




SBCC SEL NONCREDIT CCCApply APPLICATION GUIDE

Step 1: Create an account or sign in to CCCApply

Directions	Helpful Notes
Go online to CCCApply	
CCCApply Sign in or Create an account: <ul style="list-style-type: none"> If you have taken Noncredit classes or applied to SBCC in the past, click “Sign In.” Enter your credentials using the email/password you created in the past. Once signed in, continue to Step 2 on the next page and complete the application. If you have never taken Noncredit classes or applied to SBCC, Click on “Create an Account” and follow the instructions below. 	Create an Account or 
Set up Your Account: <ul style="list-style-type: none"> Follow the prompts to enter your email or phone number, then enter the Security Code you received. 	Do not use a school email address.
Enter Contact Information: <ul style="list-style-type: none"> Primary Phone Number (optional) Make your email the preferred method of contact 	Enter your phone number with only the digits (ex. 8059658581)
Enter Personal Information: <ul style="list-style-type: none"> Legal First, Middle, and Last Name. Suffix (if applicable) Preferred Name Date of Birth 	Your legal name is the name that appears on your birth certificate. If you prefer a different First Name, enter that name in the Preferred Name box. Leave Middle Name blank if you do not have a middle name.
Enter Account Password: Select “Create Account”	Make a note of your password for your records.
Skip “Verify with ID.me”	Select “ Verify Later, ” then select “ Yes, I want to opt out of ID.me. ”
Note: If you want to verify your identity, you can select verify. You will be redirected to the ID.me sign-in page. This is not a requirement as an SBCC student.	

Step 2: Complete the SBCC Noncredit Application

Click “Start a New Application” and follow the guide below for answers to the application questions. Answers vary from student to student; answer to the best of your ability.

Enrollment Information

- **Term Applying For:**
 - **Fall:** If you plan on registering for Noncredit classes between August - January.
 - **Spring:** If you plan on registering for Noncredit classes between January - June.
 - **Summer:** If you plan on registering for Noncredit classes between June - August.
- **Educational Goal:** If you are unsure that select “Undecided on Goal”
- **Intended Major or Program of Study:** Older adults choose “Life Enrichment Active and Aging”

Profile Information

- **Previous Name**
- **Current Mailing Address**

Education

- **College Enrollment Status**
- **High School Education:** Current or Most Recent High-School Attended (You must specify your High School Completion Date. If unsure of the exact day, please estimate.) You must use proper nouns in text search.
- **College Education**
- **Colleges/Universities Attended**

Needs & Interests

- **Main Language**
- **Financial Assistance:** (SKIP this section, does not apply to Noncredit students)
- **Athletic Interest:** (SKIP this section, does not apply to Noncredit students)
- **Programs & Services:** (SKIP this section if it does not apply to you)

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

Submission

- **Review Your Responses:** Confirm your Profile information, (name, date of birth, etc.) are correct. You also have the option to save your application as a PDF for your records.
- **Request for Consent to Release Information:** Select “I Consent” to share your application with CCCApply. Submit your application: Click the two checkboxes in this section.

Confirmation: You will promptly receive an email with your confirmation number; make sure to save this email. Within two business days you will receive a second email from SBCC. This email signifies you have successfully submitted your admissions application. This email includes instructions on how to complete your “My SBCC” account.