



Shasta College

CCApply Application Process

STEP 1:

How to Use the Shasta College Online Application

To complete the online application, simply type your answers in the corresponding fields or select your answers from the popup lists (where applicable).

After you complete a screen, click the **[Next]** button at the bottom or on one of the sections listed on the left column to move to a different screen. Before you are allowed to jump screens, we will inspect your data on the current screen for errors or inconsistencies. If errors or omissions are found, you will be returned to the screen to correct your answer(s). Otherwise, your data will be saved and you will proceed to the requested screen. We also allow you to skip to another screen without your new data being saved. Be aware that if you use the Skip & Jump function on the left column, data on the current screen will not be saved and will have to be re-entered prior to submittal.

Once you have completed the application, click the **[Submit]** button located on the left column to submit the application.

If you have any technical questions or need assistance with this online application, please read our [Technical Support frequently asked questions](#).

This application is brought to you by the *Xap Corporation*.

[Begin Application for Shasta College](#)

Click here to begin the online CCApply Application

Remember to answer ALL pertinent questions.

Don't rush through it – read each question completely before answering.

STEP 2:

APPLY ONLINE TO SHASTA COLLEGE

You are applying to Shasta College through CCCApply, the statewide system for online applications to the California Community Colleges. The first time you use CCCApply, you must set up an account. Click on **New User** below if you do not already have a CCCApply account. If you have just created an account or previously used CCCApply (or CSUMentor), enter your **Username** and **Password**, then click **Log On**.

(If you have a CSUMentor account, use it for CCCApply as well.)

[What is CCCApply?](#)

If you're a first-time CCCApply user, click the **New User** button to create your free account.

New User

Use your CCCApply account for your applications only. Do not share it with others.

Username:

Password:

Log On

[I Forgot My Username or Password](#)

ONLY CLICK HERE if you have never attended any sports clinics or courses at Shasta College. If you are unsure whether you have an account please call Admissions at (530) 242-7666 or see the next screen for help.

CLICK HERE only if you have already applied to Shasta College online and would like to update your information.



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STEP 3:

CREATE YOUR CCCAPPLY ACCOUNT

IMPORTANT

If you have previously applied online to a California Community College or CSU, you probably have a CCCApply account already. Using your existing account will make the application process much simpler and quicker. To find out if you already have an account, go to the [Account Finder](#).

By creating a CCCApply account, you are agreeing to the terms and conditions of the [Privacy Policy](#). The information you enter on CCCApply will be kept private, as explained in this Privacy Policy.

If you are unsure if you already have an account with CCCApply Shasta College please click here to search for an account.

STEP 4:

Make sure you use your full LEGAL name which appears on documents such as your Social Security Card or Drivers License. DO NOT use nick names in this section.

Double check the accuracy of your date of birth before continuing your application.

Your Information

Please enter your full legal name and date of birth:

First name: Check if no first name

Middle name: Check if no middle name

Last name: Suffix (optional):

Date of birth: mm/dd/yyyy

This information is used to comply with state and federal law pertaining to residency, guardianship, admission of minors to college, and protection of minors in online transaction environments, as well as to differentiate between persons having the same name. This information will not be used in making admissions decisions except as permitted by law.

Due to laws regarding children's online privacy, this system will not accept accounts created by persons under the age of 13. For more information, please refer to the [Privacy Policy](#).

An email address is required for important messages about your admission and registration. Please enter an email address that you check regularly.

Email address:

Email (repeat):

Please use a valid email address. Shasta College sends important correspondence via email such as notification that you are automatically enrolled in a course from the waitlist, to notify you of your drop status, etc.



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STEP 5:

Username and Password

For logging on, choose a username.

Username

5-12 characters; use only a-z, 0-9, or "_"

Enter your password twice to make sure you typed it correctly.

Password

Password (again)

5-12 characters; use only a-z, 0-9, or "_"

Please be sure to choose a username and password that you can remember and that it is between 5-12 characters using only letters, numbers or underscores.

Be sure to record your username and password for later use. Please do not share your account with any other applicants, even family members. All applicants must have their own individual accounts.

STEP 6:

If you are uncertain of your intended major at this time please select undecided/undeclared.

Term & Major

Term applying for:

Intended major or program of study:

Educational goal:

If you are uncertain of the education goal you wish to pursue please select "undecided on goal". This can be changed easily at a later date if necessary.

- Select a major or program of study
- Undecided/Undeclared
- Accounting
- Administration of Justice
- Aeronautical & Aviation Technology
- Agricultural Power Equipment Technology
- Agriculture Business, Sales & Service
- Agriculture Technology & Sciences, General
- Animal Health Technician (licensed)
- Animal Science
- Anthropology
- Architectural Technology
- Art
- Astronomy
- Automotive Technology
- Banking & Finance
- Biology
- Botany, General
- Business & Commerce, General
- Business Management
- Carpentry
- Certified Nurse Assistant
- Chemistry, General
- Child Development
- Civil & Construction Mgmt Technology
- Communications, General
- Computer & Information Sciences, General
- Consumer Education & Home Economic (transfer)
- Culinary Arts Chef, Catering, Food Serv
- Dental Hygienist

- Select an educational goal
- Obtain an associate degree and transfer to a 4-year institution
- Transfer to a 4-year institution without an associate degree
- Obtain a 2-year associate degree without transfer
- Obtain a 2-year vocational degree without transfer
- Earn a vocational certificate without transfer
- Discover/Formulate career interests, plans, goals
- Prepare for a new career (acquire job skills)
- Advance in current job/career (update job skills)
- Maintain certificate or license
- Educational development
- Improve basic skills
- Complete credits for high school diploma or GED
- To move from noncredit coursework to credit coursework
- 4-year college student taking courses to meet 4-year college requirements
- Undecided on goal
- Select an educational goal



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STEP 7:

PERSONAL INFORMATION

Student Name

Legal Name
Your current full name:

Last/Family name: Suffix (optional):

First/Given name: Check if no first name

Middle name: Check if no middle name

Other Name Used
A previous or alternate name that may have been used in earlier academic records:

Last name:

First name: Check if no first name

This section will be filled in automatically with the information provided under "Create your CCCApply account". Please check for accuracy.

STEP 8:

You must enter the correct social security number (SSN). Do not leave this section blank if you want to avoid delays receiving financial aid. If it will not accept the SSN you entered this may mean that it is already in use or you may already have an application on file. Verify your SSN and if you still have a problem please contact Admissions and Records.

Social Security Number

Your Social Security number must be accurate to ensure the integrity of your permanent record. It is used as a means of identifying records pertaining to students and to facilitate financial aid.

Additionally:

- The Social Security number is required to claim tax credits for higher education costs known as the Hope Scholarship Tax Credit and Lifelong Learning Credit in accordance with the Taxpayer Relief Act of 1997.
- This information may be provided to the Chancellor's Office of the California Community Colleges for purposes of evaluating, auditing, and improving state education programs under California Law (Chapter 1458, stats. 1985).

Your information is protected by secure transmission and by the provisions of our [privacy policy](#).

Social Security number: ****Your SSN has been saved****

Check this box if you have no Social Security number or decline to state.

Please confirm your Social Security number: ****Your SSN has been saved****

STEP 9:

Date of Birth

This information is used to comply with state and federal law pertaining to residency, guardianship, admission of minors to college, and protection of minors in online transaction environments, as well as to differentiate between persons having the same name. This information will not be used in making admissions decisions except as permitted by law.

Date of birth:

Please be sure to enter the correct birth date. This helps us differentiate you from other students who may have the same name.



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STEP 10:

Marital and Parent/Guardian Status

This information will be used by CCCApply to determine whether parent/guardian contact information is needed. It will not be used to determine who will be admitted to the college.

Marital status:

If you will be under 19 years of age on 11/30/2011, please select the statement that will apply to you:

I am under the care and control of a parent or guardian.

For at least one of the following reasons I am not under the care and control of a parent or guardian:

- I am or have been married, or am legally emancipated.
- I am on active duty in the armed services.
- I do not have a living parent or legal guardian.
- I have been self-supporting for at least one year.

If you choose this option you may be classified as an "unknown resident" and may need to provide additional information to our residency technician.

STEP 11:

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:

Make sure you enter your "Parent/Guardian" education level in this section.

Parent/Guardian Education Level

Regardless of your age, please indicate the education levels of the parents and/or guardians who raised you.

Parent or guardian 1:

Parent or guardian 2:

STEP 12:

Ethnicity and Race

Per U.S. Dept. of Education guidelines, colleges are required to collect the following racial and ethnic data.

Are you of Hispanic or Latino ethnicity?

Hispanic - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

If yes, check one or more:

Mexican, Mexican-American, Chicano

Central American

South American

Hispanic: Other

What is your race? Check one or more:

Asian: Indian

Asian: Chinese

Asian: Japanese

Asian: Korean



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STEP 13:

Be sure to enter your accurate mailing address paying special attention to the state and zip code entered.

Current Mailing Address

Street Address or PO Box: (please include apartment/suite numbers)

City:

U.S. State: OR Non-U.S. State/Province:

U.S. Zip code: OR Non-U.S. postal code:

Country:

STEP 14:

Parent/Guardian

Last name:

First name:

Relationship:

If you choose "guardian" from the drop down menu you may have to provide additional information to our residency technician.

STEP 15

In most cases, high school students who live with their parent/guardian may check this section to auto-populate these fields.

Parent/Guardian Address

Check here if your parent/guardian address is the same as your current mailing address

Street Address: (please include apartment/suite numbers)

City:

U.S. State: OR Non-U.S. State/Province:

U.S. Zip Code: OR Non-U.S. Postal Code:

Country:

STEP 16:

Additional Contact Information

Daytime telephone: Extension (if any):
(###) ###-#### ####

Evening telephone: Extension (if any):
(###) ###-#### ####

Email address: An email address is required for important messages about your admission and registration. Please enter an email address that you check regularly.

Confirm email address:

Check this box if you do not have a personal email address. CCCapply will give you a free email address that you can check at CCCapply.org.

Please use a valid email address. The email which you enter will be used to notify you that you are automatically enrolled in a course from the waitlist, to notify you of your drop status, etc.



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EDUCATION

STEP 17:

Entry Level

Enrollment status as of 11/30/2011:

Select an enrollment status

- Select an enrollment status
- Select an 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
- Enrolling in high school (or lower grade) and college at the same time

As a dual enrollment student you should choose this option from the drop down menu.

STEP 19:

High School Education

High school education level as of 11/30/2011:

Select a high school education level

High school completion date (if unsure of the exact day, please estimate):

Select a month Select a day yyyy

- Select a high school education level
- Select a high school education level
- Not a graduate of, and no longer enrolled in high school
- Will be enrolled in high school (or lower grade) and college at the same time
- Currently enrolled in adult school
- Received high school diploma from U.S. school
- Passed the GED, or received a high school certificate of equivalency
- Received a Certificate of California High School Proficiency
- Received a diploma/certificate of graduation from a Foreign secondary school

STEP 20

As a dual enrollment student you should choose this option from the drop down menu.

College Education

College education level as of 11/30/2011: Select a college education level

College degree date (leave blank if no degree; if unsure of the exact day, please estimate):

Select a month Select a day yyyy

- Select a college education level
- Select a college education level
- No degree
- Received an associate degree
- Received a bachelor's degree or higher



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STEP 21:

California High School Attendance

I have received a diploma or certificate of completion from a California high school, a California High School Certificate of Equivalency (GED), or a Certificate of California High School Proficiency:

Select Yes or No

I have attended high school in California for three or more years:

STEP 22:

Last High School Attended

High school:

Did not attend high school

City:

State:

Country:

Please choose the "Find School" option and find the high school you attended being sure to look at the location of the school.

STEP 23:

In most cases, dual enrollment students will leave this section blank.

Only fill in this section if you have received *college* credit anywhere other than Shasta College.

Colleges Attended

Enter the names and locations of up to four colleges/universities you have attended or are attending. Begin with the last institution attended.

College/University 1

Name:

City:

State:

Country:

Date attended from: yyyy

Date attended to: yyyy

Degree:

Date degree completed: yyyy



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RESIDENCY

STEP 24:

Citizenship

Citizenship status:

If you are **not** a U.S. citizen, please enter the following:

Alien registration number: OR

Visa type: OR

No documents

Visa/Alien registration issue date:

Visa/Alien registration expiration date:

Check here if no expiration date

STEP 25:

If you choose "Dependant spouse or child of currently active military" from the drop down menu you may have to provide additional information to our residency technician.

U.S. Military / Dependent of Military Status

U.S. military status as of 11/30/201 :

Date you were discharged (if applicable):

If you are currently active in the U.S. military, or were discharged within the last year, answer the following questions about yourself.
If you are a dependant spouse or child of an active member of the U.S. military, answer the following questions about your spouse or parent in the military.

State of legal residence (military):

Home of record:

Country of record:

Currently stationed in California?

If you are a dependant of active military, please make sure you accurately reflect your state of "legal residence" and "home of record".

STEP 26:

Residence in California

Has your parent or guardian lived in California continuously since 11/30/2009?
 Yes No

If NO, when did your parent's or guardian's CURRENT stay in California begin?

Check if not yet arrived in California

This is a very important step. Please enter accurately. If you have lived in California for less than two years, you will have to prove that you've lived here at least one year with the residency technician at Admissions and Records.



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STEP 27:

Additional Residency Factors

Is your parent or guardian a full-time employee, or spouse or dependent of a full-time employee of any of the following colleges/universities?

- California Community College
- California State University or College
- University of California
- Maritime Academy

Yes No

Are you a full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements?

Yes No

Has your parent or guardian been employed as a seasonal agricultural worker for at least a total of two months of each of the past two years?

Yes No

Are you now, or have you ever been, a dependent or ward of the state through California's child welfare system?

Yes No

If your parent or guardian is a full-time employee of a California College or University you may need to provide additional information to our residency technician. If you are classified as out of state you may still qualify for in-state tuition.

STEP 28:

If you answer "yes" to any of these questions you may need to provide additional information to our residency technician.

Out-of-State Activities

Since 11/30/2009, has your parent or guardian declared residency in another state for state income tax purposes?

Yes No If Yes, what year? yyyy

Since 11/30/2009, has your parent or guardian voted or registered to vote in another state?

Yes No If Yes, what year? yyyy

Since 11/30/2009, has your parent or guardian declared residency at an out-of-state college or university?

Yes No If Yes, what year? yyyy

Since 11/30/2009, has your parent or guardian petitioned for a lawsuit or a divorce as a resident in another state?

Yes No If Yes, what year? yyyy

STEP 29:

Main Language

Are you comfortable reading and writing English?

Financial Assistance

Please check the following that apply to you:

I would like information about money for college.

I receive TANF, SSI, or General Assistance.

Foster Youth Benefits

I am a former or current Foster Youth, and am interested in financial aid and/or other benefits and services available to Foster Youth.



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STEP 30:

Needs & Interests
Are you interested in any of the following programs and services? (Not all college campuses offer every program and service listed.)
<input type="checkbox"/> Academic counseling/advising
<input type="checkbox"/> Athletics/Intercollegiate sports
<input type="checkbox"/> Basic skills (reading, writing, math)
<input type="checkbox"/> CalWorks
<input type="checkbox"/> Career Planning
<input type="checkbox"/> Child Care
<input type="checkbox"/> Counseling - Personal
<input type="checkbox"/> DSPS - Disabled Student Programs and Services
<input type="checkbox"/> EOPS - Extended Opportunity Programs and Services
<input type="checkbox"/> ESL - English as a Second Language
<input type="checkbox"/> Health services
<input type="checkbox"/> Housing information
<input type="checkbox"/> Employment assistance
<input type="checkbox"/> Online classes
<input type="checkbox"/> Re-entry program (after 5 years out)

STEP 31:

Request for Consent to Release Information
<p>The community colleges you attend and the Chancellor's Office of the California Community Colleges request your help. We ask that you agree to allow us to release necessary personal information about you to various agencies and organizations so we can do research, plan programs and offer special services to you (such as transfer opportunity information or state financial aid). If you do agree to give your consent, your information will not be sold, used for commercial purposes, released to the public, or given to other government agencies for purposes of determining benefits (other than financial aid), except where specifically required by law. In addition, if you do consent to release of your information, those organizations and agencies to which your information is given are prohibited by law from using it for any unauthorized purpose or releasing it to anyone else. If you do not give your consent, personal information about you will not be shared with other organizations or agencies except where allowed by law. You should also know that, answering "no" to this question will not prevent release of certain "directory information" about you. To learn more about directory information or how to block its release, see the Privacy Policy.</p> <p>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 in the Full Statement of Consent:</p> <p style="text-align: center;"><input type="text" value="I consent"/></p> <p><i>Be sure to read the Full Statement of Consent before deciding whether or not to grant your consent. To change your</i></p>

Choose "I consent" from the drop down menu and submit your application.