

CCC-Apply and MJC Application –

Step-by-Step Guide

Open CCC Account

1. Go to www.mjc.edu. Click on Apply Now. Then click on Apply Online.
 2. This will direct you to OpenCCC.
 3. Click Create an account. If you have taken a class through MJC then you will just need to sign in.
 4. You will need your **SOCIAL SECURITY NUMBER** to create an account. If you do not have a social security number, you can use your tax pay identification number.
If you do not have either, please contact MJC Admissions or your MJC Specialist.
 5. You will need to provide an email address. Use an email that you can check all the time because all initial communications from the college will be sent to through email. **(DO NOT USE SCHOOL EMAIL)**
 6. You will need to create a username and password. **WRITE THIS DOWN!!**
 7. You will need to create a 4 digit pin number. **WRITE THIS DOWN!!**
 8. You will need to create 3 security questions. **WRITE THESE DOWN!**
 9. Then you will click the blue button continue to go to the application.
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Apply to MJC

10. **Click Start a new application.**
11. This will bring you to the application. Click Start application.
12. You will need to sign-in again. This is why it is important to write your username and password down.
13. **Term applying for** = Summer 2021 (Even if you plan on beginning Fall 2021)
14. **Major of Student**=SR=skills recognition, C=Certificate, AA=Associate of Arts, AS=Associate of Science (You can also click undecided)
15. **Educational Goal**-if you plan to transfer to a 4-year college, then put “Obtain an associate’s degree and transfer to a 4 year institution.”
16. **Account and mailing Information**- check to make sure the information is correct. Click my mailing address is the same as my permanent address. If it is not, put your mailing address.
17. **Personal Information**=Fill out the information that applies to you. If you do not know or do not want to state what your parents educational level is then click unknown.
18. **College Enrollment Status**=Click first time student in college.
19. **High School Education**=Received High School diploma from US School.
 - a. **High School completion date**: April 30, 2021
 - b. **Did you receive your diploma in California**=Yes
 - c. Have you attended high school in California for 3 or more years=yes or no
20. **Last High School attended**: I attended, High School, United States, California, (City), _____ **High School**
21. **College Education**= No degree
22. **College/universities attended**= None (*Unless student completed Early College or Dual Enrollment)
23. **Citizenship Status**= click the one that applies to you
24. **Military Status**=click the one that applies to you.
25. **Residency**=Read each question carefully and click the answers that apply to you.
26. **Needs and Interests**=Read each question carefully and click the answers that apply to you.
27. **Supplemental Questions**=Read each question carefully and click the answers that apply to you.
28. **Consent**=Read carefully, you can consent or not.
29. **Review Application**= Look over carefully and make any necessary changes.
30. **Submission**=Click the boxes that you understand everything and click the submit application button.
31. **Congratulations! You have now submitted your application to MJC. You will receive an email confirming your application submission along with other emails for the next step. Please be sure to write down your Student Identification number (W#) when it is emailed to you.**