NORCO COLLEGE
Dual Enrollment
Application Instructions

Before you begin the application process - be sure to use your personal email address when applying. Your high school email address should not be used. If you do not have a personal email account, make a free account before you start the application process (i.e. Gmail, Yahoo, Hotmail, etc.).

➤ Open a web browser (preferably chrome) and visit **www.norcocollege.edu**
   - 👆 Click on **APPLY** at the top of the page (red ribbon)
   - 👆 Click on **STEP ONE: Apply for Admission Online**
   - 👆 Click on **Online Admission Application**
➤ You will be redirected to California Community Colleges Chancellor's Office website (Open CCC) to create a student account/profile
   - 👆 Click on **Create an account**

Already have an account? Sign in and follow the instructions (below the line) for Norco College's application
   - 👆 Click on **Begin Creating my account**
      - Answer all questions to create a student account/profile

If you do not have your social security number please select the following:
   Please Indicate the Type of number:
   - ⬤ **Social Security Number**   ◯ Taxpayer Identification Number
   - ■ Check this box if you do not have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time.

You will be asked some personal information on the following pages including your:
   - Home address
   - Email address (**do not use your high school email**, use your personal email address)
   - Security questions (pick easy ones to remember)
   - Create a username and password.
      - a. ✎ Write down/save the username and password you created for CCC Apply:

CCC Apply	
Username: _____	Password: _____

👆 Click **Continue** (bottom right corner of page)
   ➤ You will now be redirected to Norco College's application

NORCO COLLEGE Application
👆 Click on **Start a New Application**
   - ✓ **Enrollment Information**
      - **i.** Term= **Select the term you want to take classes**
      - **ii.** Educational goal= **Educational Development**
      - **iii.** Intended major or program of study= **Select ANY** (can be changed later, don't spend too much time selecting)
   - 👆 Click on **Continue** (bottom right corner of page)
   - ✓ **Account Information**

- i. Review Open CCC account information is correct
- ii. Answer Parent/Guardian information
- iii. Verify current mailing address

👆 Click on **Continue** (bottom right corner of page)

- ✓ **Education**
  - i. College Enrollment Status= <mark>**Enrolling in High School (or lower grade) and college at the same time**</mark>
  - ii. High School Education= Answer will automatically generate
  - iii. Last High School attended:
    1. Select **I attended high school**
    2. Enter your current high school
       a. If not found→ Select= **My school is not on this list**
       b. Add your school name
  - iv. High School Transcript Information
    1. Have you completed 11th grade? **Answer as accurate as possible**
  - v. College Education= **No Degree**
  - vi. Colleges/Universities attended= **NONE**

  👆 Click on **Continue** (bottom right corner of page)

- ✓ **Citizenship/Military=** Answer all questions
- ✓ **Residency=** Answer all questions
- ✓ **Needs & Interest**
  - i. Main Language= Answer required
  - ii. Financial Assistance= Answer **NO** for both questions
  - iii. Athletic Interest= **NO, I am not interested in a sport (beyond taking P.E. class)**
  - iv. Programs & Services= **do not choose any**

  👆 Click on **Continue** (bottom right corner of page)

- ✓ **Demographic Information**
  - i. Gender= Answer required
  - ii. Parent/Guardian Educational Levels= Answer required both parents
  - iii. Race/Ethnicity= Answer optional

  👆 Click on **Continue** (bottom right corner of page)

- ✓ **Supplemental Questions**
  - i. Additional High School Transcript Information= **Answer as accurate as possible**

  Click on **Continue** (bottom right corner of page)

- ✓ **Submission**
  - i. Review all information entered/answer required questions
  - ii. You must select (I consent/I do not consent) for request to release your information

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If you are applying from home/on your own- please review your application carefully and be sure that you selected the <mark>correct term</mark> you plan on taking dual enrollment classes **and** that your **enrollment status** entered is "**Enrolling in high school (or lower grade) and college at the same time**"

👆 Click on **Submit My Application**

➤ Confirmation →**FINAL STEP → SAVE THIS PAGE**

Please allow 2-3 business days to receive your "Welcome to Norco College letter". It will contain your RCCD/Norco student credentials

*** Both online forms, the college application and parent/student authorization form must be received/processed by Norco College by the designated deadline to be eligible to register for dual enrollment courses prior to the start of the term-see s'more link https://www.smore.com/uqazf***