# Application Steps

**GLENDALE COMMUNITY COLLEGE**

Before you begin the application make sure you have:
- An email account
- Your social security number or a valid TIN (Tax identification Number)
- Your address and phone number
- Your educational history, including where you graduated from high school and the last college you attended, and the years you last attended these institutions
- Know your residency status
  >>*If you have a permanent resident card, you will need to know your alien registration number, the issued date and expiration date.*
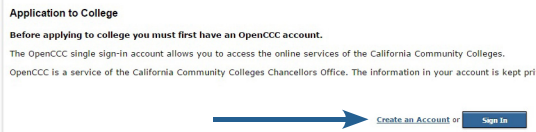
## PART 1

**1** Go to **www.glendale.edu/apply** and then click on the **OpenCCC Apply** box

**2** Click on **Create an Account**

Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.
OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept pri...
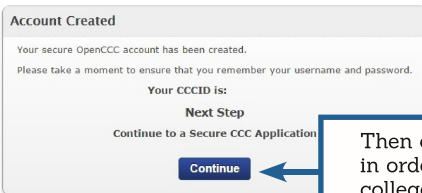
Create an Account or Sign In

**3** After you create your account, **save your OpenCCC account information** since you may need it in the future *(note this information is different from your MyGCC login information)*
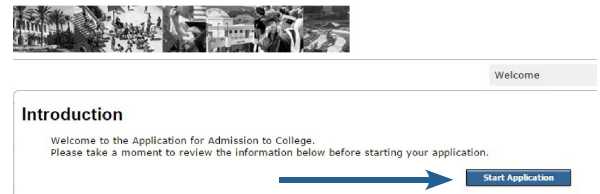
Account Created

Your secure OpenCCC account has been created.
Please take a moment to ensure that you remember your username and password.

Your CCCID is:

**Next Step**

Continue to a Secure CCC Application

Continue

Then click on Continue in order to start on the college application

- OpenCCC Username: _____
- Password: _____
- CCCID: _____

If you have any questions about the application, you can contact Student Outreach Services at 818-240-1000 Ext. 4767

## PART 2

**4** Then click on **Start Application**

Welcome

**Introduction**

Welcome to the Application for Admission to College.
Please take a moment to review the information below before starting your application.
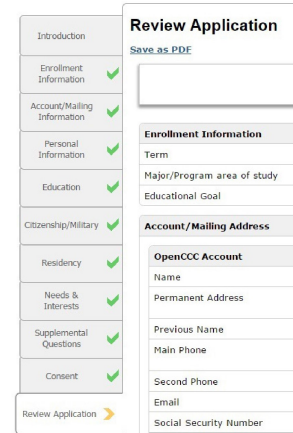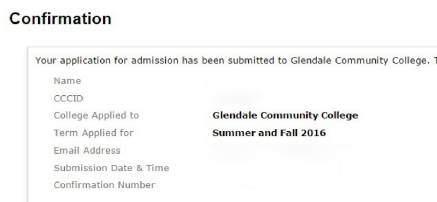
Start Application

**5** You will be able to submit your application **once you see the green arrow check marks on all the sections on the left side**. If all the check marks are not green, you will need to edit or add information.

| Introduction | **Review Application** |
| --- | --- |
| Enrollment Information ✓ | Save as PDF |
| Account/Mailing Information ✓ | |
| Personal Information ✓ | **Enrollment Information** |
| Education ✓ | Term |
| | Major/Program area of study |
| Citizenship/Military ✓ | Educational Goal |
| Residency ✓ | **Account/Mailing Address** |
| Needs & Interests ✓ | **OpenCCC Account** |
| Supplemental Questions ✓ | Name |
| Consent ✓ | Permanent Address |
| | Previous Name |
| Review Application ➤ | Main Phone |
| | Second Phone |
| | Email |
| | Social Security Number |

**6** Once you submit your application, you will see the confirmation page. *Note, the confirmation number is not your Student ID number.* **You will receive an email from GCC after 24-72 hours (not including the weekend and holidays) with your Student ID number.**

**Confirmation**

Your application for admission has been submitted to Glendale Community College. Th

| Name | |
| --- | --- |
| CCCID | |
| College Applied to | Glendale Community College |
| Term Applied for | Summer and Fall 2016 |
| Email Address | |
| Submission Date & Time | |
| Confirmation Number | |

Confirmation # _____