

CREDIT BY EXAM ARTICULATION HANDBOOK

**Grossmont-Cuyamaca
Community College District**

*2021-2022
ACADEMIC
YEAR*





**GROSSMONT AND CUYAMACA COLLEGES
CREDIT BY EXAM ARTICULATION HANDBOOK**

TABLE OF CONTENTS:

PROCESS & PROCEDURES

| | |
|---|---|
| Introduction / Important Dates & Deadlines | 3 |
| Information for High School and Adult School Staff | 4 |
| Credit by Exam Articulation Process | 6 |
| Advising Students | 7 |
| Student Process for Receiving Credit by Exam Articulated Credit | 8 |

QUICK START GUIDES

| | |
|--|----|
| Credit by Exam Articulation Instructions for Instructors | 10 |
| Credit by Exam Articulation Instructions for Students | 11 |
| Useful Links and FAQs | 12 |

SAMPLES OF CREDIT BY EXAM ARTICULATION AGREEMENTS & FORMS

| | |
|--|----|
| Request for Credit by Exam Articulation with GCCCD | 14 |
| Student Petition for Early College Credit | 15 |
| Letter to Parent or Guardian and Student Certificate | 16 |
| Credit by Exam Articulation Agreement Template | 17 |
| Community College Step-by-Step Registration Guide | 18 |

PLEASE NOTE: All forms are available in electronic format and may be requested from the GCCCD Career & Technical Education Support Specialists by sending an email to ctecollegecredit@gcccd.edu.



INTRODUCTION

What is Articulation?

An articulated course is one in which a determination has been made that a course offered at the high school or adult school is comparable to a specific community college course. High school and adult school students may earn college credits from Grossmont or Cuyamaca College by taking articulated classes and passing with a B or higher.

How do I establish an Articulation Agreement?

The Grossmont-Cuyamaca Community College District has established procedures, in accordance with Title 5 regulations, to approve CE courses for articulated credit. This handbook provides guidance, procedures, and samples of appropriate forms regarding the articulation of credit courses between Grossmont-Cuyamaca Community College District and the Grossmont Union High School District schools, including both high school and adult school; as well as Charter Schools in the GCCCD District service area, and high schools unable to articulate with their designated community college.

IMPORTANT DATES & DEADLINES

Fall 2021 Articulation proposal submission deadline for renewals or new agreements

Fall 2021 Articulation workshop day(s) for new and established teachers

Fall 2021 Deadline for high school and adult school teachers to finalize articulation agreements

Spring 2022 Deadline for high school and adult school students to complete California Community College Application for Cuyamaca College or Grossmont College

Spring 2022 Deadline for high school and adult school students to turn in completed “Student Petition for Early College Credit” form



INFORMATION FOR HIGH SCHOOL AND ADULT SCHOOL STAFF

HOW CAN STUDENTS RECEIVE COLLEGE CREDIT?

Grossmont Cuyamaca Community College District provides the following method for high school and adult school students to receive college credit toward transfer or graduation:

High School/Adult School Articulation: Formerly known as Tech Prep, Credit By Exam Articulation awards college credit to high school and adult school students who earn an “A” or “B” in career-related “articulated” courses. An articulated course is one in which the high school or adult school teacher and the Grossmont College and/or Cuyamaca College faculty have “formally agreed” that the high school or adult school course outline, syllabus, textbook, midterm and/or final exam are comparable to those in a course of the same major at the college and that the final course or exam score will be used as a Credit By Exam for the comparable college course (California Education Code Section 55753.5). Students who pass the approved course with a “B” or better will earn credit for the course, indicated by the letter grade earned, and a letter grade will be posted to their transcript. In some instances, college faculty may require students to take a proctored exam in addition to passing the course in order to prove mastery of key course content.

Articulation Agreements: The process for establishing an articulation agreement may be initiated by either the community college faculty in the appropriate discipline, the teachers of the high school or adult education course for which articulation is being sought, or staff at any of the educational institutions. However, the most productive method is for all parties to collaborate on the requests. The GCCCD Career Education Support Specialists facilitate articulation workshops as needed to bring high school, charter school, and adult school teachers and college faculty together for the review of curriculum and development of articulation agreements.

Upon completion of the appropriate forms, the GCCCD Career Education Support Specialists will coordinate the review and approval of proposed agreements. Grossmont College and Cuyamaca College will maintain all articulation agreements and distribute copies as needed.



In order for students to receive articulated credit:

Teachers must:

- Align curriculum with articulated college course.
- Meet with Grossmont-Cuyamaca College Career Education Specialists for Articulation agreement approvals
- Ensure teacher's name is listed on "Request for Credit By Exam" form

Students must:

- Create an OpenCCC Account **and** complete a **Grossmont College or Cuyamaca College Application**
(the student's Social Security Number is requested but not required at this point.)
 - *If students do not supply their Social Security Number when applying, or are a Dream Act/AB540 student, they will need to visit one of the college admissions offices with their parent or guardian and bring identification in order to obtain their GCCCD ID Number*
- Earn at least an "A" or "B" in the course and on the approved proctored exam (if applicable)
- Submit a "Student Petition for Early College Credit" form to Grossmont College or Cuyamaca College Career Education Support Specialists

CREDIT BY EXAM ARTICULATION PROCESS

1. First, instructors who are qualified (high school teachers have appropriate minimum credential) and wishing to articulate with GCCCD courses determine course alignment by comparing course outlines and completing the *GCCCD Credit by Exam Request* form. Career Education course outlines for GCCCD may be obtained by contacting GCCCD Career & Technical Education Support Specialists at ctecollegecredit@gcccd.edu.
2. Completion of the *GCCCD Credit by Exam Request* initiates the articulation process. The completed form, with a copy of the school's course outline(s) and standards, should be submitted to the GCCCD Career Education Support Specialists by sending an email to ctecollegecredit@gcccd.edu.
3. The GCCCD Career Education Support Specialists will send documents and distribute copies to the appropriate GCCCD department chair(s)/coordinator(s) and subject-area faculty for review.
4. The *GCCCD Credit by Exam Request* form is key to determining if the course at each institution equally measures mastery of content and will assist in developing the appropriate Credit By Exam approach for the course. The goal is to determine if completion of the high school/adult school course with a grade of "B" or better adequately measures mastery of course content.



5. If articulation is recommended by the GCCCD faculty, the Career Education Support Specialists will facilitate an articulation workshop for the appropriate high school/adult school teachers and college faculty to co-create a new articulation agreement.
6. Two copies of the finalized articulation agreement(s) will be sent to the high school(s) for signatures (in blue ink). When signed, the originals should be mailed or hand-delivered to the Career Education Support Specialists for approval and signatures from the college program coordinators and the CE Dean of Instruction. One full signed copy will be returned to the high school and one copy will remain at the college.
7. Requests for information regarding, or copies of, existing articulation agreements should be directed to the GCCCD Career Education Support Specialists by sending an email to ctecollegecredit@gcccd.edu.

A list of all current articulation agreements by course and adult/high school will be shared with the college's Office of Admissions and Records and is available to the public by clicking this link.



ADVISING STUDENTS

Pre-enrollment Advice for Students

Grossmont Cuyamaca Community College District (GCCCCD) awards college credit to students who successfully pass a career-related “articulated” course and/or approved credit exam. Articulation credits will be awarded to the student’s GCCCCD transcript within one (1) semester after they pass the articulated course. In order to receive college credit the student must meet the grade requirements, complete and submit documentation to GCCCCD’s Career & Technical Education Support Specialists within 3 years of taking the course. At the end of the school year, students with an “A” or “B” in the articulated course are eligible to earn college credit, and receive a letter grade on their GCCCCD transcript. They must earn an “A” or “B” in the course as well as on the proctored exam (as applicable).

An essential part of articulation is the necessary counselling of students. **Students need to know ALL of the following:**

1. In order for a student to receive college credit, an active articulation agreement must be in place between the student’s school and GCCCCD at the time the student was enrolled in the class
2. All approved coursework must be completed with a “B” grade or better. For non-credit classes, the articulated final exam must be passed with a B or better or the articulated industry certificate must be achieved.
3. Students **must** register for Grossmont College or Cuyamaca College in order to receive a student ID number. (Students are urged to provide their Social Security number for ease of accessing the college’s WebAdvisor, but it is not required.) Students are not required to complete assessment(s) or new student orientation for articulation purposes.
 - *If students do not supply their Social Security Number when applying, or are a Dream Act/[AB540](#) student, they will need to visit one of the college admissions offices with their parent or guardian and bring identification in order to obtain their GCCCCD ID Number*
4. Students must complete the “Student Petition for Early College Credit” form and submit it to their high school or adult school instructor before credit will be processed and awarded.

NOTE: These rules cannot be waived or modified in any way.

Grossmont Cuyamaca Community College District has materials and brochures available to assist parents/guardians, instructors, and counselors seeking to advise students. These materials include: parent/guardian letter(s), Frequently Asked Questions (FAQ’s), and Early College Credit Instructions for Students and Teachers. For more information visit the [GCCCCD CE Early College Credit](#) webpages or send an email to ctecollegecredit@gcccd.edu.



STUDENT PROCESS FOR RECEIVING CREDIT BY EXAM ARTICULATED CREDIT

Process for current high school/adult school students:

1. The student enrolls in the approved articulated course at their school.
2. The student then applies to Grossmont College or Cuyamaca College using the online application found on the website of each campus. This is a two-step process.
 - First, students must create an [OpenCCC Account](#). When the student receives an email confirmation that the state has received and approved their account, they must take a second step.
 - Second, the student must apply to [Cuyamaca](#) or [Grossmont](#) college. Applying to one college does not limit a student to either campus for future attendance or credit.
 - *If students do not supply their Social Security Number when applying, or are a Dream Act/[AB540](#) student, they will need to visit one of the college admissions offices with their parent or guardian and bring identification in order to obtain their GCCCD ID Number*
3. The student completes the articulated course with an “A” or “B” both semesters, or one semester if specified as such in the articulation agreement, and passes the approved end of course credit exam or achieves the articulated industry certification.
4. Students who meet the requirements in section 3 above will be emailed a “Student Petition for Early College Credit.” Once completed, the student returns the form to their teacher.
 - Students have three years from the date the course was completed to apply for articulated credit. Any student who is unsure or who does not want to receive early college credit upon completion of the course will need to contact his or her high school and submit a completed student petition, along with a request that the school process it, in order to receive credit within the three years.*
 - If students have questions or concerns about receiving articulated credit it is suggested they contact the Counseling or Financial Aid



office at the college. Refer to the *Kick Start Your College Career* [brochure](#) for more information.

5. The GCCCD Career Education Support Specialists will verify the status of the articulation agreement, review the grade and GCCCD student ID information , and submit the completed “Student Petition for Early College Credit” forms to the Admissions and Records department to post the appropriate credit to the student’s transcript.

* The student must also have an active application on file with the college in order to receive articulated credit, so students may need to reapply to the college.



CREDIT BY EXAM ARTICULATION INSTRUCTIONS FOR INSTRUCTORS CREATING NEW ARTICULATION AGREEMENTS

INSTRUCTORS

DETERMINING COURSE ALIGNMENT & SUBMITTING ARTICULATION REQUEST

Course alignment must be determined **FIRST** by following these directions:

- Review your course content and outline and compare with equivalent GCCCD course content and outline. High school and adult school instructors may need to contact the GCCCD Career Education Support Specialists by email at ctecollegecredit@gcccd.edu if course outlines are not available.
- Determine whether your course aligns with the GCCCD Course(s).
 - To assist with identifying course alignment, complete the *“Request for Credit by Exam”* to compare course outlines as well as competencies/objectives.
- Attend Articulation workshop day(s) to meet with GCCCD faculty and complete the articulation agreement [template](#) in collaboration with the college faculty for the course(s) being articulated.
- Once alignment is determined and the articulation agreement is complete, including required signatures, the articulation agreement is sent to the GCCCD Career Education Support Specialists for record keeping.

When completing the *“Request for Credit by Exam”*, be sure to include the following information:

- Name of current school.
- Instructor’s Name and Email.
- Course Name & Number.
 - At current school.
 - At Grossmont College and/or Cuyamaca College.
- Competency & Skill Requirements.
 - For course at current school.
 - Demonstrating alignment with Grossmont College and/or Cuyamaca College requirements.

When finished, submit the completed *“Request for Credit by Exam”* by sending an email to ctecollegecredit@gcccd.edu. Please make sure to include your current Course Outline and list of Competencies/Objectives when submitting your Articulation request.

Please note the following information:

- GCCCD Articulation is Course-to-Course Alignment with a Credit By Exam process.
- Courses are aligned if Competency & Skill requirements are the same.
- Credit exams should adequately measure students’ mastery of the course content.
- Agreements will be reviewed periodically.



INSTRUCTIONS FOR STUDENTS REGISTERING FOR GCCCD COLLEGES

STUDENTS

COMPLETING THE COLLEGE APPLICATION

Before beginning the application process, you must have the following information ready. Refer to the [Pre Application Checklist](#) for assistance.

- Permanent Address
- Telephone Number
- Email Address (use a personal email address not assigned by the school)
- Social Security Number (SSN) (recommended, but optional)
 - *If you do not supply your Social Security Number when applying, or are a Dream Act/[AB540](#) student, you will need to visit one of the college admissions offices with your parent or guardian and bring identification in order to obtain your GCCCD ID Number.*
- Alien Registration Number and Expiration Date (needed for Permanent Residents)

To START, follow the easy directions below:

1. Go to the Grossmont Cuyamaca website at gcccd.edu and click on the gold “Get Started” button in the middle of the page.
2. Click on [Grossmont College](#) or [Cuyamaca College](#). This will take you to OpenCCC to either [create an Open CCC account](#) or [sign in if you have an existing Open CCC account](#).
3. There is a break in the middle of the process where you will submit your OpenCCC registration and receive an ID number and password. Save these. Then log back in to OpenCCC with the information you just saved and select the option to “continue” and register for the college you chose in step 2.
4. As you fill out the GCCCD application, make sure you answer each question as accurately as possible. At the end, click on the “Submit” button.
 - In one or two business days, you should receive an email confirmation regarding your college registration.* From the Cuyamaca or Grossmont website, you will need to log into [WebAdvisor at the bottom of the webpage](#) to obtain your GCCCD ID number (also known as your College ID number)

Tips for completing the GCCCD Application:

- **Enrollment Information Section:**
 - **Term:** Choose current semester of study (i.e. Fall, Spring, Summer)
 - **Intended Major or Program of Study:** Please choose an **Intended Major** or **Program of Study** and do not select “Undecided” – selection can be changed at anytime
 - **Educational Goal:** Choose AA, Certificate, or AA w/transfers

**Note: The confirmation email you receive from GCCCD after completing the Admissions Application will only confirm that your application has been processed. It will NOT provide a GCCCD Student ID Number.*

Should you have any questions or concerns please contact your teacher.



Useful Links

Grossmont Cuyamaca Community College District

<https://www.gcccd.edu/> Grossmont College

<https://www.grossmont.edu/>

Cuyamaca College <https://www.cuyamaca.edu/>

CE Credit By Exam Articulation

<https://www.gcccd.edu/Ctecollegedcredit/default.html> Cuyamaca

Dream Center <https://www.cuyamaca.edu/current-students/undocu/default.aspx>

Grossmont Dream Center <http://www.grossmont.edu/student-services/offices-and-services/dream-center/program-for-ab-540-students.aspx>

Kick Start Your College Career [brochure](#)

Articulation Forms and Documents - <https://www.gcccd.edu/ctecollegedcredit/forms-and-documents.html>

FAQ's

1. *What if a student has tried to log into WebAdvisor and can't?*

If they have a common name, they may have numbers associated with their username - contact the CE Support Specialists at Grossmont or Cuyamaca at ctecollegedcredit@gcccd.edu

They may not have submitted an application to Grossmont or Cuyamaca College. Creating an OpenCCC Account is not the same as applying to the college. Ask the student to log back into their CCCApply account. If they see "submit an application", they have not yet submitted one. If they see a graph indicating an application was begun but not submitted, they need to resume the application, or their application may have expired and they will need to restart the application.

2. *If a student is not ready to submit the form to earn their college credits, and later decide they want the credit, how/where do they start?*

Students have three years from the date the course was completed to decide to accept the early college credits they earned. They then must register for Cuyamaca or Grossmont college by following the easy directions on "Completing the College Application," as well as completing the "Student Petition for Early College Credit." Students must return their petition to their high school or adult school to have the academic information and signature sections completed. The school will submit the completed petition to the CE Support Specialists at GCCCD for record keeping.

3. *If a student has to reapply to the college in order to receive their articulated credits, will they receive a new GCCCD ID #?*



No. The student's GCCCD ID# will remain the same but they will have an active application on file to receive their articulated credits.

4. *Are the students' high school transcripts being checked when articulated credit is awarded?* No.
5. *How many college credits can high school students receive through credit by exam articulation?*
12
6. *What if teachers need to make a grade change after the credit has already been processed?*
The high school instructor will need to contact an Admissions and Records System Specialist at the appropriate college to receive the proper form.
7. *Can students submit the "Student Petition for Early College Credit" directly to Admissions and Records?* No. As stated on the form itself, it must be submitted by an official high school representative to the CE Support Specialists at Grossmont or Cuyamaca colleges or via U.S. mail.
8. *Do students get an actual grade or pass/no pass?*
Actual letter grade (without - or +)
9. *Do students need to have B or higher each semester?*
Yes, the requirement is B or higher in the course or articulated exam.
10. *Does the articulated grade affect their cumulative GPA?*
Yes – it affects their community college cumulative GPA
11. *Should teachers submit grades each semester or once at end of year?*
For schools that are on a semester system, teachers should submit grades once at end of year. For schools that are on the quarter system, teachers should submit grades at the end of fall and spring semesters.
12. *What information is given to students prior to receiving credit? By who? Financial aid? Counseling?* Students may be given information by their teacher, counselor and/or college representative. The *Kick Start Your College Career* brochure includes information for students and parents and advises students to seek guidance from college counselors, and the college financial aid office.
13. *What grade(s) does the college want? Each semester? Final grade? Exam grade?*
The colleges need one final grade to post to the student's transcript. It is important to note that the student must earn an A or B each semester/quarter to qualify for the credit by exam articulated credit. If a student earns an A one semester and a C the second semester, the final B grade does not qualify for college credit.
14. *If a student's college account is idle, without activity, how often do they need to reapply?*
Once per year.



CTE Transitions Program

REQUEST FOR CREDIT BY EXAM WITH THE GROSSMONT CUYAMACA COMMUNITY COLLEGE DISTRICT

Date Submitted: _____, 20____ Campus: Grossmont _____ Cuyamaca _____ (Check all that apply)

School District: _____

School Site(s): _____

School Course: _____

Contact Person/Instructor: _____

Email Address: _____

Phone: _____ Contact Time: _____

College Course Number and Title to be considered for articulation:

College Course: _____

College Course: _____

College Course: _____

Materials from School District attached: _____ Course Outline(s)
_____ List of Competencies/Objectives

Information:

Length of Course: _____

Name of Textbook(s): _____

Equipment used: _____

Additional instructor(s) that teach the course:

| <u>Name</u> | <u>Telephone No.</u> | <u>Contact Hours</u> | <u>E-mail</u> |
|-------------|----------------------|----------------------|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

(For CTE Transitions office use only)

College courses(s) to be considered:

Course No(s). _____ Course Name(s) _____

College Contact Person: _____ Phone: _____

Best days/time to attend articulation meeting: _____



GCCCD ID# _____

STUDENT PETITION FOR EARLY COLLEGE CREDIT:

Grossmont Union High School District
GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
CTE Support: (619) 660-4695 or (619) 644-7071
ctecollegecredit@gcccd.edu

Circle College Choice:
Grossmont Cuyamaca

Student Name: _____ / ____ / ____
(Please Print) Last First Middle Birthdate (mm/dd/yy)

Personal Email (not assigned by high school): _____ High School ID _____

Mailing Address: _____ City: _____ Zip: _____

Based upon the Early College Credit Agreement between the Grossmont Union High School District and the Grossmont-Cuyamaca Community College District, the following information is provided to certify that the above named student has met the following criteria defined within the Early College Credit Agreement:

- (1) Student has completed the articulated course with an "A" or "B" grade -- as stipulated in the early college credit agreement
- (2) Student has a college ID # and a current application to GCCCD on file.
- (3) High School instructor has verified competencies/grade below.
- (4) This Student Petition for Early College Credit will be hand-delivered by an official High School representative to the college CTE Transition Specialist at Grossmont College or Cuyamaca College (may request pick up)
- (5) Student has completed any additional requirement(s) specified by the individual program area and outlined in agreement.
- (6) Student has not exceeded the maximum 12 units of early college credit

| Name of High School Course | High School Name | Date Completed (month/year) | College Course # | Name of College Course | Unit Value |
|----------------------------|------------------|-----------------------------|------------------|------------------------|------------|
| | | | | | |

Student:

I understand that the college units and grade earned will be posted to my permanent college academic transcript and will be calculated in my college grade point average and cumulative units.

Student Signature _____ **Date** _____

Parent/Guardian (If student is under 18 years of age):

I grant permission for my son/daughter to receive college credit from the Grossmont-Cuyamaca Community College District (GCCCD). I understand that the college units and grade earned will be posted to his/her permanent college academic transcript.

Parent/Guardian Signature _____ **Date** _____

| Instructor Signature | Date | Final Course Grade (Circle) | SST/Registrar Signature | Date |
|----------------------------|------|-----------------------------|-------------------------------|------|
| | | A B | | |
| Instructor Name (printed): | | | SST/Registrar Name (printed): | |
| | | | | |

This form must be submitted by an official high school representative to a GCCCD CTE Specialist.

The student is eligible to receive early college credit for the above course if he/she:

- _____ has a current GCCCD application on file
- _____ has not completed the same course or an advanced course in the articulated subject area
- _____ has completed the early college credit course within the **last three (3) years**

Articulated Credit added to student's record on _____ by _____



Dear Parent or Guardian,

Congratulations! Your son/daughter has successfully completed the first half of a class that is articulated with Grossmont-Cuyamaca Community College District (GCCCD). This means that his/her high school class has been determined to be comparable to a college level course offered at GCCCD and if he/she completes the class with a B or an A, she or he may receive free early college credit!

Benefits of your son/daughter participating in an early college credit class include:

- Saving money on tuition, fees, and books;
- Reducing duplication of instruction and boredom in non-challenging classes;
- Becoming motivated and confident to continue his/her college education; and
- Improving his/her career readiness.

In order to receive early college credit for an articulated class, students must:

1. Register for Cuyamaca or Grossmont college and obtain their GCCCD I.D.
2. Complete the "Student Petition for Early College Credit" included with this letter. This will include your signature if you daughter or son is under 18 years old.
3. Return the petition to their teacher to collect the needed high school information and signatures, and submit the petition to a Career Education Transitions Specialist at Grossmont or Cuyamaca college.

If you have any questions or concerns, you may contact your son's or daughter's teacher.

Thank you,

Erica Olmos
Career Education Transitions Specialist
Grossmont College

Kate Miller
Career Education Transitions Specialist
Cuyamaca College

G R O S S M O N T
C O L L E G E



C U Y A M A C A
· C O L L E G E ·



Grossmont-Cuyamaca College Community District Articulation Agreement

| High School Course | Credits | College Course | Units |
|--------------------|---------|----------------|-------|
| | | | |

| | |
|-----------------|----------|
| High school(s): | College: |
|-----------------|----------|

1. **Course Prerequisites**

2. **Recommended Preparation**

3. **College Course Description**

4. **Required Content for Articulation**

5. **Required Competencies (SLOs) for Articulation**

6. **Assessment Methods**
A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.
 - a. Tests (objective)
 - b. Projects
 - c. Final exam (objective, essay)

7. RUBRIC: Attached (if applicable)

8. **Texts and other supporting materials (software, etc.)**

9. **Criteria for Course Articulation**
 - a. High school and college teachers attend articulation meetings to determine curriculum alignment and articulation competency rubric.
 - b. Student must pass high school course with a grade of "B" or better and have mastered course competencies as identified in the articulation competency rubric.

Agreement was based on Statewide Career pathways Project Template: Yes ___ No ___

Name of Template Used:

Articulation meeting held:

Effective date:

Expiration date:

High School/CTE/Signatures

College Signatures

Teacher Date

Instructor/Division Chair, Grossmont Date

Teacher (print name)

Instructor/Division Chair (print name)

Principal Date

Dean of Instruction, Grossmont Date

High School



COMMUNITY COLLEGE STEP-BY-STEP GUIDE TO REGISTRATION (see below form)

PRE APPLICATION

Step 1 Gather all necessary documents and information listed in the [Pre Application Worksheet](#)
[GCCCD](#)

- Keep track of your: CCC Apply Log In, CCC Apply Password, and PIN#

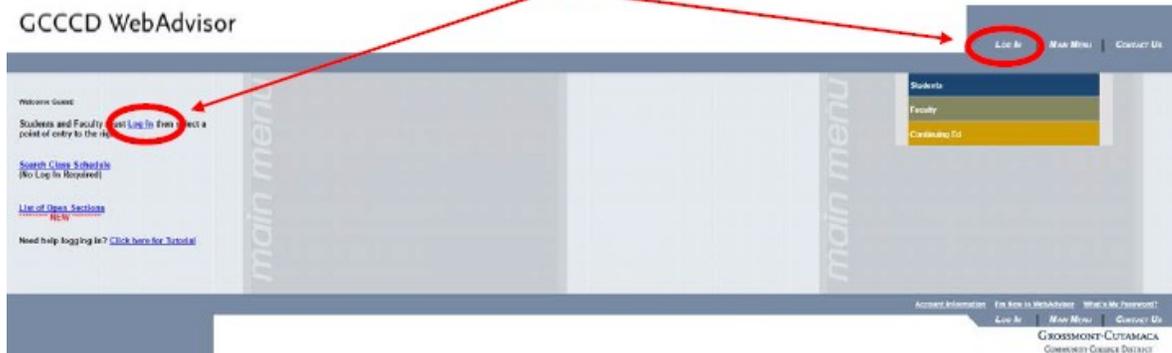
COLLEGE APPLICATION

Step 1 Create an [OpenCCC](#) (California Community College) account

WEB ADVISOR/STUDENT ID

Step 1 Wait at least 24 hours after applying to the college to receive the Welcome/Acceptance email from the college you applied to

Step 2 Go to [GCCCD WebAdvisor](#) and click on *Log In*



Pre-Application

- Step 1 Gather all necessary documents and information listed in the GCCCD Pre-Application Worksheet.
- Step 2 Start at the gcccd.edu web page and click the gold "Get Started" button in the middle of the page.
- Step 3 On the next landing page, click on the college of your choice. This will open a registration form for OpenCCC.
- Step 4 Complete the OpenCCC registration. After submitting this information, you will receive your user name and password for OpenCCC.
- Step 5 Keep track of your CCC Apply Log In, CCC Apply Password, and Pin#

College Application

- Step 6 Log back in to your OpenCCC account with the information saved in Step 5



Step 7 Choose the college to which you are applying.

Step 8 Complete the application and click the “submit” button at the end.

Step 9 Continue

Web Advisor / Student ID

Step 10 Wait at least two business days after applying to the college to receive the “Welcome/Acceptance” email from the college to which you applied.

Step 11 Go to the GCCCD WebAdvisor (the button is on the bottom of the web page, or you may click on “Quick Links” and find it alphabetically).

Step 12 (The rest of the instructions and illustrations are all the same) Revise 1 04/10/20

Step 3 [Log In](#) using the following format:

Your user ID is `firstname.lastname`

Your **first** time password is your birthdate; format `MMDDYY`

Welcome Guest!

Log In

Your user ID is `firstname.lastname`
Your **first** time password is your birthdate; format `MMDDYY`
If unable to login, please [Click Here](#) for additional information.

User ID
Password
Hint

SUBMIT

Step 4 You will now be prompted to change your password (the “Log on to WebAdvisor” [video](#) may be helpful) and create a password hint

- Write down your new password!

GCCCD WebAdvisor

CURRENT STUDENTS

Change Password

Your new password must be 6 to 9 characters in length and include both letters and numbers.
It is recommended that you provide a password hint.

User ID
Old Password
New Password
Confirm Password
Hint

SUBMIT