EARLY ADMISSIONS PROGRAM FOR FALL 2015
INSTRUCTIONS ON HOW TO COMPLETE THE ONLINE APPLICATION
FOR LAS POSITAS COLLEGE

Please read all the instructions carefully and slowly so you complete your Early Admissions Program application correctly.

THIS DOCUMENT HIGHLIGHTS KEY POINTS IN THE APPLICATION PROCESS.

HAVE YOUR INFORMATION READY:
SOCIAL SECURITY NUMBER, CONTACT INFORMATION INCLUDING EMAIL ADDRESS, HIGH SCHOOL INFORMATION

CREATE AN OpenCC ACCOUNT. REMEMBER YOUR USERNAME AND PASSWORD

START AND COMPLETE AN ONLINE APPLICATION.

SUBMIT ONLINE APPLICATION BETWEEN FEB. 1—FEB. 28, 2015 TO BE PART OF THE EARLY ADMISSIONS PROGRAM.

COMPLETE THE STEPS LISTED FOR THE EARLY ADMISSIONS PROGRAM AT:
http://www.laspositascollege.edu/earlyadmission/seniors.php
1. Read Note section below. Then, click Create an Account if you have not already done so.

You must have a valid email account when you create your account. Las Positas College and OpenCCC will use email to send you important information.

2. Select Begin Creating My Account.
Complete the Personal Information: Page 1 of 3.

3. Enter your date of birth: MM/DD/YYYY. (E.g., Feb. 6, 1980 = 02/06/1980)

4. Enter your Social Security Number OR Taxpayer Identification Number, IF you have one, then click CONTINUE.

5. IF you do NOT have a Social Security Number nor Taxpayer ID Number, check the last box below and then click CONTINUE.
6. Enter your email address that you check regularly. LPC will send you important information to that email address. Then select CONTINUE.

Complete Security and Credentials: Page 3 of 3. Then click CREATE MY ACCOUNT at bottom of page.
You should see Account Created. Make sure to remember your username and password.
Select CONTINUE to create your CCC application.

Now you will be in your OpenCCC account.
Select START A NEW APPLICATION.
-Read all the information on this page before starting your application. Note the TAB and PAGE BUTTON information.

-You must complete all the sections listed on the left column before you can submit your application. Please review your application for accuracy before you submit it.

-You may save your work and sign in at another time to resume your in-progress application.

Complete ENROLLMENT INFORMATION Page:

Click on ▼ to make your selections.

1. Select FALL 2015. (This option will also allow you to enroll in Summer 2015 classes during registration period). DO NOT SUBMIT ANOTHER APPLICATION FOR SUMMER 2015.
Complete PERSONAL INFORMATION Page:
Gender, Sexual Orientation/Transgender questions are OPTIONAL.

Complete RACE/ETHNICITY section, then click on SAVE.
When you verified your information is correct, click CONTINUE.
Complete EDUCATION Page (as of 8/17/2015—the first day of the Fall 2015 semester):

Click on ▼ to make your selections.

2. Select: First-time student in college (after leaving high school)

3. Select:
   - Received high school diploma from U.S. School OR
   - Passed GED or Certificate of High School Equivalency, OR
   - Received Certificate of California High School Proficiency.

High School Completion Date: If you are unsure, estimate date (e.g., June 12, 2015).

Complete information about Last High School Attended.

4. College Education, select: No Degree
Complete CITIZENSHIP/MILITARY PAGE:

5. Select your citizenship status.

Complete RESIDENCY and then NEEDS & INTERESTS Pages.
Complete SUPPLEMENTAL QUESTIONS Page.

6. Select NO to Question: Are you a high school ROP student taking a Credit By Exam Articulation class?

7. Select YES to Question: Are you a graduating high school senior applying for the Early Admissions Program?

Complete CONSENT and REVIEW APPLICATION Pages.
You can always quit out of your application to work on it at another time. Sign in to resume your in-progress application.

Enter your **USERNAME** and **PASSWORD**.
In YOUR APPLICATIONS Page, you can view all the college applications that you have in progress. Click on RESUME to continue working on your Las Positas College application.

After all the pages have been checked off, complete the SUBMISSION Page. Verify all the information is correct; no changes can be made to your application once it’s submitted.