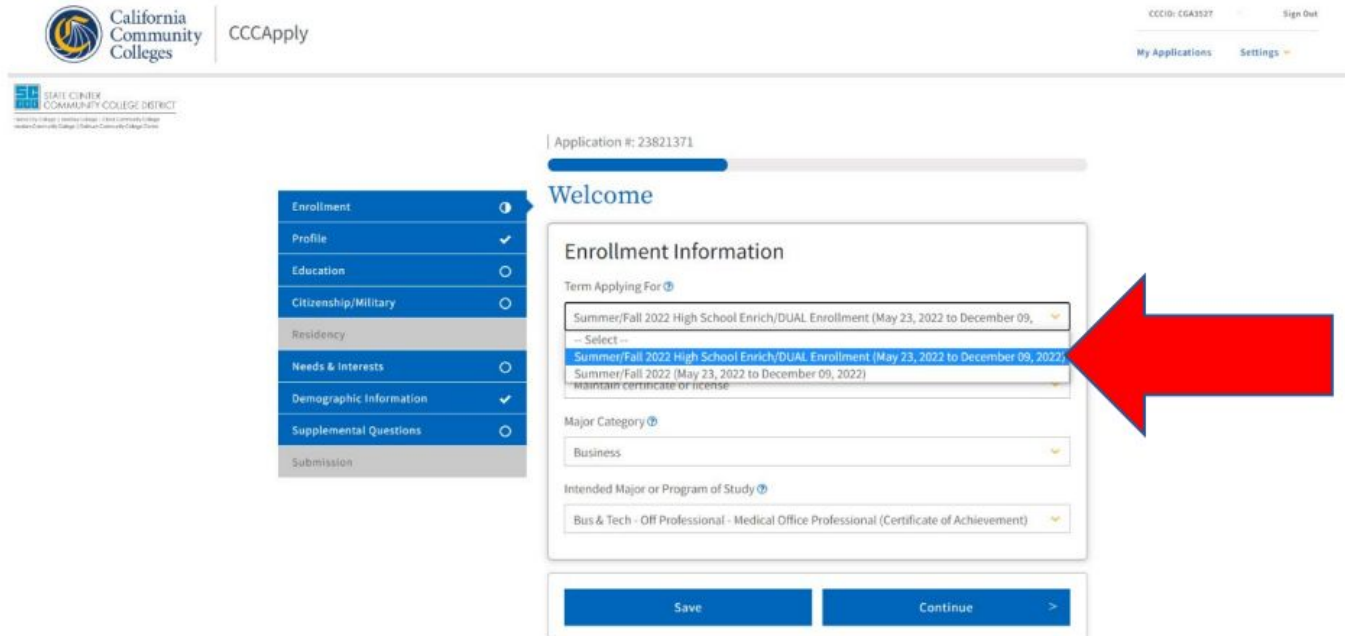
Below are applications you have started but have not yet submitted. You can resume or delete individual applications at any time.

App ID	College	Type	Started	Paused	Last Page	Resume	Trash
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# Step 4: CCCApply - Fill in Application

→ Select the option that says **High School Enrich/Dual Enrollment**



The screenshot displays the CCCApply application interface. At the top left is the California Community Colleges logo and the text "California Community Colleges" and "CCCApply". At the top right, it shows "CCCID: CGA3527" and "Sign Out". Below the header, there are links for "My Applications" and "Settings". The main content area shows "Application #: 23821371" and a progress bar. A sidebar on the left contains navigation links: "Enrollment" (selected), "Profile", "Education", "Citizenship/Military", "Residency", "Needs & Interests", "Demographic Information", "Supplemental Questions", and "Submission". The main content area is titled "Welcome" and "Enrollment Information". It contains a "Term Applying For" dropdown menu with the following options: "Summer/Fall 2022 High School Enrich/DUAL Enrollment (May 23, 2022 to December 09, 2022)", "-- Select --", "Summer/Fall 2022 High School Enrich/DUAL Enrollment (May 23, 2022 to December 09, 2022)", "Summer/Fall 2022 (May 23, 2022 to December 09, 2022)", and "Maintain certificate or license". A red arrow points to the selected option. Below this is a "Major Category" dropdown menu with "Business" selected. At the bottom, there are "Save" and "Continue" buttons.

# Step 4: CCCApply - Fill in Application

➔ **IMPORTANT:** You need your social security number to submit the application if applicable

The screenshot shows the CCCApply application interface. At the top left is the California Community Colleges logo and the text 'California Community Colleges CCCApply'. At the top right, it displays 'CCCD: CCA9327' and a 'Sign Out' link. Below this are links for 'My Applications' and 'Settings'. The main content area shows the 'Profile' section for application # 23821371. A left-hand navigation menu includes: Enrollment (checked), Profile (active), Education, Citizenship/Military, Residency, Needs & Interests, Demographic Information (checked), Supplemental Questions, and Submission. The 'Profile' section contains two main boxes: 'Previous Name' with the question 'Do you have a previous legal name that was used on legal documents or education transcripts?' and radio buttons for 'Yes' and 'No' (selected); and 'Social Security Number' with a detailed explanation of its use and a question 'Do you have a social security number or taxpayer identification number?' with radio buttons for 'Yes, I have a social security number or taxpayer identification number.' and 'No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.' (selected).

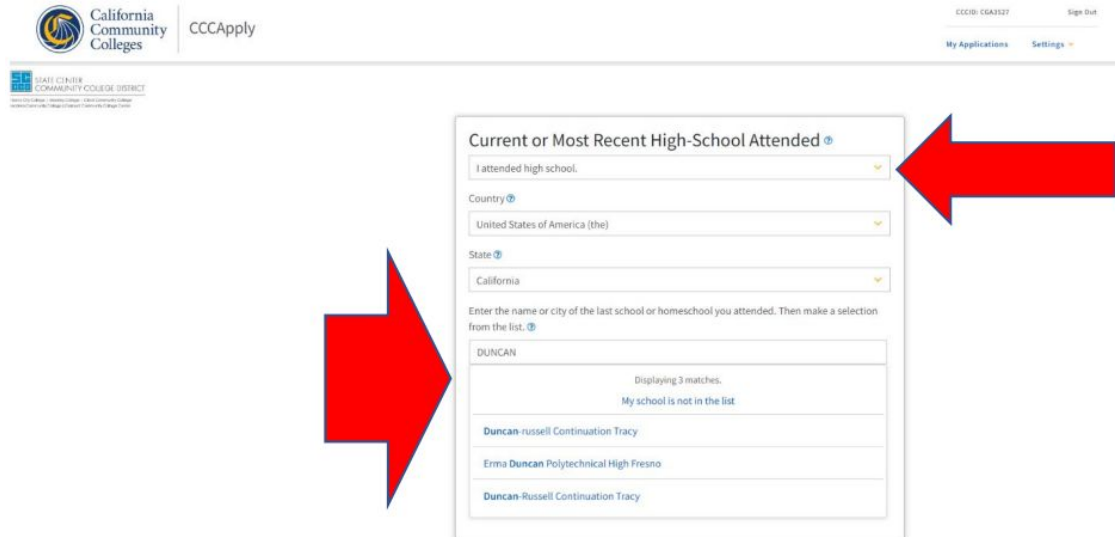
# Step 4: CCCApply - Fill in Application

- **IMPORTANT:** You are **NOT** a first-time student in college. You are enrolling in high school and college at the same time.
- **Select this option:** Enrolling in high school (or lower grade) and college at the same time

The screenshot shows the CCCApply interface for Fresno City College. The user is logged in as 'CCCID: C04827' and has access to 'My Applications' and 'Settings'. The application is for 'Fresno City College | Term: Summer/Fall 2022 High School Enrich/DUAL Enrollment' with application number '23821371'. The 'Education' section is active, showing 'College Enrollment Status' with a dropdown menu. The options are: '-- Select enrollment status --', '-- Select enrollment status --', 'First time student in college (after leaving high school)', 'First time at this college; have attended another college', 'Returning student to this college after absent for a main term', 'Adult school student in a high school diploma or equivalency program', and 'Enrolling in high school (or lower grade) and college at the same time'. A red arrow points to the last option. Below this is the 'Current or Most Recent High-School Attended' dropdown with the option '-- Select Last School --'.

# Step 4: CCCApply - Fill in Application

- **Select** “I attended high school”
- **IMPORTANT:** Select the high school in which you will be Dual Enrolled from the dropdown list.
- If you are a **KUOS student**, select “My school is not in the list” and manually input the school information.



The screenshot shows the CCCApply application interface. At the top left is the California Community Colleges logo and the text 'California Community Colleges CCCApply'. At the top right, it displays 'CCCC: CGA3127', 'Sign Out', 'My Applications', and 'Settings'. Below the header is the State Center Community College District logo. The main form section is titled 'Current or Most Recent High-School Attended'. It contains a dropdown menu with 'I attended high school.' selected. Below this are fields for 'Country' (United States of America (the)), 'State' (California), and a search box. The search box contains the text 'Enter the name or city of the last school or homeschool you attended. Then make a selection from the list.' Below the search box is a list of search results: 'DUNCAN', 'Duncan-russell Continuation Tracy', 'Erma Duncan Polytechnical High Fresno', and 'Duncan-Russell Continuation Tracy'. A red arrow points to the dropdown menu, and another red arrow points to the search results.

# Step 4: CCCApply - Fill in Application

→ Note: You do **NOT** need Financial Assistance for Dual Enrollment.

California Community Colleges | CCCApply

CCCID: CGA3527 | Sign Out

My Applications | Settings

STATE CENTER COMMUNITY COLLEGE DISTRICT  
Fresno City College | Term: Summer/Fall 2022 High School Enrich/DUAL Enrollment  
Application #: 23821371

**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.

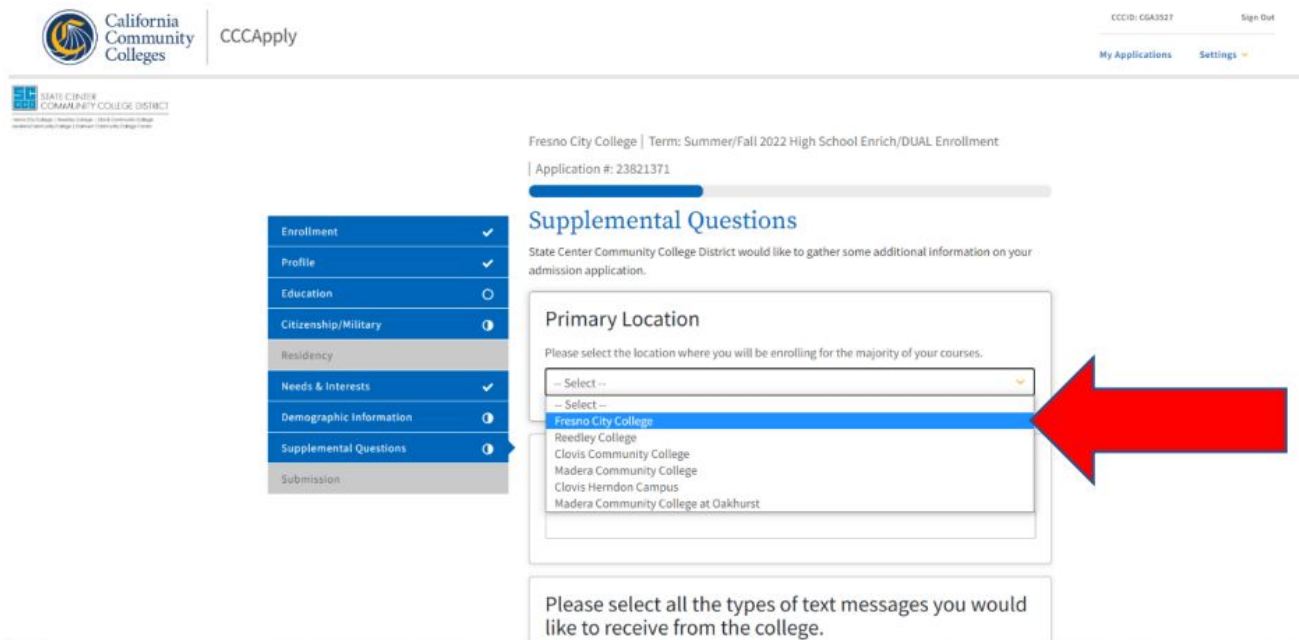
**Main Language**  
Are you comfortable reading and writing English?  
 Yes  No

**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

Enrollment ✓  
Profile ✓  
Education ○  
Citizenship/Military ⓘ  
Residency ○  
**Needs & Interests ⓘ**  
Demographic Information ⓘ  
Supplemental Questions ○  
Submission ○

# Step 4: CCCApply - Fill in Application

- Complete Supplemental Questions page.
- Select **Fresno City College** for primary location



The screenshot displays the CCCApply application interface. At the top left, the California Community Colleges logo and 'CCCApply' text are visible. On the top right, there are links for 'Sign Out', 'My Applications', and 'Settings'. The main content area shows the application details for Fresno City College, including the term 'Summer/Fall 2022 High School Enrich/DUAL Enrollment' and the application number '23821371'. A progress bar indicates the current step is 'Supplemental Questions'. A left-hand navigation menu lists various sections: Enrollment, Profile, Education, Citizenship/Military, Residency, Needs & Interests, Demographic Information, Supplemental Questions (highlighted), and Submission. The 'Supplemental Questions' section contains a message from the State Center Community College District and a 'Primary Location' dropdown menu. The dropdown menu is open, showing a list of colleges with 'Fresno City College' selected and highlighted in blue. A large red arrow points to this selection. Below the dropdown, there is a section for selecting text message preferences.

California Community Colleges CCCApply

CCCCID: CGA3527 Sign Out

My Applications Settings

STATE CENTER COMMUNITY COLLEGE DISTRICT

Fresno City College | Term: Summer/Fall 2022 High School Enrich/DUAL Enrollment

Application #: 23821371

Supplemental Questions

State Center Community College District would like to gather some additional information on your admission application.

Primary Location

Please select the location where you will be enrolling for the majority of your courses.

-- Select --

-- Select --

Fresno City College

Reedley College

Clovis Community College

Madera Community College

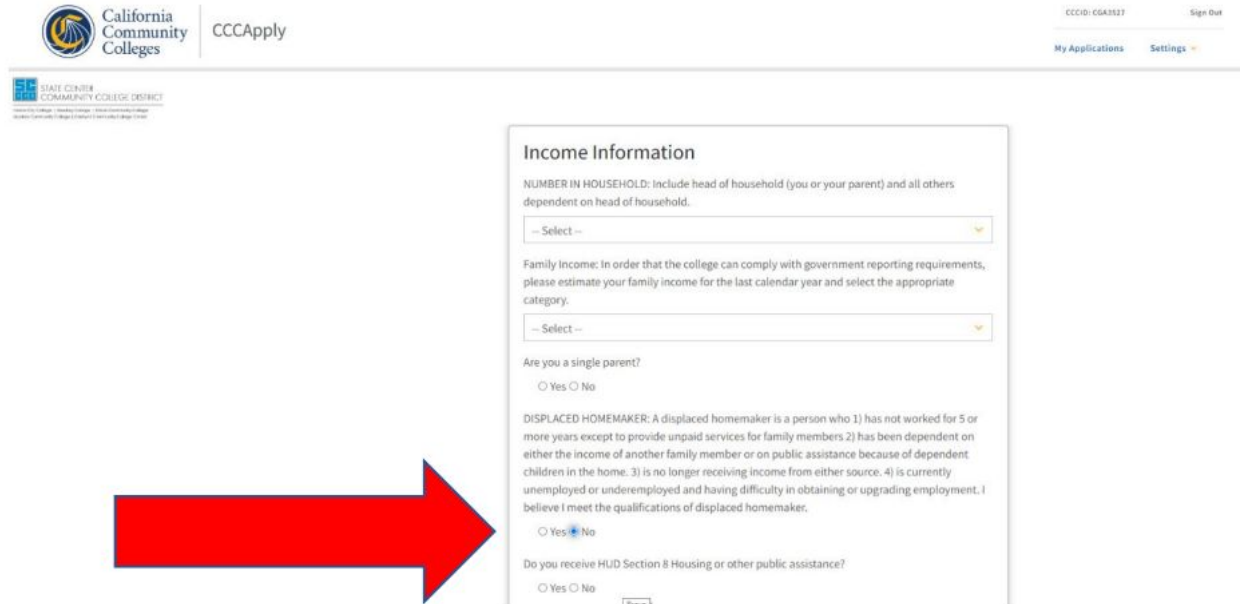
Clovis Herndon Campus

Madera Community College at Oakhurst

Please select all the types of text messages you would like to receive from the college.

# Step 4: CCCApply - Fill in Application

→ Note: You are **NOT** a Displaced Homemaker



California Community Colleges CCCApply

CCCID: 66A3527 Sign Out

My Applications Settings

STATE CENTER COMMUNITY COLLEGE DISTRICT

### Income Information

NUMBER IN HOUSEHOLD: include head of household (you or your parent) and all others dependent on head of household.

-- Select --

Family Income: In order that the college can comply with government reporting requirements, please estimate your family income for the last calendar year and select the appropriate category.

-- Select --

Are you a single parent?

Yes  No

DISPLACED HOMEMAKER: A displaced homemaker is a person who 1) has not worked for 5 or more years except to provide unpaid services for family members 2) has been dependent on either the income of another family member or on public assistance because of dependent children in the home. 3) is no longer receiving income from either source. 4) is currently unemployed or underemployed and having difficulty in obtaining or upgrading employment. I believe I meet the qualifications of displaced homemaker.

Yes  No

Do you receive HUD Section 8 Housing or other public assistance?

Yes  No

# Step 5: CCCApply - Submit Application

- Click “I consent” and “By Checking Here, I” to provide required permissions
- Click “Submit my Application”

California Community Colleges | CCCApply

CCCID: 6GA3527 | Sign Out

My Applications | Settings

STATE CENTER COMMUNITY COLLEGE DISTRICT

residency may result in District action.

- I understand that all materials and information submitted by me for purposes of admission become the property of Fresno City College.

By Checking here, I, , 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](http://www.icanaffordcollege.com), and on most college websites.

Submit My Application



## Step 6: Next Steps

- Once you complete the application, within 48-72 hours, you will receive an email to the address you provided that will provide you with your college SCCCD ID number, a 7-digit number with **NO** letters.
- Please contact your counselor to include this ID number on your AB 30 registration form.