

NORCO COLLEGE

Dual Enrollment

Application Instructions

Before you begin the application process - be sure to use your personal email address when applying. Your high school email address should not be used. If you do not have a personal email account, make a free account before you start the application process (i.e. Gmail, Yahoo, Hotmail, etc.).

- Open a web browser (preferably chrome) and visit www.norcollege.edu
 - 👆 Click on **APPLY** at the top of the page
 - 👆 Click on **STEP ONE: Apply for Admission Online**
 - 👆 Click on **Online Admission Application**
- You will be redirected to California Community Colleges Chancellor's Office website (Open CCC) to create a student account/profile
 - 👆 Click on **Create an account**

Already have an account? Sign in and follow the instructions (below the line) for Norco College's application

👆 Click on **Begin Creating my account**

- Answer all questions to create a student account/profile

If you do not have your social security number please select the following:

Please Indicate the Type of number:

Social Security Number Taxpayer Identification Number

Check this box if you **do not** have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time.

You will be asked some personal information on the following pages including your:

- Home address
- Email address (**do not use your high school email**, use your personal email address)
- Security questions (pick easy ones to remember)
- Create a username and password.
 - a. ✎ Write down/save the username and password you created for CCC Apply:

CCC Apply

Username: _____ Password: _____

👆 Click **Continue** (bottom right corner of page)

- You will now be redirected to Norco College's application

NORCO COLLEGE Application

👆 Click on **Start a New Application**

✓ **Enrollment Information**

i. Term= **Select the term you want to take classes**


ii. Educational goal= **Educational Development**

iii. Intended major or program of study= **Select ANY** (can be changed later, don't spend too much time selecting)

👆 Click on **Continue** (bottom right corner of page)


✓ **Account Information**

- i. Review Open CCC account information is correct
- ii. Answer Parent/Guardian information
- iii. Verify current mailing address

 Click on [Continue](#) (bottom right corner of page)

✓ **Education**

- i. College Enrollment Status= **Enrolling in High School (or lower grade) and college at the same time**
- ii. High School Education= Answer will automatically generate
- iii. Last High School attended:
 1. Select **I attended high school**
 2. Enter your current high school
 - a. If not found → Select= **My school is not on this list**
 - b. Add your school name
- iv. High School Transcript Information
 1. Have you completed 11th grade? **Answer as accurate as possible**
- v. College Education= **No Degree**
- vi. Colleges/Universities attended= **NONE**


 Click on [Continue](#) (bottom right corner of page)

✓ **Citizenship/Military**= Answer all questions

✓ **Residency**= Answer all questions


✓ **Needs & Interest**

- i. Main Language= Answer required
- ii. Financial Assistance= Answer **NO** for both questions
- iii. Athletic Interest= **NO, I am not interested in a sport (beyond taking P.E. class)**
- iv. Programs & Services= **do not choose any**

 Click on [Continue](#) (bottom right corner of page)


✓ **Demographic Information**

- i. Gender= Answer required
- ii. Parent/Guardian Educational Levels= Answer required both parents
- iii. Race/Ethnicity= Answer optional

 Click on [Continue](#) (bottom right corner of page)

✓ **Supplemental Questions**

- i. Additional High School Transcript Information= **Answer as accurate as possible**
- ii. Norco Advantage → Select **NO** for the **first two questions** and skip the other information being asked (High School info, ID number, etc.)

 Click on [Continue](#) (bottom right corner of page)

✓ **Submission**

- i. Review all information entered/answer required questions
- ii. You must select (I consent/I do not consent) for request to release your information

If you are applying from home/on your own- please review your application carefully and be sure that you selected the **correct term** you plan on taking dual enrollment classes **and** that your **enrollment status** entered is "**Enrolling in high school (or lower grade) and college at the same time**"

 Click on [Submit My Application](#)

➤ Confirmation → **FINAL STEP** → **PRINT THIS PAGE**

You must attach your confirmation page to your parent approval form (with all required signatures) **and** both forms must be received/processed by Norco College prior to the application deadline to be eligible to register for dual enrollment courses prior to the start of the term