

## Steps to Apply for Citrus College

**PLEASE MAKE SURE TO READ ENTIRE DOCUMENT! DO NOT SUBMIT WITHOUT FOLLOWING INSTRUCTIONS.**

### **Step 1:**

Click the below link to create a CCC account (California Community College). If you have already created an account due to applying to Mt Sac or another Community College, hit the Sign-In Button. Some important notes when completing your account:

1. Make sure to use **your FULL, LEGAL name (no nicknames)**
2. Make sure to input your **social security number**
3. When creating your account, do so with your personal email address, **do not use your BUSD email**

<https://www.openccapply.net/uPortal/f/u63l1s1000/normal/render.uP>

### **Step 2:**

Once your account has been created, **write down your CCID number**, and click Continue

### **Step 3:**

**The application is pretty self-explanatory, however, the below questions MUST be answered as noted. Failure to do so will result in your application being ineligible for the Promise Program (Free Tuition, Priority Registration).**

**APPLICATION:**

**ENROLLMENT:**

**TERM:** Summer 2020

**EDUCATIONAL GOAL:** CHOOSE one of the **FIRST 3 OPTIONS** from the Dropdown Menu

**MAJOR:** Any major as long as it does not state "Not Eligible for Financial Aid". You can always change your major at any time

**COLLEGE ENROLLMENT STATUS:** First-time student in college

**HIGH SCHOOL EDUCATION:** Received High School Diploma from U.S. School

**HIGH SCHOOL COMPLETION DATE:** June 4, 2020

**HIGH SCHOOL TRANSCRIPT INFORMATION:** Enter in your (W) TOTAL GPA from your transcript found in your aeries account under GRADES.

**LAST ENGLISH AND MATH CLASS:** THIS WOULD BE FROM THIS SCHOOL YEAR (12<sup>TH</sup> GRADE 1<sup>st</sup> semester). IF YOU ARE NOT ENROLLED IN A MATH CLASS THIS YEAR, INPUT THE HIGHEST MATH COURSE YOU TOOK AS A JUNIOR, AS WELL AS THE GRADE RECEIVED.

**ORIENTATION AND ASSESSMENT: ANSWER NO for “Is your only goal to attend Citrus College to pursue personal enrichment classes?” NO for Have you completed an assessment at another college? And NO for Have you completed an orientation at another college?**

**At the end of the application it will ask you to review your application. Please do so to check for any errors, ensure your name, address, email, and social security number is input correctly.**

**Click “I Consent” or “I do not consent” to releasing your information to colleges**

**Check boxes below, and SUBMIT!**

**VERY IMPORTANT!! Your final step is to screen shot your confirmation page and email it to Mrs. Tilford at [tilford@bonita.k12.ca.us](mailto:tilford@bonita.k12.ca.us)**

**If it is not received, Citrus will not know that you have completed the application.**

**Lastly, if you have not already added Citrus to your FAFSA application, now is your time to do so! You will NOT be eligible for the FREE TUITION if you have not submitted your FAFSA. FAFSA Website: [FAFSA.ED.GOV](http://FAFSA.ED.GOV)**

**If you have any questions, please feel free to contact Mrs. Tilford at the above email**

**We miss you Class of 2020! Hang in there!**

**BHS Counselors**