



Tips for using CCCApply

CCCApply is the statewide online application and access center for California Community Colleges. It combines individual college images and processes with system-wide consistency, compliance, and support. It also provides a “one-stop shop” for student access to the California Community Colleges. The CCCApply application allows students to complete an application one time and submit it to multiple colleges. Students can also complete a Financial Aid Application to help pay for college.

The following are a few tips about CCCApply and what you will need to do to help a student complete an application successfully.

- The application needs to be accurate and error-free.
- When assisting a student, make sure you ask if they have completed a CCCApply application for any of the Peralta Colleges or other out of district colleges within California.
 - If so, they will need to retrieve their username and password to log into CCCApply.
 - Once they have logged in they can review and/or update their information on their application and submit it to the college of their choosing.
- Verify whether or not the student is a returning student.
 - If so, make sure they enter the same name they had when they attended the Peralta Colleges.
- Encourage students to read all the available information and instructions on how to use CCCApply.
- Encourage students to enter their SSN for Financial Aid and tax purposes.
 - If they refuse to submit their SSN, remind them that the processing of their application may be delayed.
- Make sure the student makes note of all of the pertinent information they may need to remember:
 - Username & Password to log back into CCCApply
 - If the student did not have an email address, they will need to remember the information for the CCCApply email address assigned to the student.
 - When students complete an application they will be given a confirmation number.
- Students will only need to complete one application per academic year.
 - For example: If a student submits an application for the Spring semester, they do not have to submit an additional application for the Summer or Fall semesters.
 - This will prevent duplicate applications being entered into the system.
- The application does allow the applicant to enter the school/college manually if the school name is not known by the system. Here are the steps the applicant will go through:
 1. Applicant enters name of school and clicks “search”.
 2. If the name of the school is not known by the system, applicant gets the following message, “If your search did not locate your school, please try again. Some school names in our database include abbreviations, so try entering a different key word or the city name. Also, be sure the state/territory selected above is correct.”
 3. Applicant again enters the name of the school.
 4. The applicant is prompted to enter the name of the school one more time.
 5. The applicant enters the name of the school for the final time and gets the following message, “If you still cannot locate your school on the list, click “Not on List” below to enter your school information manually. Please do so only if you are certain you cannot locate your school on the list.”
 6. Applicant clicks on the “Not on the List” button.
 7. Applicant is prompted to manually enter the high school name and location and then click on the “Add School” button.
 8. Name and location of high school has been manually entered into the application.
 9. The application will automatically take the applicant through the above steps if (s)he enters a school name that is unknown.

Also whenever an applicant is having difficulty with completing the online application, please instruct the applicant to call the Xap Student Support Hotline at 1-(800)-GO-TO-XAP. This is a dedicated phone line staffed by support technicians who are responsible for providing prompt technical support to applicants using the online application.