Online Application Guide (p. 1)

Things to Know and Do Before Starting the Online Application to One of the SMCCCD Colleges

(Page numbers correspond to the CCCAPPLY Online Application Form)

P. 1 New User: New User should be selected by a student who has never applied to Cañada College, College of San Mateo or Skyline College.

P. 1 Log On: Log On should be selected by a student who has previously applied to Cañada College, College of San Mateo or Skyline College and has a Username and Password. If a student has forgotten his or her Username or Password, then he or she should click on the button “I Forgot My Username or Password” so that it can be found.

P. 2 Previous CCCApply Users: If students have previously used CCCAPPLY, they can skip “Create Your CCCAPPLY Account.”

P. 3 Term Applying For: Students should select either Fall or Spring of the year in which they are filling out the application. (i.e., Fall 2011)

P. 3 Major: Before starting the online application, students should review the Articulation Lists under the RESOURCES tab on the CTE Transitions website and find the college Major(s) associated with their CTE Transitions class(es).

P. 4 Social Security Number: Student Social Security Numbers are helpful and protected, but they are optional. A Student (G) Number will be assigned in its place once the application has been accepted.

P. 7 Enrollment Status: Students should enter their status for the term in which they are applying. (i.e., Fall 2011)

P. 7 High School Education Level: Students should enter their level for the term in which they are applying. (i.e., Fall 2011)

P. 9 Residency 1: From the drop-down menu under Citizenship, AB540 students have the option of checking “Other” and submitting an AB540 (Nonresident tuition Exemption Request) form to the College’s Office of Admissions and Records. (Find the form by clicking “F” on the Site Index line.) Students who indicate “Other” on their applications, will also receive (through electronic mail) a “Residency Reclassification” form which they can complete and submit (instead of the AB540 form) if they qualify.

P. 12 Request for Consent to Release Information: Students must select either “Yes” or “No” on the Consent page. If they do not choose one of the above, they will not be able to submit their application.

Printing Form: Optional where available.
Online Application Guide (p. 2)

Things to Know and Do To Start the Online Application to One of the SMCCCD Colleges

Using the two printouts of “Things to Know and Do…” , select the college of your choice from Step 2 under the APPLYING tab on the CTE Transitions website (http://www.smccd.edu/ctetransitions) and complete “a through d” below.

a. Scroll down to the bottom of the webpage to the How to Use the (Cañada College, College of San Mateo or Skyline College) Online Registration;
b. Read the information in the box and then click on “Begin Application for (Cañada College, College of San Mateo or Skyline College)”;
c. Click on the New User button or, if already admitted, type in Username and Password
d. Once into the application, follow the instructions for a high school student (or other category if applies) and, when complete, click the submit button and exit the site. (Any information can be modified when students enroll again at the college.)

**NOTE:** If students enter a personal email on the college application, they will receive, within 24 hours, a college email named my.smccd.edu along with a “Student (G) Number”. That number will be their permanent college student number and should be used on their CTE Transitions Petition(s) in place of a Social Security Number.

**NOTE:** If Students do not use their personal email address on the college application, they can go onto the site of the college they chose and use their social security number plus birth date to access Websmart which is where they will find their my.smccd.edu email and Student “G” Number.

When the time comes to officially enroll at one of the colleges, students will be able to go to the website of the college of their choice and follow the instructions for applying, matriculating (seeing a counselor) and registering for classes.