

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_DisplLoginNon
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:

[First time user account creation](#)
[Return to Homepage](#)

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

Admissions Login - New User

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:
Create a PIN:
Verify PIN:

[Return to Homepage](#)

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

Select an Application Type

To Apply for Admissions, first select the Application Type you want to complete.

Application Type:

[Return to Homepage](#)

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

Application Type: Non-Credit Application

Admission Term:*

First Name:*

Middle Name:

Last Name:*

[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](#)

a. Name

Name (Checklist item 1 of 6)

Enter your name information. Note: Changing your name here will not update your permanent record. You can update/change your name in the system via the instructions provided in the Name Change link on the Personal Information tab.

When completing sections, selecting "Checklist" saves your changes and displays the Application Checklist. "Continue" moves to the next section. "Finish Later" saves your changes and displays the Application Menu. Use the "Return to Checklist without saving changes" link to navigate to different sections without saving your changes.

* - Indicates a required field.

Last Name: *
First Name: *
Middle Name:
Suffix:

Previously Attended?: Yes No Not Reported

Previously Applied?: Yes No Not Reported

[Return to Checklist without saving changes](#)

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b. Address and Phone

Address and Phone (Checklist item 2 of 6)

Enter your Address information. You must enter a city, state, zip code, and phone number.

When completing sections, selecting "Checklist" saves your changes and displays the Application Checklist. "Continue" moves to the next section. "Finish Later" saves your changes and displays the Application Menu. Use the "Return to Checklist without saving changes" link to navigate to different sections without saving your changes.

Mailing Address

Street Line 1:
Street Line 2:
Street Line 3:
City:
State:
Zip Code:
County:
Nation:
Phone Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension): -

I have no permanent address because I am currently homeless: Yes No No Response

[Return to Checklist without saving changes](#)

c. Personal Information

Personal Information (Checklist item 3 of 6)

Enter your Personal Information.

When completing sections, selecting "Checklist" saves your changes and displays the Application Checklist. "Continue" moves to the next section. "Finish Later" saves your changes and displays the Application Menu. Use the "Return to Checklist without saving changes" link to navigate to different sections without saving your changes.

* - Indicates a required field.

Confidentiality: Yes No

Citizenship:

Email:

Verify e-mail address:

SSN (XXXXXXXX):

Gender: Male Female No Response

Birth Date: Month Day Year (YYYY)

What is your ethnicity?

- Hispanic or Latino
 Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input type="checkbox"/> American Indian - Native Alaskan	<input type="checkbox"/> Asian <input type="checkbox"/> Asian - Cambodian <input type="checkbox"/> Asian - Chinese <input type="checkbox"/> Asian - Indian <input type="checkbox"/> Asian - Japanese <input type="checkbox"/> Asian - Korean <input type="checkbox"/> Asian - Laotian <input type="checkbox"/> Asian - Other <input type="checkbox"/> Asian - Vietnamese <input type="checkbox"/> Filipino	<input type="checkbox"/> African-American	<input type="checkbox"/> Pacific Islander <input type="checkbox"/> Pacific Islander - Guamanian <input type="checkbox"/> Pacific Islander - Hawaiian <input type="checkbox"/> Pacific Islander - Other <input type="checkbox"/> Pacific Islander - Samoan	<input checked="" type="checkbox"/> White

d. Planned Course of Study

Planned Course of Study (Checklist item 4 of 5)

Select your First Choice of Study, and your Second Choice of Study if you have one.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

Planned Course of Study:

[Return to Checklist without saving changes](#)

e. Additional Information

Additional Information (Checklist item 5 of 5)

Please answer "Yes" or "No" to the questions.

When completing sections, selecting "Checklist" saves your changes and displays the Application Checklist. "Continue" moves to the next section. "Finish Later" saves your changes and displays the Application Menu. Use the "Return to Checklist without saving changes" link to navigate to different sections without saving your changes.

Personal Status:	<input type="text" value="No response"/>
Highest Degree or Diploma Earned:	<input type="text" value="No response"/>
Year earned:	<input type="text" value="No response"/>
I Earned the above outside of the US:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
If no diploma earned, how many years of school have you completed?:	<input type="text" value="No response"/>
If ever enrolled in an adult school, please select it from the list:	<input type="text" value="No response"/>
Primary Goal:	<input type="text" value="No response"/>
Secondary Goal:	<input type="text" value="No response"/>
Employment Status:	<input type="text" value="No response"/>
Physically Disabled:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Learning Disabled:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
English Language Learner:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Foster Care Youth:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Native Language:	<input type="text" value="No response"/>

[Return to Checklist without saving changes](#)

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.

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> International Information
<input checked="" type="checkbox"/> Address and Phone	<input checked="" type="checkbox"/> Additional Information
<input checked="" type="checkbox"/> Personal Information	<input checked="" type="checkbox"/> Planned Course of Study

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.

testproc/1

[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 Progress

Admission Term	Application Type	Application Preference	Field of Study	Date Created	Last Section Updated
New	Create a new application				

Submitted Applications

Admission Term	Application Type	Application Preference	Field of Study	Date Created
OCC Summer 2018	Non-Credit Application	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@ccd.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](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

1. 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*

Personal Information

✔ Your changes were saved successfully

- [Answer a Survey](#)
 - [View Emergency Contacts](#)
 - [Update Emergency Contacts](#)
 - [Legal or Preferred Name Change Information](#)
 - [Social Security Number Change Information](#)
 - [Social Security Number Verification](#)
 - [Update Personal Contact Information](#)
-

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 am

[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

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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

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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



CCC Military/Contract Ed = Coastline Military & Corporate Contract Education Programs

CCC = Coastline Community College

GWC = Golden West College

OCC = Orange Coast College

Select a 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.

Add or Drop Classes

OCC Summer 2018
May 29, 2018 10:51 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	Cred	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
Registered on May 01, 2018		12051	ESL	A500N 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	A001N 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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Finalize Add/Drop Class Search Reset Page Pay Now

9. Class Search

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

 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*

Look Up Classes

OCC Summer 2018
May 29, 2018 10:57 am

OCC Summer 2018

English as a Second Language

A498N Repeatability Test

View Sections

A500N Repeatability Test

View Sections

[\[Week at a Glance | Student Detail Schedule \]](#)

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.

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	Cap	Act	WL Cap	WL Act	Date (MM/DD)	Location	Attribute	Zero Textbook Cost
	12047	ALH	A002N	001	O	0.000	Personal Care Aide II	ThF	09:00 am- 12:00 pm	25	4	0	0	07/09- 07/25	ALHSC 202		
								ThF	12:00 pm- 03:30 pm					07/09- 07/25	ALHSC 202		
<input type="checkbox"/>	12048	ALH	A002N	002	O	0.000	Personal Care Aide II	MW	01:00 pm- 02:25 pm	25	1	0	0	05/21- 06/13	OCCOFF HBAS- WEST		
								MW	02:25 pm- 04:35 pm					05/21- 06/13	OCCOFF HBAS- WEST		

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	Cred	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
Registered on May 01, 2018		12051	ESL	A500N	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	A001N	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 11:02 am							

Gmail

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

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

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



Welcome to your new account

Welcome to your new account: vchamu1@student.cccd.edu. Your account is compatible with many [Google services](#), but your student.cccd.edu administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your vchamu1@student.cccd.edu account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your vchamu1@student.cccd.edu account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

3. Your Gmail is now accessible.

The screenshot shows the Gmail interface. At the top, there is a search bar and a navigation menu. The main content area displays two emails from 'Gmail Team' with subject lines 'Tips for using your new inbox' and 'The best of Gmail, wherever you are'. Below the emails, a 'Setup progress' bar shows 10% completion. To the right of the progress bar, there are four action items: 'Account Created' (with a green checkmark), 'Learn how to use Gmail' (with a graduation cap icon), 'Set a signature' (with a pencil icon), and 'Change profile image' (with a person icon). At the bottom, it indicates 'Using 0 GB' and 'Powered by Google'.