Step by Step Guidance to Apply Using the Noncredit Application and then Register for Noncredit Classes

June 1, 2018

Students planning to receive support services or enroll in noncredit classes need to complete the noncredit application. Completing the noncredit application will allow individuals to receive support services and enroll in noncredit classes at any of the three colleges in the Coast Community College District: Coastline Community College, Golden West College, and Orange Coast College. Students need to submit only one noncredit application, there is no need to submit multiple noncredit applications, one for each college.

The noncredit application is not intended for the following: international applicants/students, high school students, or credit students.

The noncredit application will not allow individuals to enroll in credit courses. If you would like to enroll in credit courses, please complete the CCCApply application for admission to the college of your choice.

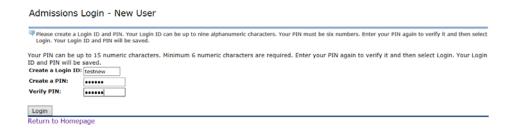
Once your application is processed, you will receive an acceptance email with information about how to register for noncredit classes. Below are step by step instructions for submitting the noncredit application and then for registering for noncredit classes once the application has been processed.

Apply for Admission Using the Noncredit Application

1. Go to https://bannerlsp.cccd.edu/pls/PROD/bwskalog.P_DispLoginNon Select First time user account creation

Admissions Login If you are a returning user enter your Login ID and PIN and then select Login. Login ID: PIN: Login First time user account creation Return to Homepage

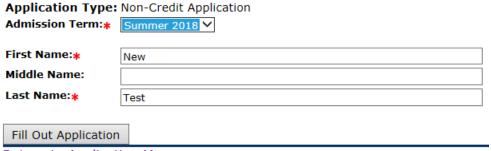
2. Create a Login ID and PIN. You may want to write this down somewhere.



3. Choose Noncredit Application from pull-down menu and select Continue.



4. Choose the *Admission Term*, and complete the application fields. A red asterisk indicates a required field. Select *Fill out Application* to continue.



Return to Application Menu

5. The Application Checklist shows the application sections that need to be completed.

Application Checklist

Click on the "Name" hyperlink to begin filling out the application. To complete the application, you must verify data in each section by clicking on the "Continue" button and answering any required questions in each section.

Select "Application is Complete" when you have completed the application. Select "Finish Later" if you would like to finish your application later.

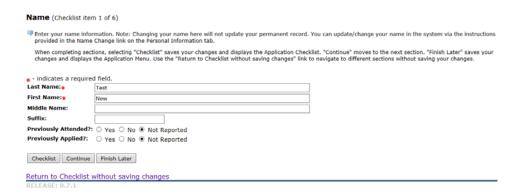
Name

Planned Course of Study
Address and Phone
Additional Information

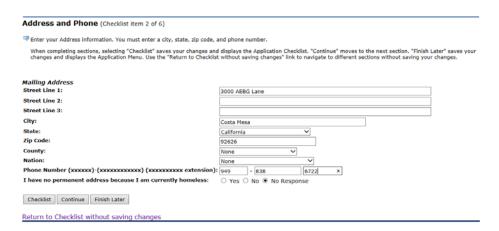
Personal Information

Application is Complete
Finish Later

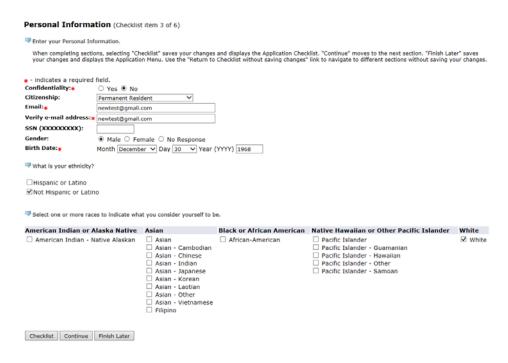
a. Name



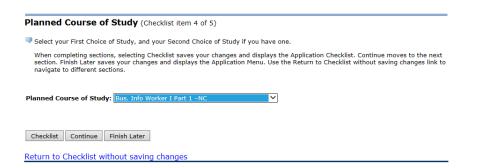
b. Address and Phone



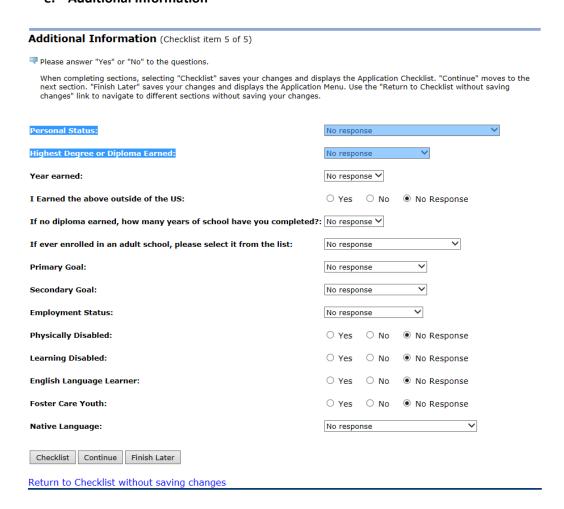
c. Personal Information



d. Planned Course of Study



e. Additional Information



6. Complete Application

When all of the checklist items have been completed, select Application is Complete.

Application Checklist

Click on the "Name" hyperlink to begin filling out the application. To complete the application, you must verify data in each section by clicking on the "Continue" button and answering any required questions in each section.

Select "Application is Complete" when you have completed the application. Select "Finish Later" if you would like to finish your application later.

Name

Address and Phone

Additional Information

Personal Information

Planned Course of Study

Application is Complete

Finish Later

Finish Later

7. Admissions Agreement

You must agree to the terms to complete the application.

Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

I understand that withholding information requested on this application, or giving false information, may make me ineligible for admission to the college or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete.

I agree to the terms

I do not agree

8. Signature Page

Once the Signature Page displays, you can return to the Application Menu or close the browser.

Signature Page

Your application has been marked complete and will be reviewed by the Admissions Office. The application status can be viewed from the Application Menu.

Return to Application Menu

9. Application Menu

The Application Menu shows your completed applications. There only needs to be one application for Noncredit.

Application Menu

Applications in Progres	s				
Admission Term	Application Type	Application Preference	Field of Study	Date Created	Last Section Updated
New	Create a new application				
Submitted Applications	ı				
Admission Term	Application Ty	rpe	Application Preference	Field of Study	Date Created
OCC Summer 2018	Non-Credit App	lication	Not entered	Non-Credit Test	Apr 12, 2018

Notification

Once your noncredit application is processed, you will receive an email notification to the email address you provided on your application.

Check the email you provided on your application for information about logging in to register for classes. It will contain your login credentials.



Tue 5/22/2018 9:10 AM

adulteducation@cccd.edu

Noncredit Admissions Acceptance from Coast Community College District -C02730982 - Do not Reply

To begin accessing noncredit services and classes:

Log in to https://noncredit.cccd.edu/

This is where you will register for classes, access your transcripts, check your grades, and more.

For guidance related to steps to register for classes and access your student email account, please review the instructions posted at https://www.cccd.edu/students/Pages/Adult_Education_Noncredit.aspx

You will need:

- Your Username which is: ltest
- Password: Your temporary password will be in the following 8-digit format: Upper case, first letter of first name, lower case, first letter of last name and your 6-digit date of birth.

Ex: John Smith, March 28, 1998. The password would be Js032898.

Registration

Go to the Self Service Registration.
 The link was provided in your acceptance email: https://noncredit.cccd.edu



- 2. Enter User ID and Initial/Temporary Password
- 3. Select Return to Main Menu



4. Select Student and Financial Aid

Main Menu

Welcome, Level Test, to the WWW Information System! Last web access on May 29, 2018 at 10:47

Personal Information

Verify addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student and Financial Aid

Apply for Admission, Register, View your academic records and Financial Aid

5. Select Registration

Student and Financial Aid

Registration Check your registration status, class schedule and add or drop classes Student Records View your holds, grades and transcripts Student Account View your account summaries, statement/payment history and tax information

Student GMail Student GMail Degree Works

Degree Works

RELEASE: 8.7

6. Select Add or Drop Classes

Registration

Registration Status & Checklist (Save time! Complete the checklist before your appointment)

Select Term

Add or Drop Classes

Look Up Classes

Week at a Glance

Student Detail Schedule

Active Registration

Registration History

View Hold

Web Schedule Bill

View Priority Registration Eligibility

Bookstore

Schedule Planner New!!!

Create the perfect class schedule.

Schedule Planner Registration Cart

7. Select Registration Term.

Noncredit students can register in noncredit classes at any college in the District, but it is important to select the correct term.

Registration Term



8. Add Classes

This page shows your registration activity for the term. Select Class Search at the bottom of the page to search for a noncredit class.

You can register in noncredit classes offered at any of the three colleges in the district (Coastline College, Goldenwest College, Orange Coast College).

If you are interested in registering in credit classes you will need to submit an admissions application through CCCApply.

Current Schedule

Status	Action	CRN	Subj	Crse	Part of Term	Dates	Cred	Grade Mode	Title
Registered on Apr 02, 2018	None 🗸	12047	ALH	A002N	Other Courses	Jun 11 - Aug 17	0.000		Personal Care Aide II
Registered on May 01, 2018		12051	ESL		Summer 1st 4 week session	Jun 11 - Jul 06	0.000	Pass/No Pass	Repeatability Test
Drop on May 10, 2018		12052	ESL	A498N	Full Term	Jun 11 - Aug 17	0.000	Pass/No Pass	Repeatability Test
Web Registered on May 10, 2018	None 🗸	12046	ALH		Summer 1st 4 week session	Jun 11 - Jul 06	0.000	Pass/No Pass	Personal Care Aide I

Total Credit Hours: 0.000
Billing Hours: 0.000
Maximum Credit Hours: 999999.999
Total Enrolled Credit Hours District: 0.000

Date: May 29, 2018 10:51 am

Add Classes

CRNs					
Finalize Add/Drop	Class Search	Reset Page	Pay Now		

9. Class Search

Select the Subject Area for the class you are registering in.

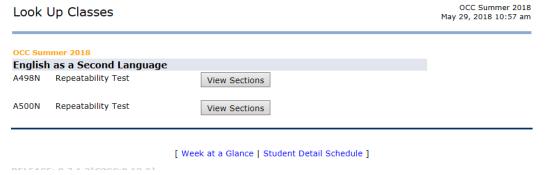
Look Up Classes OCC Summer 2018
May 29, 2018 10:55 am

To select multiple subjects, hold down the 'Ctrl' key and click each subject. At least one subject must be selected.

Subject: Allied Health English as a Second Language Family & Consumer Sciences Tutoring

Course Search Advanced Search

10. Select View Sections



11. Add Class

If a section has a checkbox next to it, you can check the box and select *Register* to register in the class. If there is no checkbox, it means that the class is not available for registration because it is full or closed.

 \blacksquare Select the box in front of the CRN and choose Register or Add to Worksheet.

For course requirements, click on the CRN to list any co-requisite or pre-requisite information

Note: If the CRN displays capacity in two lines, that CRN is crosslisted.

C in front of the CRN identifies a closed class; SR indicates a restricted class or you do not have a Registration Time Ticket for this term. This is due to one of the following reasons: 1) The appointments for this term have not yet been assigned for currently enrolled students; 2) You have not applied and/or been accepted to this college; or 3) You did not attend the current or most recent term at this college to automatically receive an appointment. If #2 or #3 apply to you, please submit an admissions application for this term via the "Admissions Application" link below. If you have any questions, please contact the admissions office.

Sections Found

Allied Health																
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Сар			Date (MM/DD)		Attribute	Zero Textbook Cost
	12047	ALH	A002N	001	0		Personal Care Aide II	ThF	09:00 am- 12:00 pm		4	0	07/09- 07/25	ALHSC 202		
								ThF	12:00 pm- 03:30 pm				07/09- 07/25	ALHSC 202		
	12048	ALH	A002N	002	0		Personal Care Aide II	MW	01:00 pm- 02:25 pm		1	0	05/21- 06/13	OCCOFF HBAS- WEST		
								MW	02:25 pm- 04:35 pm				05/21- 06/13	OCCOFF HBAS- WEST		
Regist	ter /	Add to	WorkS	heet	: N	ew Se	arch									

12. Current Schedule

If the registration was successful, your class will show in the *Current Schedule*. You can add other classes using the same method.

Add or Drop Classes

OCC Summer 2018 May 29, 2018 11:02 am

You can register in noncredit classes offered at any of the three colleges in the district (Coastline College, Goldenwest College, Orange Coast College).

If you are interested in registering in credit classes you will need to submit an admissions application through CCCApply.

Current Schedule

Status	Action	CRN	Subj	Crse	Part of Term	Dates		Grade Mode	Title	
Registered on Apr 02, 2018	None 🗸	12047	ALH	A002N	Other Courses	Jun 11 - Aug 17	0.000	Not Graded	Personal Care Aide II	
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Web Registered on May 10, 2018	None 🗸	12046	ALH		Summer 1st 4 week session	Jun 11 - Jul 06	0.000		Personal Care Aide I	
Total Credit Hours:		0.000								
Billing Hours:		0.000								
Maximum Credit Hours:		999999	9.999							
Total Enrolled Credit Hours District: 0.000										

Gmail

1. Select the Student Gmail link from the Student and Financial Aid menu.

May 29, 2018 11:02 am

Student and Financial Aid

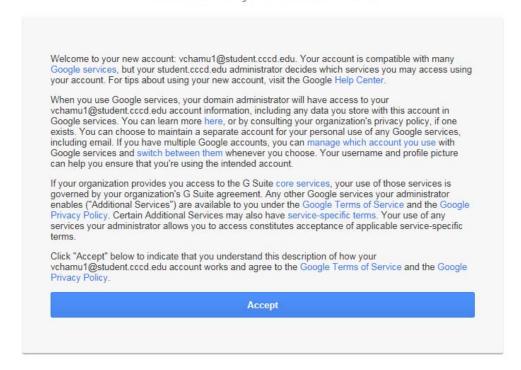
Date:

Registration
Check your registration status, class schedule and add or drop classes
Student Records
View your holds, grades and transcripts
Student Account
View your account summaries, statement/payment history and tax information
Student GMail
Student GMail
Degree Works
Degree Works

2. The first time you log in you will have to accept the Google Terms



Welcome to your new account



3. Your Gmail is now accessible.

