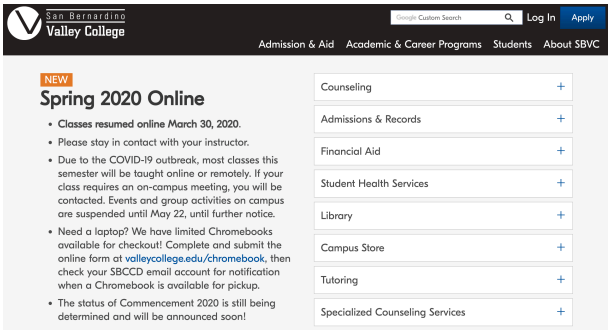
Creating an OpenCCC.net account

For first time students, the enrollment and registration process begins with creating an openccc.net account.

Please note, in order to complete the application, you will need your social security number (if available). Although it is possible to complete the process without this number, the fees assessed each student are different. Moreover, in order to clear any holds that come from not entering a social security number (or entering an incorrect number) you are required to present a physical card to the Admissions office on the SBVC campus within two weeks.

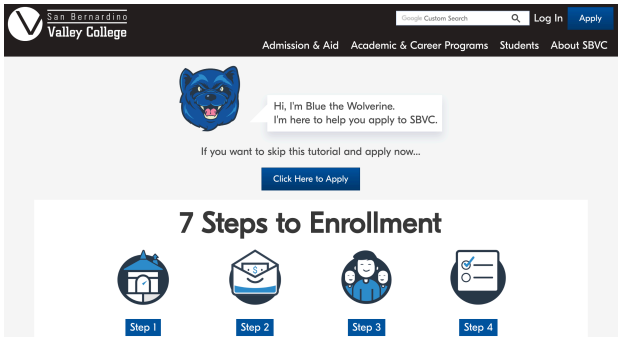
Step 1:



Open the SBVC's main website in an internet browser. (https://www.valleycollege.edu/)

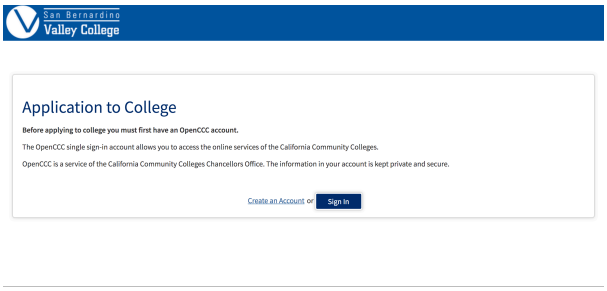
Click the link **"APPLY"** located in the top right hand corner.

Step 2:



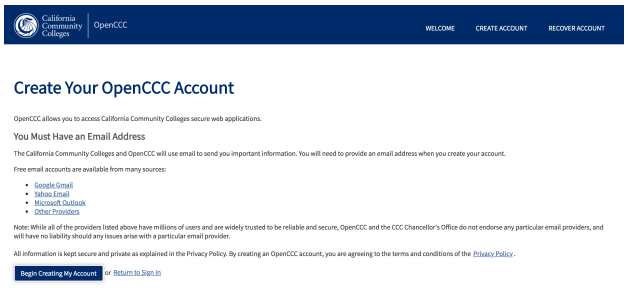
Click the **"Click Here to Apply"** icon. This will take you to the OpenCCC portal.

Step 3:



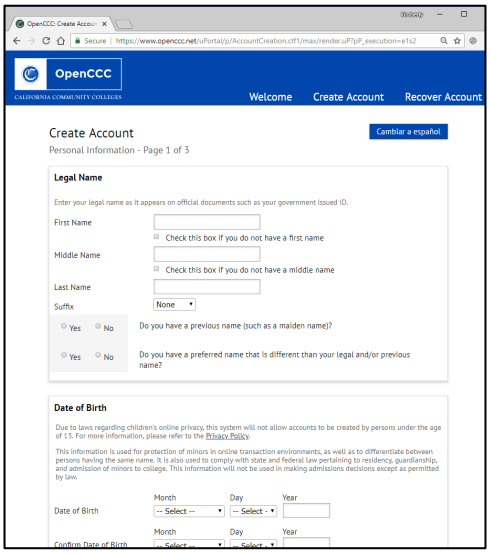
Click on **"Create an Account."**

Step 4:



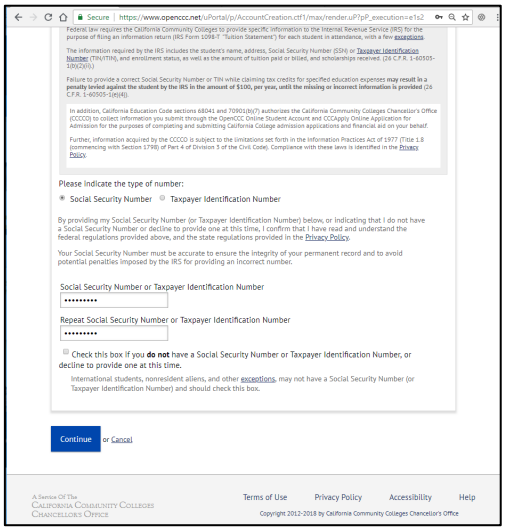
Click on **"Begin Creating My Account."**

Step 5:



Fill in the required information.

Step 6:

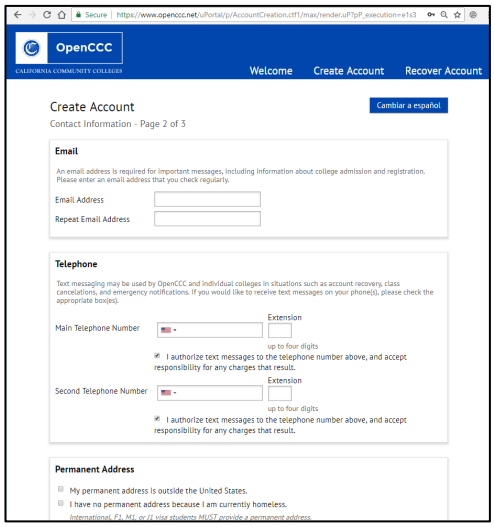


Be sure that the SSN field is filled in.

It is possible to skip; however doing so increases the fees assessed for each student.

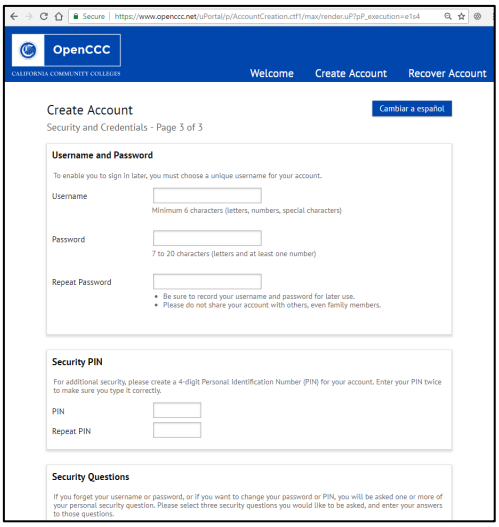
In order to reverse the fee increase, you must bring your physical social security card to the SBVC admissions office.

Step 7:



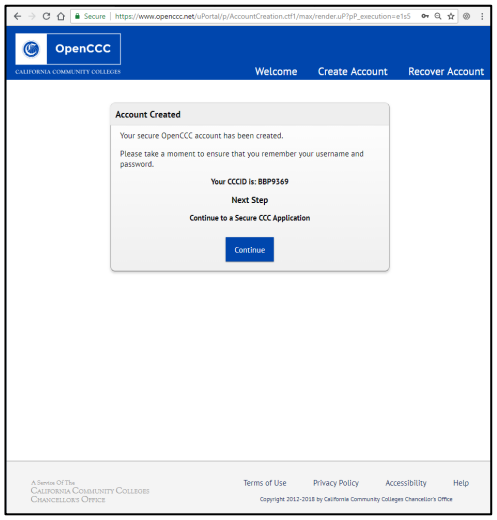
Make sure to enter an email address that you will check frequently.

Step 8:



Make sure you remember the Username and Password for future use.

Step 9:

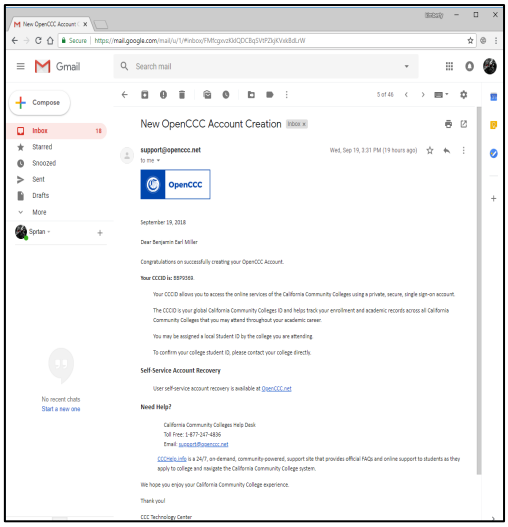


You have now registered on openccc.net. You should receive an email regarding the account creation.

NOTE: THIS CCCID# **IS NOT** YOUR SBVC ID#

Click **"Continue"** to proceed to the next step of completing an SBVC application.

Step 10:



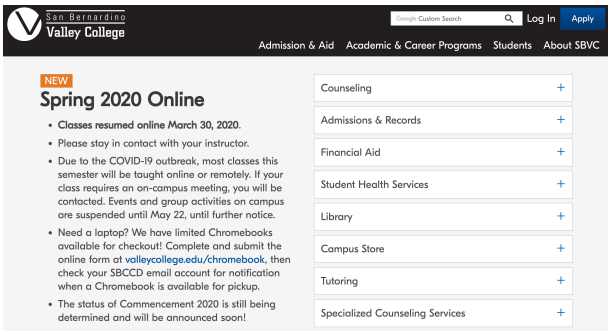
This is a sample email generated when the openccc.net account is created.

NOTE: THIS CCCID# **IS NOT** YOUR SBVC ID#

Logging into an existing OpenCCC.net account

If you have already created an OpenCCC account, follow the steps below to log in.

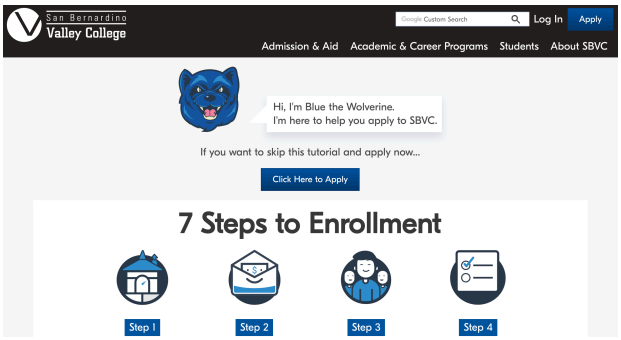
Step 1:



Open the SBVC's main website in an internet browser. (https://www.valleycollege.edu/)

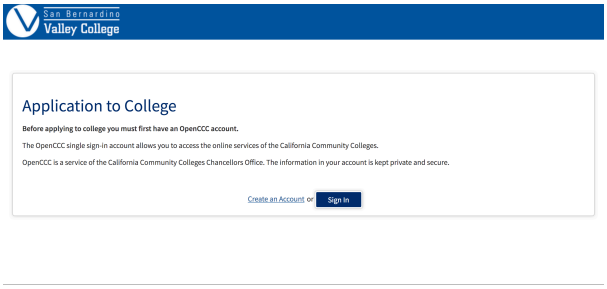
Click the link **"Apply"** located in the top right hand corner.

Step 2:



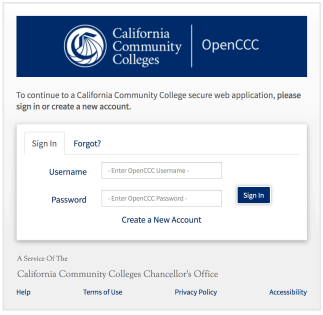
Click the **"Click Here to Apply"** icon. This will take you to the OpenCCC portal.

Step 3:



Click on **"Sign In."**

Step 4:



Enter in your Username and Password.

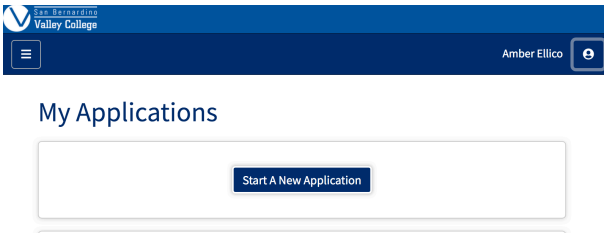
Click **"Sign In."**

You are now logged into your **OpenCCC** account.

Applying to San Bernardino Valley College

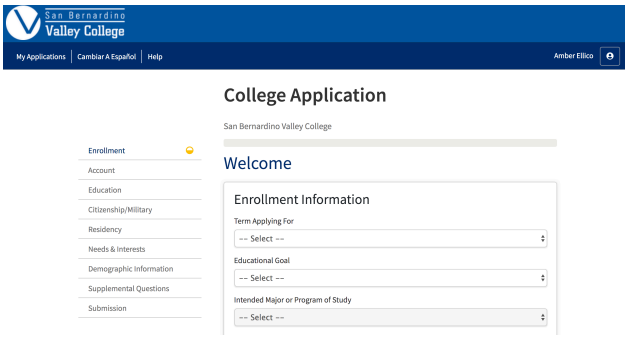
In order to apply to SBVC, you need to be logged into OpenCCC.net. If you are not already logged in (for example, if you are not navigating to this page immediately after creating an account), please go to page 4.

Step 1:



From this page, click **"Start A New Application."**

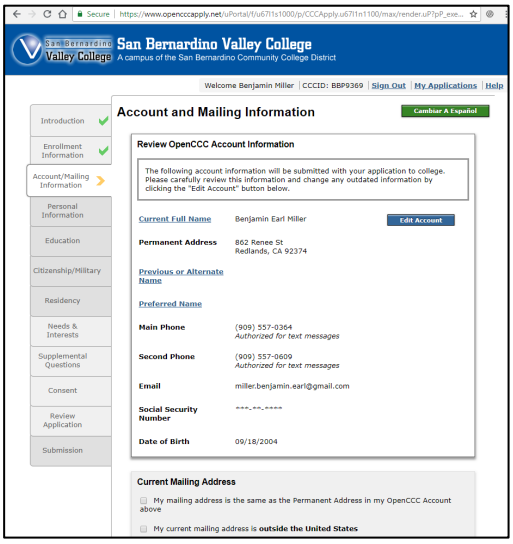
Step 2:



Use the drop-down menu to select the appropriate information.

Click **"Continue"** when done.

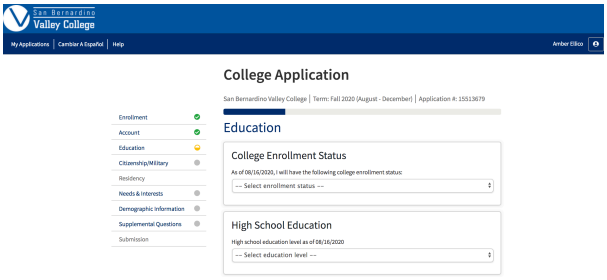
Step 3:



Check to ensure all information is correct. If there are any corrections, select **"Edit Account."**

Enter any required information and then click **"Continue."**

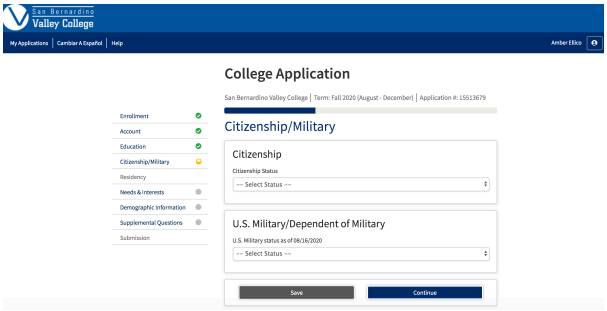
Step 4:



For College Enrollment Status, select **"Enrolling in High School (or lower grade) and College at the same time."**

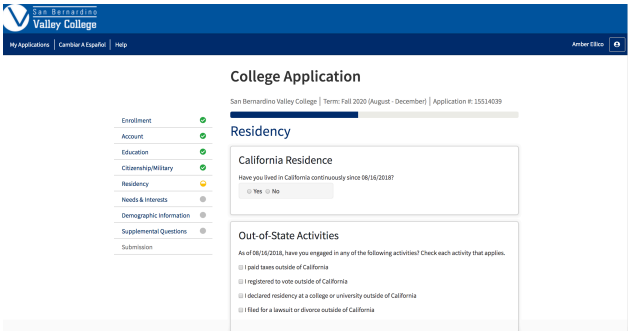
Enter any required information and then click **"Continue."**

Step 5:



Enter any required information and then click **"Continue."**

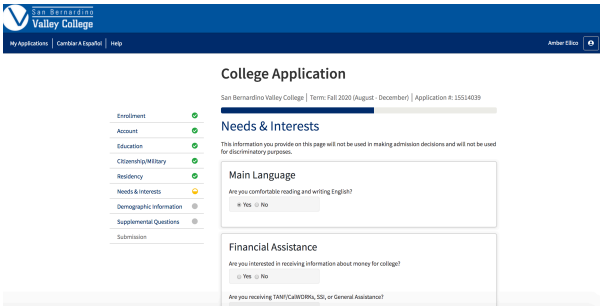
Step 6:



Fill in the appropriate information.

Click **"Continue"** when done.

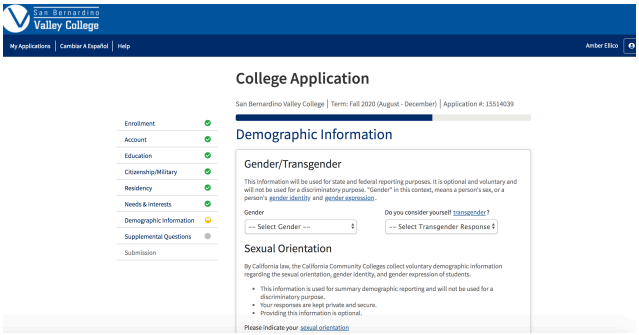
Step 7:



Fill in the appropriate information.

Click **"Continue"** when done.

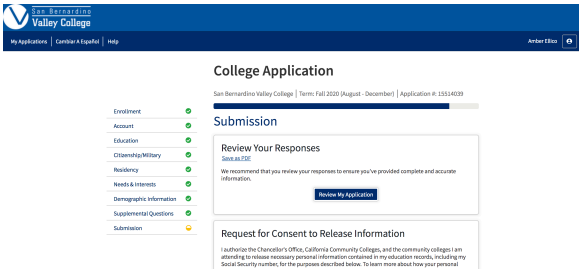
Step 8:



Fill in the appropriate information.

Click **"Continue"** when done.

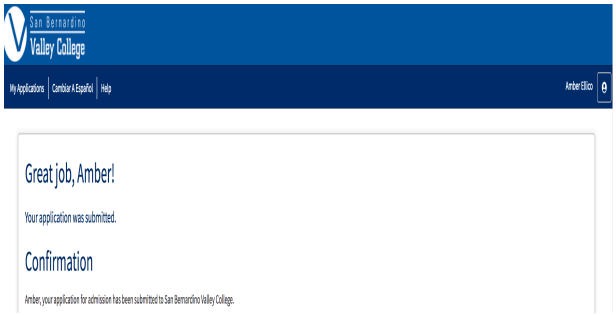
Step 9:



Fill in the required information. When done, click **"Continue."**

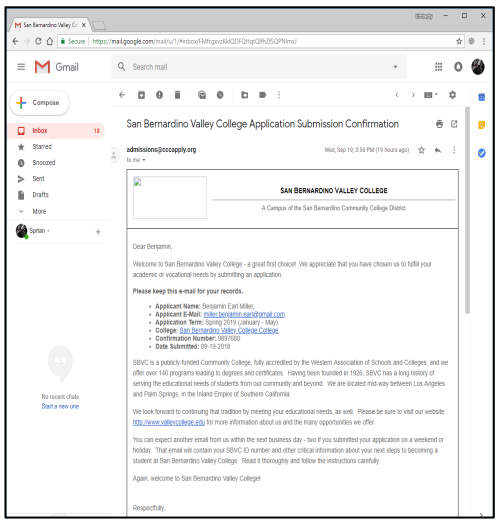
Confirm all of the information provided.

Step 10:



Review the application and submit it. You will receive a **"Submission Confirmation"** email from San Bernardino Valley College.

Step 11:



The submission confirmation email will look like the above image. It will have a confirmation number for the submission of the application you have submitted.

NOTE: This confirmation number

is NOT an SBVC ID#.

Step 12:

The application will then be processed.

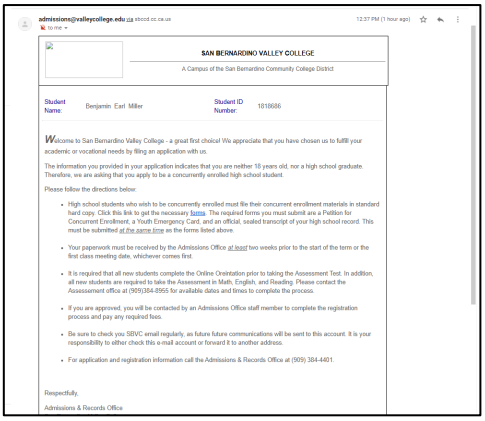
This may take up to **three** business days.

After it has been processed, you will receive an email from the admissions department of San Bernardino Valley College.

The subject of this email will be "San Bernardino Valley College High School Student Welcome E-Mail."

This email will contain your SBVC ID#.

Step 13:



admissions@valleycollege.edu via sbcccd.cc.ca.us 12:37 PM (1 hour ago)

to me

SAN BERNARDINO VALLEY COLLEGE

A Campus of the San Bernardino Community College District

Student Name: Benjamin Earl Miller

Student ID Number: 1816686

Welcome to San Bernardino Valley College - a great first choice! We appreciate that you have chosen us to fulfill your academic or vocational needs by filling an application with us.

The information you provided in your application indicates that you are neither 18 years old, nor a high school graduate. Therefore, we are asking that you apply to be a concurrently enrolled high school student.

Please follow the directions below:

- High school students who wish to be concurrently enrolled must file their concurrent enrollment materials in standard hard copy. Click this link to get the necessary forms. The required forms you must submit are a Petition for Concurrent Enrollment, a Youth Emergency Card, and an official, sealed transcript of your high school record. This must be submitted at the same time as the forms listed above.
- Your paperwork must be received by the Admissions Office at least two weeks prior to the start of the term or the first class meeting date, whichever comes first.
- It is required that all new students complete the Online Orientation prior to taking the Assessment Test. In addition, all new students are required to take the Assessment in Math, English, and Reading. Please contact the Assessment office at (909)384-8955 for available dates and times to complete the process.
- If you are approved, you will be contacted by an Admissions Office staff member to complete the registration process and pay any required fees.
- Be sure to check you SBVC email regularly, as future future communications will be sent to this account. It is your responsibility to either check this e-mail account or forward it to another address.
- For application and registration information call the Admissions & Records Office at (909) 384-4401.

Respectfully,

Admissions & Records Office

The welcome email will look like this.

Your SBVC ID# is listed at the top under "Student ID Number."

It is seven digits, and typically begins with a "1."