



## California Community Colleges Application Steps

ACSO Regional Training Center Ad-Hoc Course Participants

**DIRECTIONS:** ALL participants must apply to Chabot College before participating in any ACSO ad-hoc courses. Please follow the directions below and complete all 10 steps **before** the course begins.

### CREATE AN ACCOUNT (w/ California Community Colleges portal)

**STEP 1:** Click on the link below:

<https://www.openccapply.net/gateway/apply?cccMisCode=482>

**STEP 2:** Select "Create an account"

**STEP 3:** Select "Begin Creating My Account"

**STEP 4:** Complete set-up of account (three pages)

**STEP 5:** On the final page, click "continue" to complete the college application

\*If you already have an account, you need to gain access to it. Return to the link above, sign in, and start with step 6.

### COMPLETE APPLICATION

**STEP 6:** Start a new Application – Choose: **Chabot College**, click "Start A New Application"

**STEP 7:** Complete enrollment information, then click "continue"

a. Select term based on course start date –

<b>Spring:</b>	Jan to May
<b>Summer:</b>	Jun to Aug (1 <sup>st</sup> week)
<b>Fall:</b>	Aug (2 <sup>nd</sup> week) to Dec

b. Educational Goal – Advance in current job/career (Update job skills)

c. Intended major – Administration of Justice [AA] (Chabot)

**STEP 8:** Continue and complete ALL sections of the application

a. Select "Submit My Application" on the last page

b. Refer to the step-by-step directions below for questions on application

**STEP 9:** Take note of your application number on the confirmation screen (example: 17954851)

**STEP 10:** Email the following information to [CC-ACSOAcademy@chabotcollege.edu](mailto:CC-ACSOAcademy@chabotcollege.edu)

a. **Subject line: (Insert Course Title AND Start Date)**

b. **First and last name**

c. **Application Confirmation number (step 9)**

d. **Birthdate (MM/DD/YYYY)**

If you have any questions, contact Professional Expert, Jessica Vile [jvile@chabotcollege.edu](mailto:jvile@chabotcollege.edu), for support.

### **Additional Contact Information:**

Kristin Lima, Ed.D, Dean, Applied Technology and Business, [klima@chabotcollege.edu](mailto:klima@chabotcollege.edu)

Susan Williams, Senior Administrative Assistant, [scwilliams@chabotcollege.edu](mailto:scwilliams@chabotcollege.edu)

Cheryl Mackey, Department Chair, Administration of Justice, [cmackey@chabotcollege.edu](mailto:cmackey@chabotcollege.edu)


Chabot College, 25555 Hesperian Blvd, Hayward, CA 94545  
(Applied Technology and Business Division – 510-723-6652)

## Step by Step Directions:

### PAGE 1

**College Application**

Chabot College

Enrollment 

Account

Education

Citizenship/Military

Residency

Needs & Interests

Demographic Information

Supplemental Questions

Submission

### Welcome

#### Enrollment Information

Term Applying For  
**See page 1 for Term**


Educational Goal  
Prepare for a new career (acquire job skills)


Intended Major or Program of Study  
Administration of Justice [AA] (Chabot)

Save Continue

Select options shown here

### PAGE 2

Enrollment 

Account 

Education

Citizenship/Military

Residency

Needs & Interests

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### Account Information


[Review My Account](#)

#### Review OpenCCC Account 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  
- Select State -


ZIP Code 


Save Continue

Complete

**College Application**

Chabot College | Term: Spring 2020 | Application #: 14999412

Enrollment 

Account 

Education

Citizenship/Military

Residency

Needs & Interests

Demographic Information

Supplemental Questions

Submission

### Account Information

[Review My Account](#)

#### Review OpenCCC Account Information

#### Current Mailing Address

☒ My mailing address is the same as the Permanent Address in my OpenCCC Account above

Save Continue

Enrollment	✓
Account	✓
Education	⚠
Citizenship/Military	●
Residency	●
Needs & Interests	●
Demographic Information	●
Supplemental Questions	●
Submission	●

## College Application

Chabot College | Term: Spring 2020 | Application #: 14999412

### Education

#### College Enrollment Status

As of 01/12/2020, I will have the following college enrollment status:

-- Select enrollment status --

#### High School Education

High school education level as of 01/12/2020

-- Select education level --

#### 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.

Save

Continue

**Complete Education**

PAGE 3 Completed **SAMPLE INFORMATION**

Enrollment	✓
Account	✓
Education	⚠
Citizenship/Military	●
Residency	●
Needs & Interests	●
Demographic Information	●
Supplemental Questions	●
Submission	●

## College Application

Chabot College | Term: Spring 2020 | Application #: 14999412

### Education

#### College Enrollment Status

As of 01/12/2020, I will have the following college enrollment status:

First-time student in college (after leaving high school)

#### High School Education

High school education level as of 01/12/2020

Received high school diploma from U.S. school

High school completion date ⓘ

Month Day Year  
 June 15 2007

Did you receive your diploma, GED, or certificate in California?

☒ Yes ☐ No

Have you attended high school in California for three or more years?

☒ Yes ☐ No

### 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.

Country

United States of America (the) ▼

State

California ▼

Enter the name or city of your high school or homeschool organization. Then make a selection from the list. ?

Arroyo High, San Lorenzo

[Change](#)

School or Organization ?

Arroyo High

City ?

San Lorenzo

Save Continue

PAGE 4

## College Application

Chabot College | Term: Spring 2020 | Application #: 14999412

Enrollment	✓
Account	✓
Education	✓
Citizenship/Military	🚧
Residency	
Needs & Interests	●
Demographic Information	●
Supplemental Questions	●
Submission	

### Citizenship/Military

#### Citizenship

Citizenship Status

-- Select Status -- ▼

#### U.S. Military/Dependent of Military

U.S. Military status as of 01/12/2020

-- Select Status -- ▼

Save

Continue

**Complete Citizenship/Military**

## College Application

Chabot College | Term: Spring 2020 | Application #: 14999412

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

### Residency

#### California Residence

Have you lived in California continuously since 01/12/2018?

☐ Yes ☐ No

#### Out-of-State Activities

As of 01/12/2018, 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

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

☐ Yes ☐ No

Save

Continue

**Out-of-State Activities: Leave blank if none apply to you**

## College Application

Chabot College | Term: Spring 2020 | Application #: 14999412

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

### 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

**Complete**

**Complete**

## 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).

**Athletic Interest: select No**

## 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

**Program & Services: Leave blank**

Save

Continue

PAGE 7

## College Application

Chabot College | Term: Spring 2020 | Application #: 14999412

### Demographic Information

Enrollment	✓
Account	✓
Education	✓
Citizenship/Military	✓
Residency	✓
Needs & Interests	✓
Demographic Information	🟡
Supplemental Questions	●
Submission	

#### Gender/Transgender

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 --

Do you consider yourself [transgender](#)?

-- Select Transgender Response --

#### Sexual Orientation

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

- 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.

Please indicate your [sexual orientation](#)

-- Select Sexual Orientation --

**Complete**

### 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 --

### 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

Save

Continue

Complete

Complete

PAGE 8

## College Application

Chabot College | Term: Spring 2020 | Application #: 14999412

Enrollment

Account

Education

Citizenship/Military

Residency

Needs & Interests

Demographic Information

Supplemental Questions

Submission

### Supplemental Questions

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

#### Early Decision Program

Are you currently a high school senior planning on participating in the 2020 High School Student Orientation and Registration (SOAR) program?

No

Please select your High School

-- Select --

If you are a high school senior and you currently attending or have attended a Regional Occupational Program (ROP) in the Chabot College region, please select the ROP from the list below

-- Select --

#### Credit By Exam Articulation

Are you a high school student taking a Credit By Exam Articulation class?

No

Select choices shown here

### Credit By Exam Articulation

Are you a high school student taking a Credit By Exam Articulation class?

No

**Select choice shown here**

### PACE Program: Degree and Transfer Program for Working Adults

Are you interested in joining the PACE: Evening/Saturday Degree and Transfer Program at Chabot College? This program lets you earn your degree while working full-time, allowing you to meet graduation and transfer requirements in three years or less by attending classes evenings, Saturdays, and through distance education.

No

**Select choice shown here**

### Tribal TANF

Are you a Tribal TANF Recipient?

No

**Select choice shown here**

### Athletics

Are you interested in participating in intercollegiate athletics at Chabot College? If so, please select a sport:

-- Select --

**Select choice shown here**

### Registered Nursing Program

Are you interested in applying for our Registered Nursing Program?

No

**Select choices shown here**

### Registered Dental Hygienist Program

Are you interested in applying for our Dental Hygiene Program?

No

**Select choices shown here**

### Planned Enrollment

Are you planning to attend part-time or full-time this term? Please select one.

Part-time student (0-5 units)

**Select choices shown here**



## College Application

Chabot College | Term: Spring 2020 | Application #: 14999412

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

### Submission

#### 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](#)

#### 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

**Complete**

#### Submit Your Application

You are about to submit your application to Chabot 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, **[REDACTED]**, 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 Chabot College.

☐ By Checking here, I, **[REDACTED]**, 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](#)

**Check box**

**Check box**

**Submit Application!**

After submission, see page 1, step 9.