

DUAL ENROLLMENT REGISTRATION GUIDE

REGISTRATION OVERVIEW

1. Download the Release Form from the [Dual Enrollment website](#) and [apply for admission](#) to Coastline.
2. Receive an admission email (within 2-3 business days), which includes the College ID Number (C0xxxxxxx), your [MyCCC](#) username and temporary password.
3. Email your completed Release Form to CCCadmissionsoffice@coastline.edu.¹ Make sure you do not leave blank:
 - College ID#
 - Personal email address or phone number
 - Name and signature of Parent/Guardian
 - Name and signature of HS Principal or Counselor
4. Receive notification from Coastline to proceed to class registration. Refer to instructions on page 5.

For assistance, contact:

Don Bui, Dual Enrollment Director
714-714-7302 (Phone & Text)
Dbui23@coastline.edu

Coastline Admissions & Records
714-241-6176
CCCadmissionsoffice@coastline.edu

¹ Students of Early College High School (Costa Mesa) should send the form to the Dual Enrollment Director.

COASTLINE COLLEGE APPLICATION

PART 1: Create OpenCCC Account

1. **Begin by clicking on “Apply Now” at Coastline’s home page. You will be taken to www.opencccapply.net**
 - Create an Account or Sign in if you already have an account
2. **Tips to Create your OpenCCC Account**
 - Social Security Number
 - i. You do not need a social security number to be admitted to Coastline College.
 - ii. If you don’t know your SSN or choose not to provide it: click “Check this box if you do not have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time.”
 - Email
 - i. We do not recommend using a high school-issued email address, because it will expire after graduating from HS or changing school districts. Please utilize your own personal email.
3. **After creating your account, click “Continue” and you will be taken to the Coastline College Application.**

PART 2: Apply for Admission to Coastline College

The screenshot displays a web application interface for college admission. On the left is a vertical navigation menu with buttons for: Enrollment Information (highlighted with a yellow arrow), Account Information, Education, Citizenship/Military, Residency, Needs & Interests, Demographic Information, Supplemental Questions, and Submission. The main content area is titled 'Welcome to the Application for Admission to College' and contains the 'Enrollment Information' section. This section has three dropdown menus: 'Term Applying For', 'Educational Goal', and 'Intended Major or Program of Study', each currently showing '-- Select --'. A 'Save' button is located at the bottom of this section.

Your screen should now look like this. Below are tips for parts of the application where students most often have questions.

Enrollment Information

1. Term Applying For
 - Choose the semester of the college class you will take.
2. Intended Major or Program of Study
 - Choose the college study you are most interested in.

Education

1. College Enrollment Status
 - Select “Enrolling in HS (or lower grade) and college at the same time”
2. High School Education
 - This will be defaulted to “will be enrolled in high school (or lower grade) and college at the same time”
3. Last High School Attended
 - Select “I attended high school.” Type the name of your high school
 - **Note:** even if you are currently still an 8th grader, choose this option
4. High School Transcript Information
 - Select whether you have completed grade 11.
5. **12th graders only:** provide accurate or estimated cumulative G.P.A. information
 - For Math and English courses, select the most recent one completed instead of current courses
 - Indicate completed letter grade for those courses
6. College Education
7. Select “No Degree”
8. Number of Colleges/Universities Attended
 - Select “none”

Citizenship/Military

1. US Citizens
 - If you are born in the United States or any U.S. territory, you are a US Citizen.
2. Permanent Residents or “green card” holders
 - Provide Alien Registration Number, dates of issue and expiration (on green card)
3. DACA/DREAMer students or Employment Authorization card (“work permit”) holders
 - Select “Other” as Citizenship Status, then “Other” as visa type.
 - Provide “A” number (also known as USCIS number)
 - Dates of issue and expiration (found on the Work Authorization Card)
4. Undocumented Students
 - Select “Other” as Citizenship Status, then check the box “No Documents.”

Supplemental Questions

1. Special Programs
 - Select “None of the Above”
2. High School Students Only
 - **Do not skip the grade level question!** You must indicate the grade level at the time your college class begins.

Submission

1. Review Application (recommended before proceeding)
 - Make sure everything is correct.
2. Request for Consent to Release Information
 - Read the statement and select whether you consent to release your information.
3. Review and “Submit My Application” when ready

REGISTERING FOR CLASSES

First-time MyCCC Login Instructions

1. Start at this URL: pgsso.cccd.edu
2. Enter your username, provided by your teacher and/or your Coastline acceptance email letter.
 - Make sure your username is all lowercase!
3. Enter your temporary initial password using this 12-digit format:
 - Uppercase first letter of your first name, lowercase first letter of your last name, your six-digit date of birth, all uppercase CCCD.
 - Ex: Jacky Smith, born December 5, 2001 would have this password: Js120501CCCD
4. If this formula does not work, it is likely that you have already logged in and changed the password. You can reset it yourself with “Forgot Password?” or call the Help Desk at (714) 438-8111.

Completing Registration

After your Release Form has been accepted by Coastline, you will receive notification that you can proceed to register for classes. This [tutorial video](#) from the Coast College District shows how to add classes and pay fees.