HOW TO APPLY ON LINE USING OpenCCC

1. Go to www.santarosa.edu and click on “College Application”.
2. The link will take you to the “APPLY” page. Please select your enrollment status from the choices below.
   - New or Returning Student
   - High School Concurrent Enrollment Student
   - Home School Students
   - International Student
   - Middle School Students and Minors
   - Continuing Student
3. Read ALL directions and information; scroll down and click on the OpenCCC button.
4. Before applying to college you must first have an OpenCCC account. If you’ve never applied online for SRJC, click on “Create an Account”; if you have applied before and have an account, click “Sign In.”
   NOTE: To create an account you must have an email address.
5. Follow the recommendations and click on the “Begin Creating My Account” button.
6. Enter your Legal Name, Date of Birth.
7. On Social Security Number (SSN) click the “I plan to apply for admission to college or financial aid” box. Enter your SSN. Be sure it is correct before you enter it; otherwise, you will be issued another SRJC number and your records will be incomplete.
8. If you do not have a Social Security number, can’t remember it or decline to provide it, check the box at the bottom and then click the “Continue” button.
9. Enter your Email Address, Telephone and Permanent Address. Click the “Continue” button.
10. Select a Username and Password, Security PIN, and Security Questions (so the system can give you a password hint if you should forget it); be sure to pick questions that will have an unchanging answer, like “in what city where you born?” Type the identification code and then click on the “Create My Account” button.
11. Once your account has been created click “Continue.”
12. Click the “Start a New Application” button.

Introduction
13. Read all directions and information on the Introduction section, and then click the “Start Application” button.

Enrollment Information
14. Select the upcoming term/semester for which you are applying.
15. Intended Major/Program of Study: “Unknown/Undecided”.
16. Educational Goal – select “Undecided on goal”
17. Then “Continue” to proceed to next section

Account and Mailing Information
18. Review your Account Information.
19. Mailing Address and Permanent Address are usually the same, so check the box first box to indicate that.
20. Then click “Continue” to proceed to next section.

Personal Information
21. Select your gender.
22. Select your Parent/Guardian Educational Levels.
23. Select your Race/Ethnicity – you can only select one; choose the most appropriate.
24. Then click “Continue” to proceed to next section.

Need help accessing your account?
OpenCCC technical support
Call: 877-247-4836
Email: support@openccc.net
Education
25. Entry level = “enrolling in high school and college at the same time.”
26. High School Education = “will be enrolled in college and high school at the same time.”
27. High School Completion Date = May 30 (or some other date if you know it), and appropriate year.
28. Last High School Attended – click box “I attended High School.”
29. Select the County, State, and the name of your High School.
30. College Education – “No degree.”
31. College/Universities attended – click the “None” box.
32. Then click “Continue” to proceed to next section.

Citizenship/Military
33. Citizenship – Select the most appropriate answer. If you don’t have a Social Security #, answer “Other”. If you have a Visa, you MUST put in your Visa number/Alien Registration number. If you don’t have that information, enter “Other”.
34. U.S. Military/Dependent of Military – Select either, “none apply to me” or “dependent of currently active military”.
35. Then click “Continue” to proceed to next section.

Residency
37. Special Residency Categories – if a parent who works full-time for a Community College/CSU/UC, select “yes.”
38. All other questions are probable “No” answers.
39. Then click “Continue” to proceed to next section.

Needs & Interests
40. Answer all questions appropriately.
41. Then click “Continue” to proceed to next section.

Supplemental Questions
42. Enter your SRJC ID number here – if you do not have one, leave it blank.
43. Then click “Continue” to proceed to next section.

Consent – Request for Consent to Release Information
44. This section is asking whether you give permission to SRJC to release certain information about you with regard to programs, research, etc. It is important that you read through it and decide what you want. Have your parents help you on this section if you want their opinion.
45. Then click “Continue” to proceed to next section.

Review Information
46. Review your Account Information carefully. All tabs must be checked complete before you can confirm.
47. Click the “I have reviewed this application and confirm that is complete and accurate” button.

Submission
48. Read carefully and check the boxes next to your name to show you acknowledge and understand the statements.
49. If you agree, “Submit My Application.” Be patient, it may take a few seconds to process.

Confirmation
50. If available, Print this page for your records or “Copy and Paste” the page and then email it to yourself so that if you attempt to register and encounter problems with your application, you can contact SRJC Admissions & Records with your confirmation number and find out what the problem is.

GO TO YOUR EMAIL
An email titled “Welcome to Santa Rosa Junior College” was sent to your account with your Student ID Number (SID).
Your Pin Code is usually your birthday (8 numbers); month, day, year.
SAVE ALL NUMBERS, USER NAME AND PASSWORDS, in your phone or email for future access to your account.

SRJC SID# (9 digits) ___ ___ ___- ___ ___ ___- ___ ___ ___
SRJC Pin# (Your Birth Date) ## (month) / ## (day) / #### (year)

Questions? Problems? Contact: SRJC Admissions & Records
Santa Rosa Campus │ Lindsey McFarland │ lmcfarland@santarosa.edu │ 527- 4832
Petaluma Campus │ Denise Blabon │ dblabon@santarosa.edu │ 778- 4187