

CCC-Apply and MJC Application – Step-by-Step Guide

Open CCC Account

1. Go to www.mjc.edu. Click on Apply Now. Then click on Apply Online.
 2. This will direct you to OpenCCC.
 3. Click Create an account. If you have taken a class through MJC then you will just need to sign in.
 4. You will need your SOCIAL SECURITY NUMBER to create an account. If you do not have a social security number, you can use your tax pay identification number.
If you do not have either, please contact MJC Admissions or your MJC Specialist.
 5. You will need to provide an email address. Use an email that you can check all the time because all initial communications from the college will be sent to through email.
 6. You will need to create a username and password. **WRITE THIS DOWN!!**
 7. You will need to create a 4 digit pin number. **WRITE THIS DOWN!!**
 8. You will need to create 3 security questions. **WRITE THESE DOWN!**
 9. Then you will click the blue button continue to go to the application.
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Apply to MJC

10. **Click Start a new application.**
11. This will bring you to the application. Click Start application.
12. You will need to sign-in again. This is why it is important to write your username and password down.

Enrollment Information

13. **Term applying for** = Fall 2018
14. **Major of Student**=MJC 9-12th Grade Concurrent Enrollment
15. **Educational Goal**-Complete credits for high school diploma or GED

Account and Mailing Information

16. **Account and mailing Information**- check to make sure the information is correct. Click my mailing address is the same as my permanent address. If it is not, put your mailing address.

Personal Information

17. **Personal Information**=Fill out the information that applies to you. If you do not know or do not want to state what your parents educational level is then click unknown.
18. **College Enrollment Status**=Enrolled in High School & College at the same time
19. **High School Education**=Will be enrolled in High School & College at the same time
20. **Last High School attended:** I attended, High School, United States, California, (City), _____ **High School**
21. **College Education**= No degree
22. **College/universities attended**= None

Citizenship/Military

23. **Citizenship Status**= click the one that applies to you

24. **Military Status**= None apply to me

Residency

25. **Residency**=Read each question carefully and click the answers that apply to you.

Needs and Interests

26. **Needs and Interests**=Read each question carefully and click the answers that apply to you. This is optional. It will not affect your application and you can contact these resources at a later time on campus.

Supplemental Questions

27. **Supplemental Questions**=Read each question carefully and click the answers that apply to you.

a. **Are you applying for the Respiratory Care Baccalaureate Program beginning fall 2018?** No

Consent

28. **Consent**=Read carefully, you can consent or not.

Review

29. **Review Application**= Look over carefully and make any necessary changes.

Submission

30. **Submission**=Click the boxes that you understand everything and click the submit application button.

31. Congratulations! You have now submitted your application to MJC. You will receive an email confirming your application submission along with other emails for the next step. Please be sure to write down your student Identification number (W#) when it is emailed to you.