Guide on How to Complete the Continuing Education and Noncredit Application
(Step by Step guide)

Step 1- Create a California Community College account by clicking 'Create an Account'. If you have an account already you can click on the 'Sign In' button and input your username and password to login.

Noncredit 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.

Create an Account or **Sign In**

Step 2- To create an account, you must have an email address that you have access to, and you check on a regular basis. Once you have your email you are going to click 'Begin Creating My Account"

Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you important information. You will need to provide an email address when you create your account.

Free email accounts are available from many sources:

- Google Gmail
- Yahoo Email
- Microsoft Outlook
- Other Providers

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC and the CCC Chancellor's Office do not endorse any particular email providers, and will have no liability should any issues arise with a particular email provider.

All information is kept secure and private as explained in the Privacy Policy. By creating an OpenCCC account, you are agreeing to the terms and conditions of the Privacy Policy.

Begin Creating My Account

or

Return to Sign In

Step 3- Page 1 of 3 will ask you to enter your personal information such as legal name, date of birth and social security number/ taxpayer identification number. If you do not want to input your social security number/ taxpayer identification number you can click 'No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time' and check the box that appears at the bottom. Then click 'Continue'.

Create Account

Personal Information - Page 1 of 3

Legal Name

Enter your legal name as it appears on official documents such as your government issued ID.

First Name ⓘ

Step 4- Page 2 of 3 will ask you to input your contact information such as email, telephone number and permanent address. Once you have entered this information you will click continue.

Create Account

Contact Information - Page 2 of 3

Email

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

Email Address ⓘ

Step 5- Page 3 of 3 will ask you to create a username and password, security pin and three security questions. This information will be needed when you login to your account,

recover your account password or username. Once you have entered this information you will click the box that states 'I am not a robot; verify by clicking on images then click 'Create my Account'. Please save this information in a secure place.

Create Account

Security and Credentials - Page 3 of 3

Username and Password

To enable you to sign in later, you must choose a unique username for your account.

Username ⑦

_____

Minimum 6 characters (letters, numbers, special characters)

Password ⑦

_____

7 to 20 characters (letters and at least one number)

Repeat Password ⑦

_____

Step 6- Once you have created your account you will receive this notification and click continue

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: CCV3714

Next Step

Continue to a Secure CCC Application

Continue

Step 7- In this step you will select the term you are applying for, educational goal, intended major or program of study.

Noncredit College Application

Rio Hondo College

Welcome

Enrollment Information

Term Applying For ⓘ

-- Select --

Educational Goal ⓘ

-- Select --

Intended Major or Program of Study ⓘ

-- Select --

Enrollment
Account
Education
Needs & Interests
Demographic Information
Supplemental Questions
Submission

Step 8- In this step you will verify the information that you put on the California Community College account any of your permanent address is the same check the box that states '*My mailing address is the same as the Permanent Address in my OpenCCC Account above*'. If your address is outside the US please make sure to put that information. Then click continue

Noncredit College Application

Rio Hondo College | Term: Fall 2021 | Application #: NC-22053449

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** ⓘ

Enrollment ✓
Account ◐
Education
Needs & Interests ●
Demographic Information ●
Supplemental Questions ●
Submission

Step 9- This step will ask you to input your education information such as your college enrollment status, high school education and last school attended. Once you have input this information you will click 'Continue'.

Noncredit College Application

Rio Hondo College │ Term: Fall 2021 │ Application #: NC-22053449

Education

Enrollment	✓
Account	✓
Education	◐
Needs & Interests	●
Demographic Information	●
Supplemental Questions	●
Submission	

College Enrollment Status

As of August 20, 2021, I will have the following college enrollment status: ⑦

-- Select enrollment status -- ▾

High School Education

Step 10- You will answer the main language question 'Are you comfortable reading and writing English?' then click 'Continue'.

Noncredit College Application

Rio Hondo College │ Term: Fall 2021 │ Application #: NC-22053449

Needs & Interests

Enrollment	✓
Account	✓
Education	✓
Needs & Interests	◐
Demographic Information	●
Supplemental Questions	●
Submission	

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

| Save | Continue |

- You answer the demographic questions, parent/guardian education levels, race/ethnicity then click 'Continue'.

Noncredit College Application

Rio Hondo College │ Term: Fall 2021 │ Application #: NC-22053449

Enrollment ✓
Account ✓
Education ✓
Needs & Interests ✓
Demographic Information ◐
Supplemental Questions ●
Submission

Demographic Information

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 Respon ⌄

Sexual Orientation

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

- Answer the supplemental questions asking about employment status, household income, barriers to employment, agricultural worker, homelessness, crime, and foster care status then click 'Continue'

Rio Hondo College │ Term: Fall 2021 │ Application #: NC-22053449

Supplemental Questions

Enrollment ✓
Account ✓
Education ✓
Needs & Interests ✓
Demographic Information ✓
Supplemental Questions ◐
Submission

Employment Status

Please identify your current employment status

-- Select -- ⌄

Household Income

Please select your approximate annual household income

-- Select -- ⌄

Step 13- Click 'review my application' and make sure that all the information is accurate. Then you will answer the request for consent to release information question. To submit your application please click the two boxes that appear then click 'submit my application' at the bottom.

Noncredit College Application

Rio Hondo College │ Term: Fall 2021 │ Application #: NC-22053449

Enrollment	✓
Account	✓
Education	✓
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...

Step 14- Upon submitting the application you will see a confirmation screen. You can take a screenshot of the screen and save it for the records. You will also receive an email confirmation. Within 24 to 48 hours Rio Hondo College will email your student ID number in order to register for classes if you have any further questions, please contact the Continuing Education Department. 562-463-4606