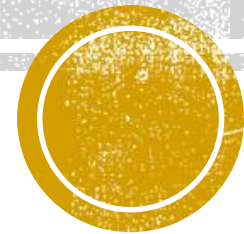


# DUAL ENROLLMENT

Application Instructions



**MADERA**  
COMMUNITY  
COLLEGE

# STEP 1: MADERA COMMUNITY COLLEGE WEBSITE


1. Go to <http://www.maderacollege.edu/dual>
2. Scroll down to the How to Apply section, click on Step 2: Apply to MCC, and click on the “Apply Here!” Button.


## How to Apply

- ▶ Step 1: Attend Information Session
- ▼ Step 2: Apply to MCC

All first-time dual enrollment students must apply online at CCCApply. Any previously dual enrolled student who has skipped a Spring or Fall semester must apply online again at CCCApply. The application typically takes between 20-60 minutes to complete, and it can take between 48-72 hours for a college ID number to be generated. The students' college ID number is required for the registration form.

[Apply Here!](#)

[Step-by-Step Guide to Applying](#) 

[Application Instructions \(Accessible\)](#) 

- ▶ Step 3: Registration Form



# STEP 2: CCCAPPLY — CREATE AN ACCOUNT

1. Click on “Create an Account” and follow the steps to create your account.

## Application for Admission 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.

[Create an Account](#) or

[Sign In](#)



# USE YOUR EMAIL OR MOBILE PHONE

2. Begin creating your account by using either your email or your mobile phone number.
  - i. It is recommended that you do not use your high school email address. Emails from CCCApply do not always make it through your high school email's firewall.

## Create Your Account

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.

Email

[Use mobile phone instead](#)

Email My Verification Code

[Back to Sign In](#)



# ENTER YOUR VALIDATION CODE

3. Verify your account by typing in the verification code sent to you through your email or mobile phone.

## 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](#)



# ENTER YOUR CONTACT INFORMATION

4. Create your profile by using an email that you regularly check. This email account is where you will receive your college ID number in 48-72 hours
  - i. It is recommended that you **do not** use your high school email address.

## Create Profile

|   |  |  |
|---|--|--|
| <b>What</b><br>Create a secure California Community Colleges account. | <b>Why</b><br>A California Community Colleges account will save your progress for future sessions. | <b>How Long</b><br>3 steps (Estimated 2 minutes remaining)<br><div style="width: 33%;"><div style="width: 33%;"></div></div> |
|---|--|--|

---

**Step 1** Contact Information

Please enter your Contact Information in the following fields.

\* Required field

Email Address \*

Confirm Email Address \*



# ENTER YOUR NAME AND DATE OF BIRTH

5. Complete all the required information. Be sure to input your legal first, middle, and last name. If you have two last names, be sure to include both of them.

Step 2 Personal Information

\* Required field

Legal First Name

Legal Middle Name

Legal Last Name \*

Suffix

None

Preferred Name

Date of Birth \* ⓘ

mm/dd/yyyy



# CREATE YOUR PASSWORD

6. Create your password and **WRITE IT DOWN** or **RECORD** it somewhere. If you have to login later to complete the application you will need this password. Then click “Create Account.”

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**

**Confirm Password**

Create Account





# YOU HAVE CREATED YOUR CCCAPPLY ACCOUNT

7. Click “Continue” to move on to the application.
  - i. **NOTE:** The CCCID number is **not** your college ID number. Do **not** place this number on your dual enrollment registration form

## 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: AAB9023**

Next Step

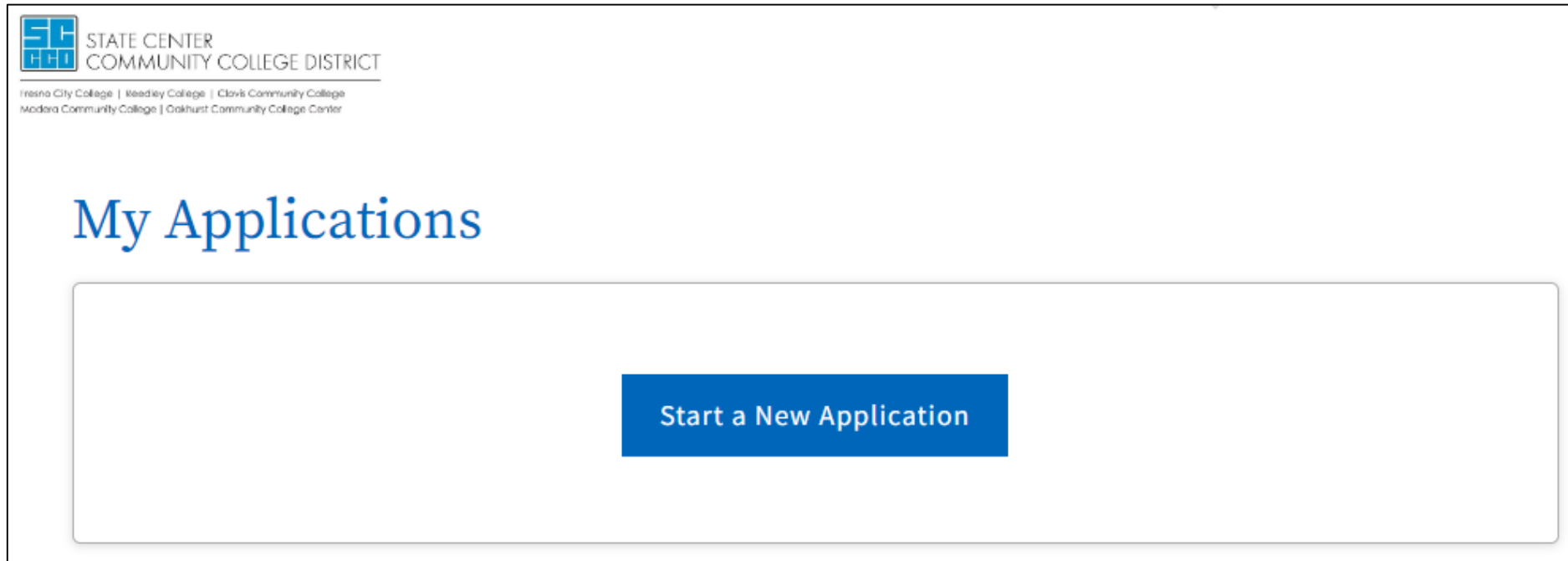
Continue to a Secure CCC Application

Continue



# STEP 3: START A NEW APPLICATION

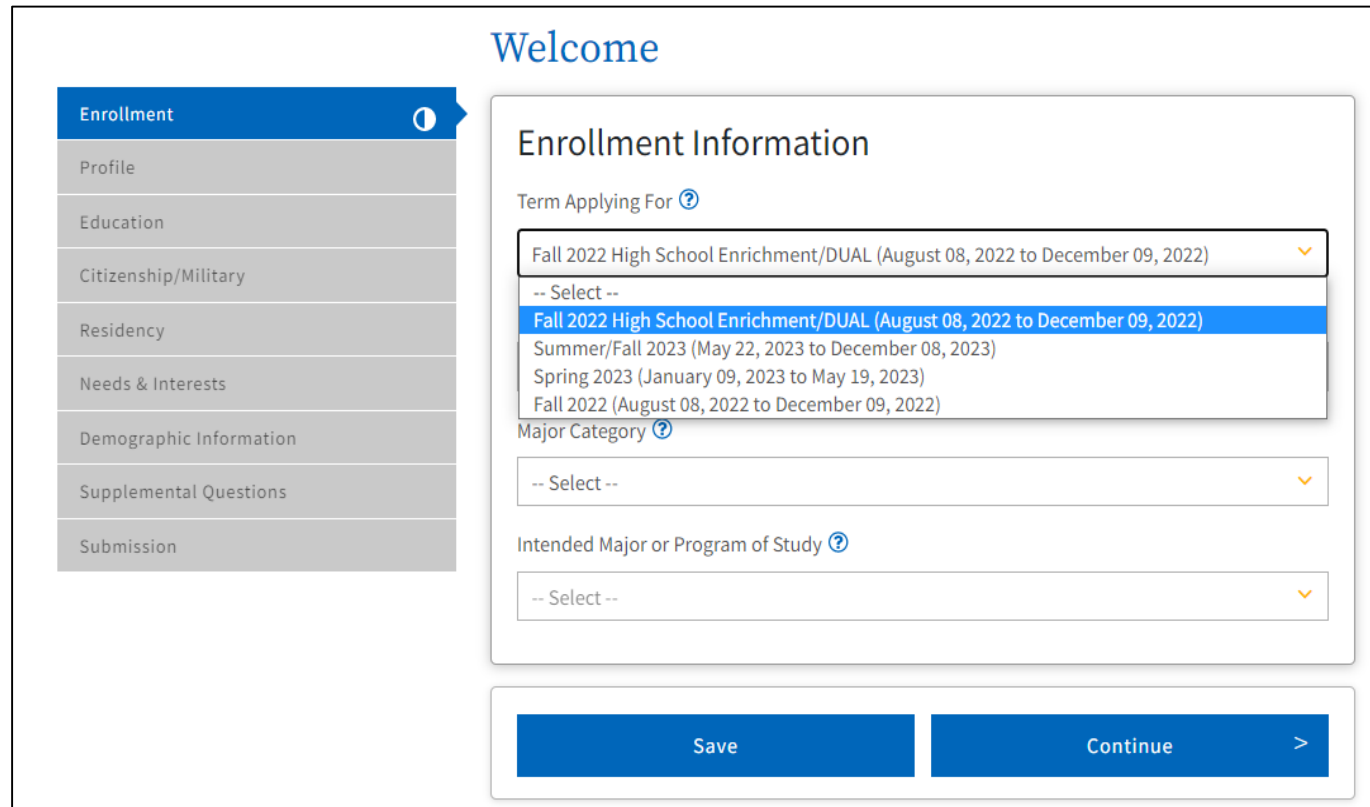
1. Click on “Start a New Application.”



# BEGIN YOUR APP WITH ENROLLMENT INFORMATION

2. Complete the Enrollment page.

i. **Term Applying For – IMPORTANT:** Select the option that says, “High School Enrichment/Dual.”



The screenshot shows a web application interface for enrollment. On the left is a vertical navigation menu with the following items: Enrollment (highlighted in blue with a white circle containing the number 1), 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 three dropdown menus: "Term Applying For" (with a help icon), "Major Category" (with a help icon), and "Intended Major or Program of Study" (with a help icon). The "Term Applying For" dropdown is open, showing five options: "Fall 2022 High School Enrichment/DUAL (August 08, 2022 to December 09, 2022)", "-- Select --", "Fall 2022 High School Enrichment/DUAL (August 08, 2022 to December 09, 2022)", "Summer/Fall 2023 (May 22, 2023 to December 08, 2023)", "Spring 2023 (January 09, 2023 to May 19, 2023)", and "Fall 2022 (August 08, 2022 to December 09, 2022)". The second option is highlighted in blue. At the bottom of the form are two blue buttons: "Save" and "Continue" with a right-pointing chevron.



# ANSWER THE PROFILE PAGE QUESTIONS

## 3. Complete the Profile page.

- i. Social Security Number – Select “Yes” if you know it. If you do not know it or do not have it with you, select “No” and continue on with the application.

- Enrollment ✓
- Profile** 1
- Education
- Citizenship/Military
- Residency
- Needs & Interests ○
- Demographic Information ○
- Supplemental Questions ○
- Submission

### Profile

#### Previous Name

Do you have a **previous legal name** that was used on legal documents or education transcripts?

Yes  No

#### 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.



# IMPORTANT: COLLEGE ENROLLMENT STATUS

## 4. Complete the Education page.

- i. **College Enrollment Status – IMPORTANT:** Select “Enrolling in high school (or lower grade) and college at the same time.” You are not a first-time student in college. You are enrolling in high school and college at the same time.

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

### Education

Your responses will be kept private and secure and will not be used for discriminatory purposes.

#### College Enrollment Status

As of August 07, 2022, I will have the following college 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 07, 2022 ?

Will be enrolled in high school (or lower grade) and college at the same time



# CURRENT OR MOST RECENT HIGH SCHOOL ATTENDED

5. Select “I attended high school”.
6. **IMPORTANT:** When prompted to “Enter the name or city of the last school or homeschool you attended,” type in the name and make sure to click on the high school in which you will be Dual Enrolled from the dropdown list. Clicking on the high school’s name will autofill several additional fields of information.
  - i. **Note:** You may have been home schooled, but you will be Dual enrolled at a high school, so please select “I attended high school.”

Current or Most Recent High-School Attended [?](#)

I attended high school. [v](#)

Country [?](#)

United States of America (the) [v](#)

State [?](#)

California [v](#)

Enter the name or city of the last school or homeschool you attended. Then make a selection from the list. [?](#)

madera

Displaying 8 of 54 matches. Keep typing to narrow down search results.

[My school is not in the list](#)

[Madera High Madera](#)

[Madera Baptist Academy Madera](#)

[Madera Christian Madera](#)

[Madera South High Madera](#)

[Madera Adult School Madera](#)



# ANSWER CITIZENSHIP/MILITARY QUESTIONS

## 7. Complete the Citizenship/Military page.

- i. Note: If you are undocumented, select “Other” from the Citizenship and Immigration Status dropdown list and then check the box “No Documents” under Visa Type.

**Citizenship/Military**

Your responses will be kept private and secure and will not be used for discriminatory purposes.

**Citizenship & Immigration**

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.

Citizenship & Immigration Status ⓘ

-- Select Status --

**U.S. Military/Dependent of Military**

U.S. Military status as of August 07, 2022 ⓘ

-- Select Status --



# ANSWER RESIDENCY QUESTIONS

## 8. Complete the Residency page.

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

### Residency

Your responses will be kept private and secure and will not be used for discriminatory purposes.

#### California Residence

Have you lived in California continuously since August 07, 2020? [?](#)

Yes  No

#### Out-of-State Activities

As of August 07, 2020, 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





# ANSWER NEEDS AND INTERESTS QUESTIONS

9. Complete the Needs and Interests page.

i. Note: You do not need financial assistance for Dual Enrollment.

**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



# ANSWER DEMOGRAPHIC INFORMATION QUESTIONS

10. Complete the Demographic Information page.

|                         |   |
|-------------------------|---|
| Enrollment              | ✓ |
| Profile                 | ✓ |
| Education               | ✓ |
| Citizenship/Military    | ✓ |
| Residency               | ✓ |
| Needs & Interests       | ✓ |
| Demographic Information | ○ |
| Supplemental Questions  | ○ |

## Demographic Information

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

- This information will be used for federal and state reporting.
- This information is used for summary demographic reporting and will not be used for a discriminatory purpose.
- Your responses are kept private and secure.
- Providing this information is optional.



# ANSWER SUPPLEMENTAL QUESTIONS

11. Complete the Supplemental Questions page.
  - i. Primary Location – Select “Madera Community College.”
  - ii. Income Information – Select “No” for the Displace Homemaker question.

**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.

Madera Community College

**Personal Information**

Place of Birth (City and State or Foreign Country)

**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



# REVIEW YOUR APPLICATION

12. Click on “Review My Application” and double check the following information.

- i. **Enrollment Information** – Make sure the Term you selected is the “High School Enrichment/Dual” option.
- ii. **Profile Information** – Make sure you have your name spelled correctly. Once you submit your application and it is downloaded by Madera Community College, any name corrections will have to be made through the college’s Admission and Records office.
- iii. **Education** – Make sure your Enrollment Status is “Enrolling in high school (or lower grade) and college at the same time” and the correct High School is listed.

The screenshot shows a web interface for reviewing an application. On the left is a vertical navigation menu with blue buttons and white checkmarks for: Enrollment, Profile, Education, Citizenship/Military, Residency, Needs & Interests, Demographic Information, Supplemental Questions, and Submission (which is highlighted with a white circle). The main content area is titled 'Submission' and contains two sections. The first section is 'Review Your Responses', which includes a 'Save as PDF' link, a paragraph of text: 'We recommend that you review your responses to ensure you've provided complete and accurate information.', and a blue 'Review My Application' button. The second section is 'Request for Consent to Release Information', which contains a paragraph of text: '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](#).' followed by a help icon.



# SUBMIT YOUR APPLICATION

13. Click both boxes for “By Checking Here, I,” to provide required permissions. Then click “Submit My Application.” It is recommended that you take a screenshot or a picture of the confirmation information.

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.

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[Submit My Application](#)



# STEP 4: DUAL ENROLLMENT REGISTRATION FORM

After 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 ID number, a 7-digit number with NO LETTERS. Once you receive your college ID number, follow-up with your high school counselor to obtain and complete your Dual Enrollment registration form. You will need to place your college ID number on your registration form.

If you have any questions or need additional assistance, you can email the Dual Enrollment staff at [dualenrollment@maderacollege.edu](mailto:dualenrollment@maderacollege.edu).

