



California Community Colleges Application Steps

ACSO Regional Training Center Ad-Hoc Course Participants

DIRECTIONS: ALL participants must apply to Chabot College before participating in any ACSO ad-hoc courses partnered with Chabot. Please follow the directions below and complete all 10 steps **before** the course begins. **Please note the application website does not work well on Internet Explorer*

CREATE AN ACCOUNT (w/ California Community Colleges portal)

STEP 1: Click on the link below (or copy/paste):

<https://www.openccapply.net/gateway/apply?cccMisCode=482>

STEP 2: Click on "Create an account"

STEP 3: Complete the process of creating an account with CCCApply

STEP 4: Take note of your CCC ID number (Ex: ABC1234)

STEP 5: Start application with Chabot College

*If you already have an account, you need to gain access to it. Return to the link above, sign in, and start with step 6.

*For assistance with your CCCApply account information, such as retrieving login information, username or passwords, please contact:

California Community Colleges Help Desk

1-877-247-4836

support@openccc.net

COMPLETE APPLICATION

STEP 6: Application – Choose: **Chabot College**, click "Start A New Application"

STEP 7: Complete enrollment information, then click "continue"

a. Select term based on your course start date:

Spring: January – May

Summer: June – 1st week of August

Fall: 2nd week of August – December

b. Educational Goal – Advance in current job/career (Update job skills)

c. Intended major – Administration of Justice [AA] (Chabot)

STEP 8: Continue and complete ALL sections of the application

a. Select "Submit My Application" on the last page

b. Refer to the step-by-step directions below for questions on application

STEP 9: Take note of your 8-digit application number on the confirmation screen (example: 23224568)

STEP 10: Email the following information to cc-acsoacademy@chabotcollege.edu

a. Subject line of email: (enter the course title AND start date)

b. First and last name

c. CCC ID number (step 4)

d. Application Confirmation number (step 9)

Chabot College, 25555 Hesperian Blvd, Hayward, CA 94545
(Applied Technology and Business Division – 510-723-6652)

e. Birthdate (MM/DD/YYYY)

For questions or support, contact Administrative Assistant, Yesenia Jimenez at yjimenez@chabotcollege.edu.

Additional Contact Information:

Dr. Tracey Coleman, Dean, Applied Technology and Business, tcoleman@chabotcollege.edu

Cheryl Mackey, Department Chair, Administration of Justice, cmackey@chabotcollege.edu

*Please note that you will **NOT** be applying via CLASS-Web for Academy courses, submit all application information to cc-acsoacademy@chabotcollege.edu.

Revised November 2023

Step by Step Directions:

PAGE 1

The screenshot shows the Chabot College application portal. The top navigation bar includes the California Community Colleges logo, CCCApply, and links for Sign Out, My Applications, and Settings. The main header features the Chabot College logo and the tagline "Serving Our Community Since 1961". The left sidebar contains a menu with options: Enrollment (selected), Profile, Education, Citizenship/Military, Residency, Needs & Interests, Demographic Information, Supplemental Questions, and Submission. The main content area is titled "Welcome" and "Enrollment Information". It contains three dropdown menus: "Term Applying For" (set to "-"), "Educational Goal" (set to "Prepare for a new career (acquire job skills)"), and "Intended Major or Program of Study" (set to "-"). At the bottom are "Save" and "Continue" buttons.

See page 1, step 9 of these instructions for correct term

Intended Major – Administration of Justice [AA] or Undeclared

PAGE 2

The screenshot shows the "Profile" page of the application portal. The left sidebar menu is the same as in the previous page, with "Profile" now selected. The main content area is titled "Profile" and contains two sections. The first section, "Previous Name", asks "Do you have a previous legal name that was used on legal documents or education transcripts?" with radio buttons for "Yes" and "No". The second section, "Social Security Number", explains that the Social Security Number (SSN) or Taxpayer Identification Number (TIN/TIN-E) is used by the college for matching student records. It includes a link "Why am I being asked for my social security number?", a question "Do you have a social security number or taxpayer identification number?", and radio buttons for "Yes, I have a social security number or taxpayer identification number." and "No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time." Below this are input fields for "Please enter your 9-digit social security number or taxpayer identification number (format xxx-xx-xxxx or xxxxxxxx, it does not matter if you include the dashes)." and "Confirm your social security number or taxpayer identification number.".

Complete

The screenshot shows the "Current Mailing Address" page. It contains two checkboxes: "My mailing address is the same as the Permanent Address in my OpenCCC Account above" and "My current mailing address is outside the United States". Below these are input fields for "Street Address", "Include apartment number or suite", "City", "State" (a dropdown menu), and "Zip Code".

Complete/Verify Mailing Address

Enrollment	✓
Profile	✓
Education	!
Citizenship/Military	○
Residency	
Needs & Interests	○
Demographic Information	✓
Supplemental Questions	○
Submission	

Education

College Enrollment Status

As of August 16, 2022, I will have the following college enrollment status: ?

-- Select enrollment status --

Complete Enrollment Status

High School Education

High school education level as of August 16, 2022 ?

-- Select --

High school completion date ?

Month Day Year
 -- Select -- -- Select --

Did you receive your diploma, GED, or certificate in California? ?

☐ Yes ☐ No

Have you attended high school in California for three or more years? ?

☐ Yes ☐ No

Complete High School Education

Last School Attended ?

-- Select --

Country ?

-- Select --

State ?

-- Select --

Enter the name or city of the last school or homeschool you attended. Then make a selection from the list. ?

Arroyo High, San Lorenzo

[Change](#)

School or Organization ?

-- Select --

City ?

-- Select --

Complete

High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

What was your [unweighted high school GPA](#) (grade point average)? Please enter a value between 0.00 and 4.00. ?

If you are still in high school, enter your [cumulative unweighted GPA](#) as of the end of 11th grade.

Estimate GPA if unknown

What was the highest English course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

-- Select --

What was the highest [math course](#) you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

-- Select --

Complete

PAGE 4



Chabot College | Term: Fall 2022 | Application #: 23552815

Citizenship/Military

Enrollment ✓

Profile ✓

Education ✓

Citizenship/Military 3

Residency

Needs & Interests

Demographic Information ✓

Supplemental Questions

Submission

Citizenship & Immigration

Citizenship & Immigration Status ⓘ

Select Status --

This information will be used for admissions and state reporting purposes. Your responses will be kept private and secure, and will not be used for discriminatory purposes.

U.S. Military/Dependent of Military

U.S. Military status as of August 16, 2022 ⓘ

Select Status --

Save

Continue >

Complete Citizenship/Military

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Enrollment ✓

Profile ✓

Education ✓

Citizenship/Military ✓

Residency 1

Needs & Interests

Demographic Information ✓

Supplemental Questions

Submission

Residency

California Residence

Have you lived in California continuously since August 16, 2020? ⓘ

☒ Yes ☐ No

Out-of-State Activities

As of August 16, 2020, have you engaged in any of the following activities? Check each activity that applies.

☐ I paid taxes outside of California ⓘ

☐ I registered to vote outside of California ⓘ

☐ I declared residency at a college or university outside of California ⓘ

☐ I filed for a lawsuit or divorce outside of California ⓘ

Special Residency Categories

Have you ever been in court-ordered foster care? ⓘ

☐ Yes ☐ No

READ/ANSWER RESIDENCY QUESTIONS CAREFULLY

Out-of-State Activities: Leave BLANK if none apply to you

Needs & Interests

The 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

[Clear selection](#)

Financial Assistance

Are you interested in receiving information about money for college?

☐ Yes ☒ No

[Clear selection](#)

Are you receiving TAN, CALWORKS, SSI, or General Assistance?

☐ Yes ☒ No

[Clear selection](#)

Athletic Interest

Are you interested in participating in a sport while attending college?

(Your response does not obligate you in any way. To be eligible to participate in an intercollegiate sport, you must be enrolled in at least 12 units.)

☐ Yes, I am interested in one or more sports, including the possibility of playing on an [intercollegiate team](#).

☐ No, I am interested in [intramural or club sports](#), but not in playing on an intercollegiate team.

☒ No, I am not interested in participating in a sport (beyond taking P.E. classes).

Programs & Services

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

☐ Academic counseling/advising

☐ Basic skills (reading, writing, math)

☐ Call center

☐ Career planning

☐ Child care

☐ Counseling - personal

☐ DSPS - Disabled Student Programs and Services

☐ DSPS - Extended Opportunity Programs and Services

☐ ESL - English as a Second Language

☐ Health services

☐ Housing information

☐ Employment assistance

☐ Online classes

☐ Re-entry program (after 5 years out)

☐ Scholarship information

☐ Student government

☐ Testing, assessment, orientation

☐ Transfer information

☐ Tutoring services

☐ Veterans services

Save **Continue**

Complete**Complete****Athletic Interest: select No****Program & Services: Leave blank**

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 Do you consider yourself [transgender](#)?

Sexual Orientation

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

- This information is used for summary demographic reporting and will not be used for a discriminatory purpose.
- Your responses are kept private and secure.
- Providing this information is optional.

Please indicate your [sexual orientation](#).

Parent/Guardian Educational Levels

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

Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data.

Check the box below if you identify as Hispanic or Latino. If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups.

Are you Hispanic or Latino?

☐ Yes ☐ No

Check all of the ancestry, nation, and ancestry groups that you identify with. When you select a major ancestry group, you will have the option to select more specific ancestry groups. Select all that apply.

☐ Asian

☐ American Indian or Alaska Native

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ Middle Eastern or North African

☐ White

Save **Continue**

Follow webpage instructions for Gender/Transgender; Parent/Guardian Educational Levels; Race/Ethnicity

Enrollment	✓
Profile	✓
Education	✓
Citizenship/Military	✓
Residency	✓
Needs & Interests	✓
Demographic Information	✓
Supplemental Questions	1
Submission	○

Supplemental Questions

Chabot College would like to gather some additional information on your application to college.

2022 High School Seniors

Are you currently a high school senior planning to attend Chabot College in Fall 2022?

No

Please select your High School

-- Select --

If you are a high school senior and you currently attending or have attended a Regional Occupational Program (ROP) in the Chabot College region, please select the ROP from the list below

-- Select --

Credit By Exam Articulation

Are you a high school student taking a Credit By Exam Articulation class?

No

PACE Program: Degree and Transfer Program for Working Adults

Are you interested in joining the PACE: Evening/Saturday Degree and Transfer Program at Chabot College? This program lets you earn your degree while working full-time, allowing you to meet graduation and transfer requirements in three years or less by attending classes evenings, Saturdays, and through distance education.

No

Tribal TANF

Are you a Tribal TANF Recipient?

No

Athletics

Are you interested in participating in intercollegiate athletics at Chabot College? If so, please select a sport:

-- Select --

Registered Nursing Program

Are you interested in applying for our Registered Nursing Program?

No

Registered Dental Hygienist Program

Are you interested in applying for our Dental Hygiene Program?

No

Select choices shown here

Select all choices shown here

Planned Enrollment

Are you planning to attend part-time or full-time this term? Please select one.

Part-time student (0-5 units)

Select choice shown here

Learning Communities: Are you interested in a learning community (a community of students who share common academic goals and work collaboratively within a supportive environment)? (Check all that apply)

- ☐ Puente: The Puente Project is a program for students interested in transferring and the Mexican American/Latino experience with a focus on counseling, mentoring, writing, field trips, and community building. (Capacity Max 50 students)
- ☐ Umoja: Umoja has a strong track record of providing courses and resources (peer focused) on the Black experience and helping students transfer to a university of their dreams.
- ☐ CIN: Change It Now (CIN) is a multicultural social justice learning community with individualized counseling support and transferable courses rooted in critical thinking and leadership.
- ☐ First Year Experience (FYE) Society, Culture and Ideas Pathway: Explore human communities, ideas, relationships, and global connections.
- ☐ First Year Experience (FYE) Business and the Economy Pathway: Organize the management and finances for the production, distribution, and sale of both goods and services.
- ☐ First Year Experience (FYE) Art and Design Pathway: Apply creative expression by engaging the theory and practice of art, music, theater, and design.
- ☐ First Year Experience (FYE) Health and Wellness Pathway: Help people maintain well-being and alleviate illness.
- ☐ First Year Experience (FYE) Science and Math Pathway: Engage in the pursuit and application of the knowledge of the natural world.
- ☐ Movement API: Movement API is a program for students interested in the Asian American or Pacific Islander experience. Students have access to their own counselor, transferable courses, and community building opportunities.

Leave BLANK if there is no interest

RISE: The RISE learning community is an implementation of a three-partner jail-to-college pathway in Alameda County to address the significant needs of reentry population. The program enrolls and supports low-risk inmates who are released on probation to gain the skills to reenter society and their community through education and vocational training.

- ☐ I am interested in the RISE learning community.

Leave BLANK if there is no interest

Summer Bridge Program: The Chabot College Summer Bridge is a FREE program designed to prepare and empower you with the knowledge, confidence, and resources to successfully complete a degree, certificate, and/or transfer within three years.

- ☐ I am interested in the Summer Bridge program

Leave BLANK if there is no interest

How did you hear about Chabot College? (check all that apply)

- ☐ Received postcard from College
- ☐ Received mailed class schedule from College
- ☐ Received email from College
- ☐ Received phone call from College
- ☐ Ad on television or in newspaper
- ☐ Facebook Live Recording
- ☐ Ad on internet, internet radio or social media
- ☐ Current Student
- ☒ Chabot College staff/faculty
- ☐ School Counselor or Teacher
- ☐ Friend or family

Other: (50 character limit)

Select choice shown here

Why are you interested in attending Chabot College? (check all that apply)

- ☐ Current student recommendation
- ☐ Need to stay close to home/family/work
- ☐ Save money, finish general education courses
- ☐ Convenient location
- ☐ Specific transfer, certificate, and/or degree program
- ☐ Specific classes are available
- ☐ Heard about College faculty
- ☐ Athletics program

Other: (140 character limit)

Select choice shown here

Your safety is our priority at Chabot College. In the event of an emergency, we require a cell phone number authorized for text messaging, so you can receive important security information in real time.

Please provide cell phone area code and number: (numbers only e.g. 5105551212)

Save

Continue



This can be left blank

FINAL PAGE – SUBMISSION

Enrollment	✓
Profile	✓
Education	✓
Citizenship/Military	✓
Residency	✓
Needs & Interests	✓
Demographic Information	✓
Supplemental Questions	✓
Submission	0

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 colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the [Privacy Policy](#).

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

- ☐ I consent
☐ I do not consent

Complete

Submit Your Application

You are about to submit your application to Chabot College.
NO CHANGES can be made to your application once it is submitted.

California state law* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

* Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

☐ By Checking here, I, _____, declare that:

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Chabot College.

☐ By Checking here, I, _____, acknowledge understanding that:

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.jcanaffordcollege.com, and on most college websites.

Check box

Check box

[Submit My Application](#)

Be sure to CLICK "Submit My Application!"