

How to Create a CCCApply Account and Complete an LPC Application

for Dual Enrollment Students



This guide is divided into two main steps and provides detailed, step-by-step instructions on how to complete the CCCApply Las Positas College application. You'll find tips on how to fill out each section of the forms and examples of possible answers. Make sure to read everything carefully and pay close attention while completing your application online to avoid having it flagged as "fraudulent."

! Wait! BEFORE STARTING, you will need:

- Personal Email Address (NOT school email)
- For U.S Citizens/Permanent Residents
 - SSN or Alien Registration #
- For Undocumented/Dreamer Students
 - No required Documents
- Permanent Address (home address)
- Knowledge of highest level Math and English course and grade completed

Note to Seniors

For Dual Enrollment in your Senior year, you are applying as a high school student for the current term.

If you will be attending Las Positas College as a college student in the Summer/Fall after you graduate, you will have to reapply as a first-time college student.



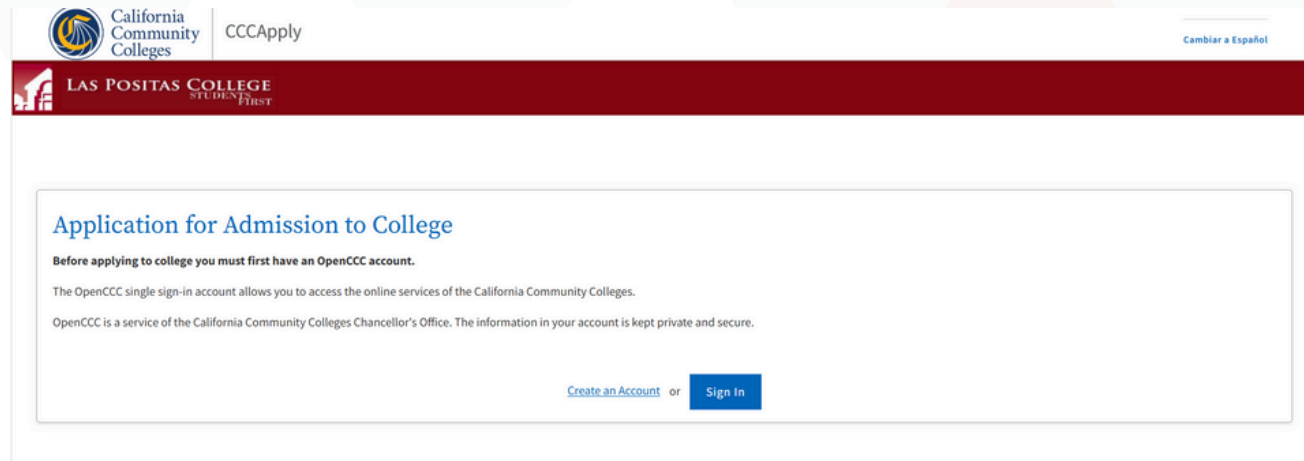
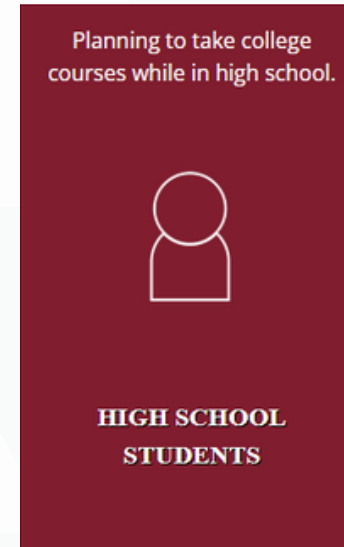
STEP 1

LET'S BEGIN!

Go to: [CCC APPLY at LPC](#) CLICK HERE

or

Choose "High School Students" on the Apply/Register Las Positas College website link.



Click "Create an Account" if you've never attended a CA Community College

or



Sign In at OpenCCC

If you have applied previously and have an OpenCCC account, skip to Step 2!

STEP 1

CREATING YOUR ACCOUNT



LAS POSITAS COLLEGE
STUDENTS FIRST

Create Your Account

Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.

Email

Use mobile phone instead

Email My Security Code



HINT: To create an account, enter an email address or phone #. You will receive a 6-digit security code to verify your account.

Enter your legal name and date of birth

Create Account

Personal Information - Page 1 of 3

Legal Name

Enter your legal name as it appears on official documents such as your government issued ID.

First Name

☐ Check this box if you do not have a first name

Middle Name

☐ Check this box if you do not have a middle name

Last Name

Suffix

☐ Yes ☐ No

Do you have a previous name (such as a maiden name)?

☐ Yes ☐ No

Do you have a preferred name that is different than your legal and/or previous name?

Date of Birth

This information is used for protection of minors in online transaction environments, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to residency, guardianship, and admission of minors to college. This information will not be used in making admissions decisions except as permitted by law.

Date of Birth

Month: Day: Year:

Confirm Date of Birth

Month: Day: Year:



HINT: If you do not have a Social Security Number, check the box at the bottom. Click continue after completing all the fields.

Social Security Number

The Social Security number is used as a means of identifying student records and to facilitate financial aid.

☒ I plan to apply for admission to college or financial aid.

The Social Security Number is required to claim tax credits for higher education costs known as the American Opportunity Tax Credit in accordance with the Taxpayer Relief Act of 1997.

Federal law requires the California Community Colleges to provide specific information to the Internal Revenue Service (IRS) for the purpose of filing an information return (IRS Form 1098-T "Tuition Statement") for each student in attendance, with a few exceptions.

The information required by the IRS includes the student's name, address, Social Security Number (SSN) or Taxpayer Identification Number (TIN/TIN), and enrollment status, as well as the amount of tuition paid or billed, and scholarships received. (26 C.F.R. 1.40505-1(b)(2)(ii).)

Failure to provide a correct Social Security Number or TIN while claiming tax credits for specified education expenses may result in a penalty levied against the student by the IRS in the amount of \$100, per year, until the missing or incorrect information is provided (26 C.F.R. 1.40505-1(e)(4)).

In addition, California Education Code sections 68041 and 70901(b)(7) authorizes the California Community Colleges Chancellor's Office (CCCCO) to collect information you submit through the OpenCCC Online Student Account, and CCCApply Online Application for Admission for the purposes of completing and submitting California College admission applications and financial aid on your behalf.

Further, information acquired by the CCCCCO is subject to the limitations set forth in the Information Practices Act of 1977 (Title 1.8 [commencing with Section 1796] of Part 4 of Division 3 of the Civil Code). Compliance with these laws is identified in the [Privacy Policy](#).

Please indicate the type of number:

☐ Social Security Number ☐ Taxpayer Identification Number

By providing my Social Security Number (or Taxpayer Identification Number) below, or indicating that I do not have a Social Security Number or decline to provide one at this time, I confirm that I have read and understand the federal regulations provided above, and the state regulations provided in the [Privacy Policy](#).

Your Social Security Number must be accurate to ensure the integrity of your permanent record and to avoid potential penalties imposed by the IRS for providing an incorrect number.

Social Security Number or Taxpayer Identification Number

Repeat Social Security Number or 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. International students, nonresident aliens, and other [exceptions](#), may not have a Social Security Number (or Taxpayer Identification Number) and should check this box.

[Continue](#) or [Cancel](#)

STEP 1

Enter your Email, Telephone Number and Permanent Address (home)

Contact Information - Page 2 of 3

Email
An email address is required for important messages, including information about college admission and registration. Please enter an email address that you check regularly.

Email Address:

Repeat Email Address:

Telephone
Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancellations, and emergency notifications. If you would like to receive text messages on your phone(s), please check the appropriate box(es).

Main Telephone Number: Extension:

☐ I authorize text messages to the telephone number above, and accept responsibility for any charges that result.

Second Telephone Number: Extension:

☐ I authorize text messages to the telephone number above, and accept responsibility for any charges that result.

Permanent Address
☐ My permanent address is outside the United States.
☐ I have no permanent address because I am currently homeless.
International, FL, HI, or IL residents MUST provide permanent address.

Street Address:

Include apartment number or suite:

City:

State:

ZIP Code:

[Continue](#) or [Cancel](#)



HINT: Enter a personal email address, NOT a school email address, and one where you receive and READ email.

Click continue after completing all fields.

Create a Username, Password, and Security PIN

Create Account [Cambiar A Español](#)

Security and Credentials - Page 3 of 3

Username and Password
To enable you to sign in later, you must choose a unique username for your account.

Username:

Minimum 6 characters (letters, numbers, special characters)

Password:

7 to 20 characters (letters and at least one number)

Repeat Password:

- Be sure to record your username and password for later use.
- Please do not share your account with others, even family members.

Security PIN
For additional security, please create a 4-digit Personal Identification Number (PIN) for your account. Enter your PIN twice to make sure you type it correctly.

PIN:

Repeat PIN:



HINT: SAVE THIS INFORMATION: Take a picture or write down your username and password.

SAVE PIN INFORMATION: Allows for account recovery

Choose 3 Security Questions

Security Questions
If you forget your username or password, or if you want to change your password or PIN, you will be asked one or more of your personal security question. Please select three security questions you would like to be asked, and enter your answers to those questions.

First Security Question
-- Please Choose a Question --

Answer to the First Security Question:

Second Security Question
-- Please Choose a Question --

Answer to the Second Security Question:

Third Security Question
-- Please Choose a Question --

Answer to the Third Security Question:

☐ I'm not a robot 

[Create My Account](#) or [Cancel](#)



HINT: SAVE THIS INFORMATION: Write down your answers or take a picture!

They are required to recover your account if you need to.

Click on the "I'm not a robot" checkbox. Then Click on "Create My Account"



STEP 1



LAS POSITAS
COLLEGE



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: BDM1837

Next Step

Continue to a Secure CCC Application

Continue



WAIT! YOU'RE NOT DONE YET!

Click continue to apply to
Las Positas College

SAVE THIS INFORMATION
Write down your CCCID Number.

Click on Start a New Application



Start a New Application

Account Information

Important: Please carefully review your account information for accuracy. This information is passed to the college with your application.

Legal Name & Address

Early College
25555 Hesperian Blvd
Hayward, CA 94545

Homeless: No

Birthdate: October 13, 2011

Phone:

Email: chaboteearlycollege@gmail.com

Preferred Method of Contact: email

Edit My Account



CREATING YOUR
ACCOUNT

STEP 2

ENROLLMENT INFORMATION



Enter the Enrollment information

[Cambiar A Español](#)

Enrollment Information >

Account Information

Education

Citizenship/Military

Residency

Needs & Interests

Demographic Information

Supplemental Questions

Submission

Welcome to the Application for Admission to College

Enrollment Information

Term Applying For

Choose Current Term

Educational Goal

Choose Any (No wrong Answer)

Major Category

Choose Any (No wrong Answer)

Intended Major or Program of Study

Choose Any (No wrong Answer)



HINT: Note: If you do not choose the correct term, you will need to resubmit your application.

How to Complete the LPC Application

for Dual Enrollment Students



STEP 2

ACCOUNT INFORMATION

Click on this button if none of the above apply to you. Enter the first, last name and select relationship of one of your parents or guardians

Parent/Guardian Information

By California law, qualification for resident tuition is based on the residency of your parent(s) or guardian(s) until you are 19 years of age, except in certain special circumstances. The following questions will be used to determine whether or not you need to provide [parent](#) or [guardian](#) information for the purposes of determining residency. Your response will not affect your admission to college.

Select the statement that applies to you:

- ☒ At least one of the following statements is true about me.
- ☐ I am or have been married.
 - ☐ I am legally [emancipated](#).
 - ☐ I do not have a living parent or guardian.
 - ☐ As of 01/27/2019, I will be on active duty in the armed services.
 - ☐ As of 01/27/2019, I will have been [self-supporting](#) for at least one year.
- ☐ None of the statements above is true about me.

Parent/Guardian Name & Relationship

First Name

Last Name

Relationship

Check the first box if the address previously entered is also your mailing address.

Current Mailing Address

- ☒ My mailing address is the same as the Permanent Address in my OpenCCC Account above
- ☐ My current mailing address is **outside the United States**

Street Address

Include apartment number or suite

City

State

ZIP Code

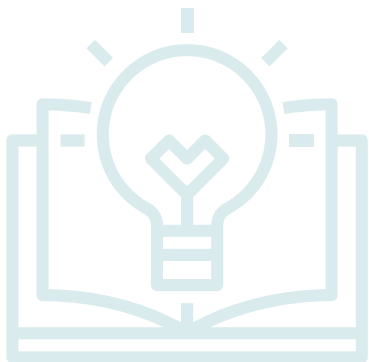
Save

Continue

and click continue for the next tab.

STEP 2

EDUCATION



Enter the Education information

Enrollment Information	✓
Account Information	✓
Education	➔
Citizenship/Military	
Residency	
Needs & Interests	
Demographic Information	
Supplemental Questions	
Submission	

Education

[Cambiar A Español](#)

College Enrollment Status

As of 01/27/2019, I will have the following college enrollment status:

Enrolling in high school (or lower grade) and college at the same time

Choose "Enrolling in high school and college at the same time"

High School Education

High school education level as of 01/27/2019

Will be enrolled in high school (or lower grade) and college at the same time

"Will be enrolled in high school" will be automatically selected

Last High School Attended

- ☒ I attended high school.
- ☐ I was homeschooled in a registered homeschool organization.
- ☐ I was independently homeschooled.
- ☐ I did not attend high school and was not homeschooled.

Country: United States of America (the)

State: California

Enter the name or city of your high school or homeschool organization. Then make a selection from the list.

Santa Cruz High, Santa Cruz

[Change](#)

School or Organization: Santa Cruz High

City: Santa Cruz

Type the name of your high school and choose it from the list that pops up


STEP 2

EDUCATION

Seniors, click on YES.

Freshmen, Sophomores, Juniors, click on NO.

Estimate your GPA, and enter your highest English and Math Course.



High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

☒ Yes ☐ No Have you completed the 11th grade?

What was your unweighted high school GPA (grade point average)? Please enter a value between 0.00 and 4.00.
If you are still in high school, enter your cumulative unweighted GPA as of the end of 11th grade.

What was the highest English course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

-- Select --

What was the highest math course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

-- Select --

You can leave these sections blank and skip them.

College Education

College education level as of 01/27/2019

-- Select education level --

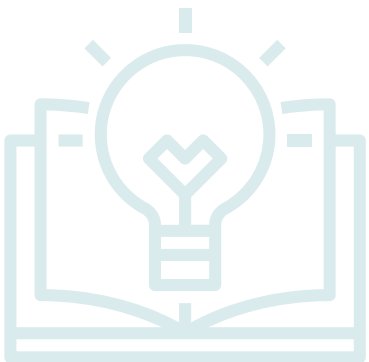
Colleges/Universities Attended

Specify the number of colleges you have attended including those you are currently attending.

☒ None ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or More

Save Continue

and click continue for the next tab.

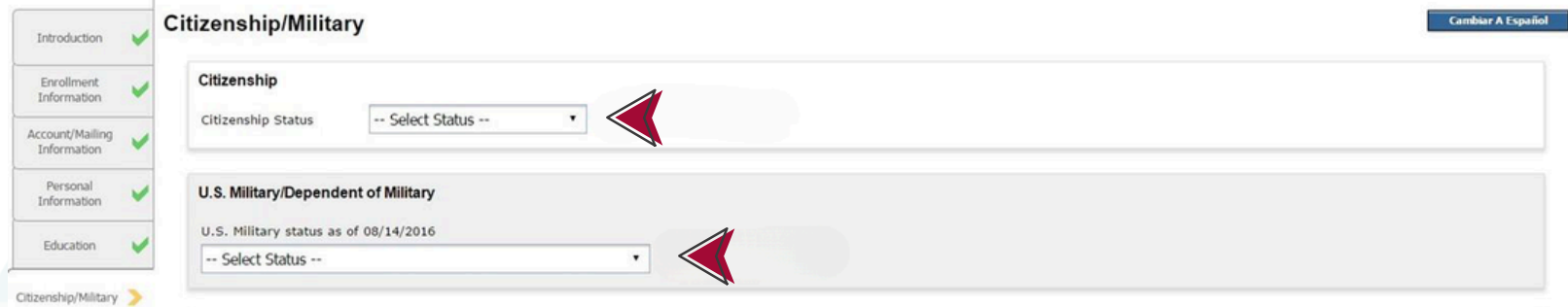


STEP 2

CITIZENSHIP/ MILITARY

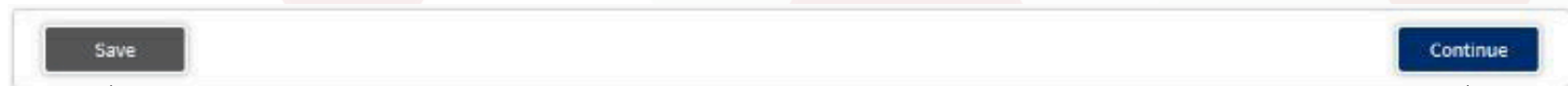


Complete these two sections



HINT: Fill out the information as needed/as true.

- **Citizen:** Student is a resident.
- **Resident Alien and Undocumented:** Must fill out an **AB 2364**.
 - **AB 2364:** Free for students who are a U.S. Citizen, Permanent Resident (green card holder), Deferred Action for Childhood Arrival (DACA) grantee, or an alien without lawful immigration status (undocumented).
- **Undocumented:** Students will click on other and then checkmark "no documents." Las Positas is a sanctuary campus and has multiple resources for undocumented students.



Click "Save" and then "Continue" to the next tab.

STEP 2

RESIDENCY



Complete these sections.

Make sure you answer each question as accurately as you can

Residency

Your responses will be kept private and secure and will not be used for discriminatory purposes.

California Residence

Has your parent or guardian lived in California continuously since January 15, 2022? [?](#)

☒ Yes ☐ No

Out-of-State Activities

As of January 15, 2022, has your parent or guardian engaged in any of the following activities?
Check each activity that applies.

☐ Taxes were paid outside of California [?](#)

☐ Registered to vote outside of California [?](#)

☐ Declared residency at a college or university outside of California [?](#)

☐ Filed for a lawsuit or divorce outside of California [?](#)

Special Residency Categories

Are you homeless now or have you been homeless at any time during the past 24 months? [?](#)

☐ Yes ☐ No

Have you ever been in **court-ordered foster care**? [?](#)

☐ Yes ☐ No

Save

Continue >



• **California Residence:**

- Yes: If you and your parent/guardian have lived in California for at least one full year and one day.
- No: If you and your family moved to CA in the past year.

• **Out-of-State Activities:**

- If you responded YES on "California Residence," skip this question.
- If you responded NO on "California Residence," answer this question.

• **Special Residency Categories:**

- Respond to what personally applies to you.

NOTE: AB 2364 eligibility does not extend to all out-of-state non-resident students. High school students holding non-immigrant visas are required to submit the standard residency form.

Click "Save" and then "Continue" to the next tab.

For further assistance, contact Admission and Records

Email: ipc-admissions@laspositascollege.edu

STEP 2

NEEDS & INTERESTS

Respond the following information:

Needs & Interests

This information you provide on this page will not be used in making admission decisions and will not be used for discriminatory purposes.

Main Language

Are you comfortable reading and writing English?

☐ Yes ☐ No

Financial Assistance

Are you interested in receiving information about money for college?

☐ Yes ☐ No

Are you receiving TANF/CalWORKs, SSI, or General Assistance?

☐ Yes ☐ No

HINT:

- Financial Assistance: They will sent you emails about Financial Assistance if you select **yes**.
- TANF/CalWORKs/SSI or General Assistance: If you **do not know** and you are not a senior, you can click **No**.

Complete This Section.

*HINT: As a dual enrollment student, you are not eligible **for team or intramural sports**.*

Athletic Interest

Are you interested in participating in a sport while attending college? [?](#)

(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)

- ☐ Yes, I am interested in one or more sports, including the possibility of playing on an **intercollegiate team**. [?](#)
- ☐ Yes, I am interested in **intramural or club sports**, but not in playing on an intercollegiate team. [?](#)
- ☐ No, I am not interested in participating in a sport (beyond taking P.E. classes).

Programs & Services

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

- ☐ Academic counseling/advising
- ☐ Basic skills (reading, writing, math)
- ☐ CalWORKs
- ☐ Career planning
- ☐ Child care
- ☐ Counseling - personal
- ☐ DSPS - Disabled Student Programs and Services
- ☐ EOPS - Extended Opportunity Programs and Services
- ☐ ESL - English as a Second Language
- ☐ Health services
- ☐ Housing information
- ☐ Employment assistance
- ☐ Online classes
- ☐ Re-entry program (after 5 years out)
- ☐ Scholarship information
- ☐ Student government
- ☐ Testing, assessment, orientation
- ☐ Transfer information
- ☐ Tutoring services
- ☐ Veterans services

PROGRAM AND SERVICES IS OPTIONAL:
You can answer these questions, or you can leave these sections blank



STEP 2

DEMOGRAPHIC INFORMATION



Complete the “Demographics Information” and answer the questions at the best of your knowledge.



LAS POSITAS
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Demographic Information

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.

- This information will be used for federal and state reporting.
- This information is used for summary demographic reporting and will not be used for a discriminatory purpose.
- Your responses are kept private and secure.
- Providing this information is optional.

Gender/Transgender

Gender in this context, means a person's sex, or a person's **gender identity** and **gender expression**. ?

Gender ?

-- Select Gender --

Do you consider yourself **transgender**? ?

-- Select Transgender Response --

Sexual Orientation

Please indicate your **sexual orientation** ?

-- Select Sexual Orientation --

Dependents

Do you have children or dependents who receive more than half of their support from you

☐ Yes ☒ No

Parent/Guardian Educational Levels

Regardless of your age, please indicate the education levels of the **parents and/or guardians who raised you**. ?

Parent or Guardian 1 ?

Unknown

Parent or Guardian 2 ?

Unknown

Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this data.

Check the box below if you identify as Hispanic or Latino. If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups.

Are you Hispanic or Latino?

☒ Yes ☐ No [Clear Selection](#)

- ☐ Argentinean
- ☐ Bolivian
- ☐ Chilean
- ☐ Colombian
- ☐ Costa Rican
- ☐ Cuban
- ☐ Dominican (Dominican Republic)
- ☐ Ecuadorian
- ☐ Guatemalan
- ☐ Honduran
- ☒ Mexican
- ☐ Nicaraguan
- ☐ Panamanian
- ☐ Peruvian
- ☐ Puerto Rican
- ☐ Salvadoran
- ☐ Spanish
- ☐ Venezuelan
- ☐ Other Hispanic or Latino

Check all of the ethnicity, nation, and ancestry groups that you identify with. When you select a major ethnicity group, you will have the option to select more specific ancestry groups. Select all that apply.

- ☐ Asian
- ☐ American Indian or Alaska Native
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Middle Eastern or North African
- ☐ White

Save

Continue

Click “Save” and then “Continue” to the next tab.

STEP 2

SUPPLEMENTAL QUESTIONS



Complete the “Supplemental Questions” tab (last tab before submission).

For “Primary Location” select “Las Positas College” for the location you will be taking your college level courses. Select “Yes” for “Academic Program/Major” and complete “Personal Information.”



LAS POSITAS
COLLEGE

Supplemental Questions

State Center Community College District would like to gather some additional information on your admission application.

Primary Location

Please select the location where you will be enrolling for the majority of your courses.

Academic Program/Major

Were you able to select the major you wanted?

☒ Yes ☐ No

Personal Information

Please indicate your preferred/chosen pronouns

Place of Birth (City and State or Foreign Country)

Click “Save” and then “Continue” to the next tab.



STEP 2

REVIEW APPLICATION

Click on "Review My Application."
Check your responses for accuracy.
Click on "Save as a PDF" to save a copy of your application.

Submission

Review Your Responses

[Save as PDF](#)

We recommend that you review your responses to ensure you've provided complete and accurate information.

Review My Application



STEP 2

CONSENT

Please read the "Request for Consent to Release Information"

Request for Consent to Release Information: Las Positas is asking whether they can release your demographic information and personal information to Federal or State Agencies (which include education department, colleges, universities and state)

Note: You don't have to consent for your application to go through.

Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the [Privacy Policy](#). ?

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

- ☐ I consent
☐ I do not consent



HINT: Read the Request for Consent to Release Information and click on "I consent" or "I do not consent."

There is no wrong answer.



STEP 2

SUBMISSION



Check the Following boxes: Checkmark to declare that the info you submitted is true to the best of your ability.



LAS POSITAS
COLLEGE

HINT: Be sure to check both boxes stating that all information is true to the best of your knowledge.

Submit Your Application

You are about to submit your application to Las Positas College.
NO CHANGES can be made to your application once it is submitted.

California state law* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

* Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

☐ By Checking here, I, _____, declare that: ?

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Las Positas College.

☐ By Checking here, I, _____, acknowledge understanding that: ?

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.icanaffordcollege.com, and on most college websites.

Submit My Application

Click on "Submit My Application"

Great Job!

Print or Save confirmation page for your records



- Screenshot CCID and Application Confirmation #
- Las Positas staff can use the APP ID Confirmation # to find your account if you haven't received your student ID (W#) or if you have a hold on your account.
- If it is your first time applying to Las Positas College, you need to wait 2-3 days for your student ID (W#) before you can do your next step.

Confirmation	
your application for admission has been submitted to Las Positas College.	
Name	[REDACTED]
CCCID	CGD2860
College	Las Positas College
Term	Summer/Fall 2022 High School Enrich/DUAL Enrollment
Email	[REDACTED]@hotmail.com
Date & Time	May 31, 2022 12:06:38 PM
Confirmation #	23885204



- Once you receive a confirmation email with your Las Positas College ID. Use this Las Positas College ID on your Dual Enrollment form. (Soon DualEnroll.com)

HINT: Check your SPAM folder if you haven't received anything within 48 hours and then reach out to us!



Next Steps

How to **Activate MyPortal Account and Log into Zonemail?**

for Dual Enrollment Students

How to **Complete the LPC online Orientation**

for Dual Enrollment Students

How to **Search and Register for Courses**

for Dual Enrollment Students



Do you have questions? **CONTACT US**

Traci Peterson

Educational Partnerships Project Manager

tpeterson@laspositascollege.edu

Scan here,



*or "Click"
here*



[Dual Enrollment Information Web Page](#)

