RCC APPLICATION CHEAT SHEET

Getting to the application:

1. Go to www.rcc.edu
2. Click on "Apply Now" link…it's green, in upper left corner of the screen
3. Then click "Apply Online"…it's listed on the right under Admissions and Records
4. Then click "Click Here"…it's blue, the top one, under the heading "Do I need to apply?"
5. Now you are on the Application for Admission page…scroll to the bottom
6. Click "Begin Application for Riverside Community College District"
7. Click "New User"…it's blue, on the left

Creating your CCCAPPLY account:

8. Enter your information as directed (name, birthday, email)
9. Create your username and password
10. Create a hint in case you forget your password (for example, password is "poochy", hint could be "my dog"
11. Create a security question (Hint: Use something you can spell)
12. Click "Create my account"
    …NOTE: if a red message pops up that says you already have an account, you probably do. Just follow instructions to retrieve it. Or, you can click the box that says "create an account again", enter your password again, and then scroll down and click "create an account"

Enrollment Information:

13. Select a term (drop down menu)…SELECT SUMMER 2014! If you don't go this summer, your application will roll over to fall. You must select summer to be considered for the guarantee programs.
14. Select your educational goal (drop down menu)…Hint: the top one is a good one to pick.
15. Click "find college and major"
16. Drop down menu…select Riverside City College in order to be considered for the 2 year guarantee program. Then click "set college"
17. Select your major (drop down button)…Hint: for nursing degree, you must select Math and Science. Then click "set major"
        NOTE: DON'T CHECK 'UNDECIDED' OR YOU WILL NOT BE CONSIDERED FOR 2-YEAR GUARANTEE PROGRAM.
18. Click 'save and continue'

Personal Information:

19. Enter your name
20. Enter your Social Security Number…If YOU HAVE ONE—IT IS NOT REQUIRED, BUT IT IS HELPFUL
21. Enter your date of birth
22. Check the box for your parent/guardian status
23. Select your gender (drop down menu)
24. Select your parent/guardian education level (drop down menu)
25. Select your ethnicity
26. Click save and continue

Contact Information:

27. Enter your mailing address

28. Check the box of your mailing address is the same place you live, otherwise enter the address where you live.
29. Enter your email address

Education:

30. Entry level: select first time in college
31. High School Education: Received Diploma from U.S. school
32. Enter your graduation date: June 11, 2014
33. College Education—drop down menu, click 'no degree'
34. California High School attendance—drop down menu, click 'yes' (you will have a high school diploma). Then another drop down menu, click 'yes' if you have been in school in Cali for at least 3 years.
35. Last High School attended, click 'find high school', then click 'continue', then click on the letter 'R'…scroll to find Riverside Poly High School, then click 'select school'
36. Now scroll all the way to the bottom and click 'save and continue'

Residency 1

37. Select citizenship status, drop down menu, click U.S. Citizen

    IMPORTANT NOTE: IF YOU ARE UNDOCUMENTED (AB540, DREAM ACT), CLICK OTHER, THEN CHECK THE BOX THAT SAYS *CHECK HERE IF NO EXPIRATION DATE*

38. U.S. Military status, drop down menu, click 'none apply to me'.
39. Now scroll all the way down and click 'save and continue'

The next two sections: Residency 2 and Needs and Interests—just answer questions as they apply to you and then click 'save and continue'.

Request for consent

40. If you say "yes, I consent", you are giving the college permission to share personal information about you to organizations for the purpose of providing you necessary services and also for research purposes.   (You can say yes or no)

Athletics

41. Check the appropriate box if you want to play sports at RCC, then click 'SUBMIT'

APPLICATION SUBMITTAL:

42. CHECK THE BOXES—FIRST BOX IS AGREEING THAT ALL THE INFORMATION YOU ENTERED IS TRUE AND ACCURATE TO THE BEST OF YOUR ABILITY. SECOND BOX IS AGREEING THAT YOU UNDERSTAND THAT YOU CAN APPLY FOR FINANCIAL AID AND THAT YOU KNOW WHERE TO GET HELP IF YOU NEED IT.
43. Now, click "submit my application".

You are done. ☺

Now make sure you follow up with the next steps to enroll! See the handout—STEPS TO ATTEND CLASSES AT RCC. You can get it from your counselor.